



**County Of Siskiyou Request for Proposals (RFP)**

**RFP #SSD 23-003**

**Health & Human Services Agency**

**Social Services Division**

**Consulting Services**

**for**

**Child Welfare County Self-Assessment (CSA),**

**Peer Review &**

**Self-Improvement Plan (SIP)**

**Proposals may be mailed, delivered, or emailed to:**

**Susan Cervelli**

Deputy Director, Social Services Division

Health & Human Services Agency

1312 Fairlane Road - Suite 1, Yreka, CA 96097

RFP\_RFB\_Submissions@co.siskiyou.ca.us

**Proposals Due by:**

**November 17, 2023**

**4:00 PM**

**County of Siskiyou Request for Proposals  
for Consulting Services  
for  
Child Welfare County Self-Assessment (CSA),  
Peer Review &  
Self-Improvement Plan (SIP)**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

**Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
October 31, 2023	Release of Request for Proposals (RFP)
November 6, 2023	Deadline to Submit Questions by 4:00 PM
November 9, 2023	Release of "Questions & Answers" by 4:00 PM
November 17, 2023	Submission of Proposals due by 4:00 PM
November 20, 2023	Review of Proposals
November 22, 2023	Notification of Final Selection
January 2, 2024	Professional Service Agreement Processed
January 1, 2024	Professional Service Agreement Start Date

## **1.0 Preface**

The Siskiyou County Health and Human Services Agency (HHSA), Social Services Division (SSD) announces its intent to contract for consultation services in the preparation and completion of their Child Welfare County Self-Assessment (CSA) and System Improvement Plan (SIP).

The County of Siskiyou is required to complete a CSA in accordance with the provisions of the Child Welfare Outcomes and Accountability System, referred to as the California Child and Family Services Review (CFSR). The provisions of the CFSR require that Child Welfare and Probation Departments provide periodic reports to the California Department of Social Services (CDSS). The reports include the CSA, SIP, and the Peer Quality Case Review (PQCR).

Much of the CFSR looks at outcomes data and other sources to assess each state's ability to achieve 1.) Safety; 2) Permanency; and 3) Well-being for children and families. Specifically, the C-CFSR is the county's portion of this work for the state report.

The completed CSA report will provide a shared understanding of Siskiyou County's current strengths, needs and system improvement themes gleaned from various inquiry processes with stake holders, review of current data trends and strategic discussions. This process guides the completion of the five (5)-year Siskiyou County Children's Services SIP.

## **2.0 Scope of Work**

***Services the successful Proposer will be expected to provide, include but are not limited to:***

### **COUNTY SELF-ASSESSMENT PHASE: (Due September 1, 2024)**

- A. Project Management Support
  - 1. Support establishment of the County Self-Assessment Leadership Team (CSA Team) to include representatives from Children's Services (CS), Juvenile Probation Department (JPD) and CDSS consultation staff.
  - 2. In collaboration with the CSA Team, develop a Work Plan describing the tasks, timeline, and resources for producing project deliverables in accordance with project due dates.
  - 3. Based on emerging project needs and priorities, regularly review and update the Work Plan to guide project activities throughout project duration.
  - 4. Advise CSA Team on addressing project management issues as they arise.
  - 5. Support project monitoring, logistics, scheduling, and other coordination with CSA Team members.
  
- B. Research and Analysis:
  - 1. Coordinate with CSA Team to prepare an overview of Siskiyou County

statistics, outcome trends and other descriptive factors related to CS and JPD operations.

- C. Stakeholder Meeting:
  - 1. Design, prepare materials and support coordination of logistics for a Stakeholder meeting.
  - 2. Facilitate the Stakeholder Meeting in collaboration with the CSA Team other CS and JPD managers.
  - 3. Analyze, consolidate, and document findings from Stakeholder meeting.
- D. Peer Review: **(Completion in April/May 2024)**
  - 1. Design and prepare materials for Peer Review week.
  - 2. Coordinate logistics for Peer Review activities.
  - 3. Deliver Peer Review pre-event training to Peers and Interviewees.
  - 4. Facilitate Peer Review event.
  - 5. Analyze, consolidate, and document Peer Review findings.
- E. Focus Groups:
  - 1. Design, prepare materials and support coordination of logistics focus groups.
  - 2. Facilitate CS and JP focus groups in collaboration with CSA Team.
  - 3. Analyze, consolidate, and document findings from focus groups.
- F. Report Preparation, Drafting and Finalization:
  - 1. Provide consultation on CSA report outline development, coordinate feedback from CSA Team and other key stakeholders.
  - 2. Prepare summary of CSA findings to inform report.
  - 3. Produce a comprehensive draft of Siskiyou County's CSA report.
  - 4. Gather appropriate review input to finalize report.
  - 5. Support completion of final edits and refinements of the report to meet target due date.

**SYSTEM IMPROVEMENT PLAN PHASE: (Due February 1, 2025)**

- A. Engage SIP Development Team in series of planning sessions to agree on the following decisions:
  - 1. Confirm overall timeframe of SIP planning process.
  - 2. Refine Planning Team composition to support SIP phase.
  - 3. Prepare preliminary work plan for SIP development effort.
- B. Prepare for and coordinate initial SIP activities:
  - 1. Identify focal area Siskiyou County's SIP, based on the CSA findings.
  - 2. Design stakeholder outreach/engagement process to inform strategic decisions and priorities.
  - 3. Begin planning initial SIP activities.

- C. Design strategic planning session to develop components of SIP:
1. Determine outcome targets for the SIP report.
  2. Develop goals, strategies, and action steps to inform the structure of the SIP report.
  3. Outline remaining narrative and data inputs required to complete the SIP report.

### **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

#### **1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

#### **2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

#### **3. Company Profile**

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

#### **4. Approach:**

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

#### **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

#### **6. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

#### **4.0 Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

#### **5.0 General Information**

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Building at 1312 Fairlane Road, Suite 1, Yreka, CA 96097 on or before **November 17, 2023, at 4:00PM** (ATTN: Susan Cervelli, Deputy Director Social Services). Please note "**RFP # SSD 23-003**" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to County of Siskiyou ATTN: Susan Cervelli, Deputy Director Social Service 1312 Fairlane Road, Suite 1, Yreka, CA 96097 and postmarked by **November 17, 2023**. Please note "**RFP # SSD 23-003**" on front of envelope.

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Susan Cervelli, Deputy Director Social Services at [RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us) and must be received by **November 17, 2023, at 4:00 PM**. Please include “**RFP # SSD 23-003**” in the subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to the following email address [RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us). Please include “**RFP #SSD-23-003 inquiry**” in the subject line.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

## **6.0 Other Information**

The term of the Contract is expected to be January 1, 2024, through June 30, 2025.

Proposers should ensure they meet the required insurance requirements as specified in Sections 5.04, 5.06 and 5.10 of the County of Siskiyou Contract For Services. (Attachment 1)

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **7.0 Attachments**

1. County of Siskiyou Contract for Services Template