

REQUEST FOR PROPOSAL

MATERNAL, INFANT AND EARLY CHILDHOOD HOME VISITING PROGRAM IMPLEMENTATION IN JAYUYA SITE

1. Project Overview

The Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program is authorized by Social Security Act, Title V, § 511 (42 U.S.C. § 711) and administered by the Health Resources and Services Administration (HRSA) in partnership with the Administration for Children and Families (ACF). Grants are awarded to states and other jurisdictions or territories, including Puerto Rico, to implement evidence-based home visiting services for at-risk pregnant women and parents with young children. In Puerto Rico, the MIECHV program is administered by the Maternal, Child and Adolescent Health Division (MCAHD) of the Puerto Rico Department of Health (PRDOH) and is locally known as *Familias Saludables Puerto Rico* (“Healthy Families Puerto Rico”). The MIECHV program is based on scientific evidence that demonstrates the benefits to the lives of women, children and families of receiving home visits by specially trained health and human services professionals. MIECHV focuses on improving maternal and child health and wellbeing, promoting positive parental behavior beginning in pregnancy, preventing child abuse and neglect, and promoting child development.

2. Background

The Puerto Rico Department of Health (PRDOH) is the state agency responsible for all matters related to public health including the administration of programs funded through the Title V Block Grant. PR Title V consists of the Maternal, Child and Adolescent Health Program (MCAH) housed in the Maternal, Child and Adolescent Division, and the Children with Special Health Care Needs Program (CSHCN) located in the Children with Special Medical Needs Division. PR Title V provides services and implements initiatives in the seven PRDOH Health Regions. Within the MCAH, the MIECHV program addresses the areas of women’s health, pregnant women’s health, infant health and child health.

Familias Saludables Puerto Rico uses the “Healthy Families America” home visiting model and the “Growing Great Kids” parenting curriculum. Its target population are pregnant women and their children up to 3 years of age. Currently, the program is implemented in the municipalities of Jayuya, Maunabo, Patillas, Orocovis and Barranquitas. Participation in the program is voluntary and free of charge. Specially-trained professionals with a background in early childhood education, social work or related fields offer weekly visits focused on maternal and child wellness, prenatal care, pregnancy and birth, family planning, breastfeeding, infant growth and development, immunization, home safety, and related topics. The program is strengths based and includes the woman’s partner or another support person in all activities. Participants are screened for postpartum depression, alcohol use, intimate partner violence, and child development, using standardized screening instruments. Participants are referred to services available in the community as needed.

3. Project scope

The Local Implementing Agency (LIA) that will offer the services of MIECHV program in Jayuya has to implement and follow up the Healthy Families America (HFA) model and Growing Great Kids (GGK) curriculums. With the implementation of HFA and GGK, both evidence-based, FSPR in Jayuya must:

1. Improve health of children and women of childbearing age.
2. Reduce intentional and unintentional injuries.
3. Improve school readiness and achievement.
4. Reduce rates of domestic violence.
5. Increase family economic self-sufficiency.
6. Improve coordination and referrals to other community resources and support.
7. Provide high-quality maternal and child home visiting services.

4. Deliverables

The LIA that implements FSPR in Jayuya must provide the following deliverables for the host agency:

1. Monthly reports of work performed to the Program Director. Present evidence of compliance, including a table of weekly visits made; data report prepared by the scientific component; evidence of staff attendance to activities; attendance rosters for training sessions.
2. Financial reports of expenses incurred and obligation of funds according to the approved itemized budget.
3. Provide to the Health Department, HRSA and Great Kids, Inc., all information required for documenting and justifying performance reports.
4. Background evidence for candidates by means of the "Application for search of history of abuse, institutional malpractice, negligence and institutional negligence" of the Central Registry of the Family Department.
5. Any information or report solicited by the host agency.

5. Contractor capacity and qualifications

The LIA selected for this project must demonstrate it has the following capacity and qualifications:

1. Recruit and retain the personnel that will implement the Healthy Families Puerto Rico program (Jayuya).
2. Provide staff with a physical space where they can carry out their office tasks, coordinate home services, meet with collaborators, conduct reflective and group supervision meetings, hold meetings to monitor the quality of services, and an area where they can receive training on topics as required by the evidence-based model.

3. Record staff attendance, document the occurrence of each home visit, and pay for services performed.
4. Implement the program in accordance with the Regulations and Procedures Manual of the Healthy Families Puerto Rico program.
5. Develop a safety and security protocol for program staff and ensure they have a cell phone that allows them to communicate with their supervisor or other agencies in case of emergency.
6. Implement the standards with best practices according to the twelve criteria established by the "Healthy Families America" evidence-based model.
7. Use the "Growing Great Kids" and "Growing Great Families" curriculum for interventions with families participating in the program.
8. Comply with state and federal laws that guarantee the privacy and confidentiality of the information of participating families.
9. Establish collaboration agreements with entities that offer services to pregnant women, children under three years of age and their families in the participating municipalities and adjacent areas.
10. Identify agencies and organizations in the community that can be sources of referrals to services for participating families.
11. Services will be provided during regular working days during the week and in any moment the program will be close except for unexpected crisis. The vacation for the personnel will be coordinated to allow services to be continued.

6. Budget

The budget allocated for this project is **\$235,000.00** for the period of September 30, 2020 and September 29, 2021.

Approximated MIECHV Program Budget Detail

A- Personnel	\$149,000 Annual Salaries
Supervisor - 1	_____
Data Manager - 1	_____
Family Assessment Worker - 1	_____
Home Visitors (TS) - 3	_____
B-Fringe Benefits	\$26,000.00
SS	
Medicare	
Christmas Bonus	
Others	
C-Travels	\$19,700.00
1-Local – for home visits, meetings and trainings	
2-Mainland – Attendance at the All Grantee Meeting and HFA for one staff Trainings required by EBM and Curriculum	

DIVISIÓN MADRES, NIÑOS Y ADOLESCENTES

PO BOX 70184, SAN JUAN, PR 00936-8184

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D-Supplies	\$13,400.00
1-Office supplies including electronic equipment	
2-Educational supplies for families	
3-Incentives to support activities as per the EBM	
E-Other	\$1,900.00
1-Nutritional Snacks for family activities and Advisory Committee Group	
2-Group activities for families	
3-Program Promotion	
F-Operational Cost	\$25,000.00
1-Physical site facilities including utilities, maintenance and insurance	
2-Monthly payment of cell phones	
3-Monthly payment of e-mail accounts and Dropbox	
4-Accounting, financial and other support	
5-Electronic equipment maintenance	

7. Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- The proposal must include detailed explanation of how the LIA will implement the MIECHV program, and the bidder's previous experience in the implementation of a program.
- Proposal must be sent in no later than July 30, 2020. Bidders who are interested in submitting a proposal should inform Dr. Manuel I. Vargas-Bernal at mivargas@salud.pr.gov no later than July 8, 2020.
- Proposal shall be submitted by email, mivargas@salud.pr.gov

8. Contact Information

For questions and concerns connected to this RFP, please contact:

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