

# REQUEST FOR PROPOSAL



BY

**Stearns County Department of Human Services  
and Central Minnesota Home Visiting Coalition**

For

**Infant Mental Health Specialist with  
Level III or Level IV Endorsement**

**PROPOSAL DUE DATE: 3:00 PM Central Standard Time (CST) – February 28, 2020**

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## **1. Introduction**

Thank you for considering our Request for Proposal (RFP). The purpose of this RFP is to solicit a proposal from businesses or individuals (“Offeror”) that may be capable of providing Stearns County Human Services (“County”) and Central Minnesota Home Visiting Coalition (“Coalition”) with the services of an Infant Mental Health Specialist with Level III or Level IV Endorsement. PLEASE NOTE THAT ONLY OFFERORS THAT HAVE INFANT MENTAL HEALTH SPECIALIST ENDORSEMENT AT LEVEL III OR LEVEL IV WILL BE CONSIDERED.

### **1.1. Process Overview**

An RFP is a document that describes service needs for the County and Coalition and asks for proposed solutions from qualified Offerors. A RFP will help ensure that the County and Coalition have good Offerors and that their service-needs/requirements are met. County is conducting the RFP on behalf of the Coalition.

### **1.2. About Stearns County Human Services Home Visiting Program**

The Public Health Division of Stearns County Human Services has utilized the services of an Infant Mental Health Specialist in its Home Visiting Program since 2013. This program utilizes the Healthy Families America and the Nurse-Family Partnership models of evidence-based home visiting. The Infant Mental Health Specialist provides reflective practices and consultation services to home visitors, home visitor supervisors, and to pregnant women, young children, and their families.

### **1.3. About Central Minnesota Home Visiting Coalition**

The Central Minnesota Home Visiting Coalition was formed by a joint powers agreement in 2019 by Benton County Human Services, Sherburne County Health and Human Services, Stearns County Human Services, and Wright County Health and Human Services. Purposes of the Coalition are to expand Healthy Families America, Nurse-Family Partnership or other evidenced based home visiting models in the four county region; to address the gap in service and service delivery to the priority populations with child poverty, substance abuse, teen parents, and child maltreatment; and to provide outreach and coordination of services.

## **2. What You Need to Know to Submit a Proposal**

This section contains information needed by the Offeror.

## **2.1. Timeline of Events**

<b>RFP Release</b>	<b>February 11, 2020</b>
<b>Offeror May Submit Questions about RFP</b>	<b>February 11, 2020 at 4:30 P.M. (CST) – February 19, 2020 by 4:30 P.M. (CST)</b>
<b>County Responds to Offeror Questions</b>	<b>February 24, 2020 by 4:30 P.M. (CST)</b>
<b>Deadline for Submission of RFP Proposal</b>	<b>February 28, 2020 by 3 P.M. (CST)</b>
<b>Notice of Intent to Award</b>	<b>March 2020</b>

## **2.2. Overview of the Services to be Purchased**

An Infant Mental Health Specialist with Level III or Level IV endorsement that will provide reflective practices and consultation services for pregnant women, young children, and their families who are experiencing stressors that impact mental health, and the public health personnel (home visitors and supervisors) who provide home visiting services to the families.

## **2.3. Evaluation of Offer Proposals**

The purpose of evaluating an Offeror(s) proposal is to determine:

- a. If the Offeror is capable of meeting our needs as stated in requirements; and
- b. To compare and contrast multiple Offerors' responses.

The evaluation team will evaluate each proposal based on the information provided in the Offeror's proposal and will make a recommendation. In responding to the RFP, the Offeror is cautioned to address each of the requirements, adequately detailing his/her/their capability.

The process for evaluating proposals is stated in section 4.3.

## **2.4. Submission of Your Proposal**

### **2.4.1. Offeror Familiarization**

It is the responsibility of the Offeror to understand completely all the contractual conditions, features, capabilities, and requirements set forth in this document.

### **2.4.2. Proposal Preparation**

The submission of the proposal is the sole obligation of the Offeror. Proposals must be received by the County on the date and time stated in Section 2.1 (above).

The requirements that an Offeror must respond to are listed in Section 3 - *RFP Response Worksheet* (below). The Offeror must respond to each requirement in the adjacent cell “{Respond Here}” and shall be considered as one document. The County is requesting an all-inclusive proposal.

In order for a proposal to be considered complete, the Offeror response must include Subsections 3.1. to 3.6.

#### **2.4.3. Contacting the County**

This RFP documents the provisions required for the furnishing of the professional services desired. Any explanation desired by the Offeror must be requested from the County's by e-mail to [stearns.HS.rfp@co.stearns.mn.us](mailto:stearns.HS.rfp@co.stearns.mn.us) and must be stated in the form of a question. Questions will be posted on the Stearns County website at <https://co.stearns.mn.us/Government/BidsandRFPs/HumanServicesRFIs> for all Offerors to review. Offeror names will not be listed.

The County will reply to all questions submitted on the Stearns County website at <https://co.stearns.mn.us/Government/BidsandRFPs/HumanServicesRFIs> by the specified date (stated above).

No contact shall be permitted with unauthorized personnel. Information obtained from an unauthorized officer, director, employee, or member of the Coalition, Benton County, Sherburne County, Stearns County, Wright County, or any other person, shall not affect the risks or obligations assumed by the Offeror or relieve them from fulfilling any of the conditions of the contract for the purposes of this RFP.

Questions relating to the RFP must be submitted by e-mail to:

[stearns.HS.rfp@co.stearns.mn.us](mailto:stearns.HS.rfp@co.stearns.mn.us)

#### **NO TELEPHONE REQUESTS FOR INFORMATION WILL BE ACCEPTED.**

If an Offeror discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the RFP document(s), the Offeror shall immediately notify the County by email to [stearns.HS.rfp@co.stearns.mn.us](mailto:stearns.HS.rfp@co.stearns.mn.us) of such error(s) and request modification or clarification of the document. The County may make modifications by addenda issued pursuant to Section 4.6, below.

### **3. RFP Response Worksheets**

#### **3.1. Identification of Offeror - Worksheet**

<b>3.1.1.</b>	Offeror Name:	{Respond Here}
<b>3.1.2.</b>	Business Name (if any):	{Respond Here}
<b>3.1.3.</b>	Primary Contact:	{Respond Here}
<b>3.1.4.</b>	Physical Location/Address:	{Respond Here}
<b>3.1.5.</b>	Mailing Address:	{Respond Here}
<b>3.1.6.</b>	Contact Phone Number:	{Respond Here}
<b>3.1.7.</b>	Contact Email Address:	{Respond Here}
<b>3.1.8.</b>	Years providing service:	{Respond Here}

<b>3.1.9.</b>	Number of continuous years the Offeror/business has delivered this type of service:	{Respond Here}
<b>3.1.10.</b>	Identify key personnel, his/her role, responsibilities, and number of years he/she has been in this position:	{Respond Here}
<b>3.1.11.</b>	Describe education, training, and/or certifications obtained by key personnel:	{Respond Here}
<b>3.1.12.</b>	Describe similar types, or other related services offered by this business:	{Respond Here}

### **3.2. Service Requirements and Approach - Worksheet**

<b>3.2.1.</b>	State the Infant Mental Health Specialist endorsement level that Offeror has achieved. Submit verification of said endorsement along with proposal.	{Respond Here}
<b>3.2.2.</b>	Does Offeror have the availability to provide IMH Specialist Services for 45-50 hours per month?	{Respond Here}
<b>3.2.3.</b>	Does Offeror have the availability to provide Infant Mental Health Specialist Services for 20-25 hours per month?	{Respond Here}
<b>3.2.4.</b>	Does Offeror have the ability and availability to contract for the provision of services until December 31, 2022?	{Respond Here}
<b>3.2.5.</b>	Are there any barriers to Offeror maintaining Infant Mental Health Level III/Level IV Endorsement during the contract period? If yes, describe the barriers.	{Respond Here}
<b>3.2.6.</b>	Does Offeror have the ability and availability to provide 1 hour of in-person individual consultation per month to home visitors? If yes, explain Offeror's planned approach.	{Respond Here}
<b>3.2.7.</b>	Does Offeror have the ability and availability to provide 1 hour of in-person individual consultation per month to home visitor supervisors? If yes, describe Offeror's planned approach.	{Respond Here}
<b>3.2.8.</b>	Does Offeror have the ability and	{Respond Here}

	availability to provide in-home consultations with home visitors, as needed? If yes, describe Offeror's planned approach.	
<b>3.2.9.</b>	Does Offeror have the ability to provide 2 hours of in-person group consultation per month to home visitors in groups of 8-10 that includes, but is not limited to: Family presentation; Focus on holding the space that encourages self-reflection and self-regulation for staff, both physically and emotionally; Observation of staff member's internal responses to the work including parallels between what might be going on for the worker as well as how that might impact the work; Focus on the parallels process-expanding to what might be going on for the staff in conjunction with what the family and the baby might be experiencing; Considering what the supervisor might do differently for the next supervision, developing a plan with the family support specialist for work going forward; and Opportunities for participants in the group to reflect on the group session they just observed? If yes, describe the Offeror's planned approach.	{Respond Here}
<b>3.2.10.</b>	Does Offeror have the ability to provide consultations via video/teleconference/telephone, as needed? If yes, describe Offeror's plan and the technology that would be utilized.	{Respond Here}
<b>3.2.11.</b>	Does Offeror have the ability to provide 1-2 group trainings per year for home visitors and supervisors? If yes, describe Offeror's plan to provide said trainings.	{Respond Here}

### 3.3. Service Delivery

<b>3.3.1.</b>	Describe Offeror's plan to deliver the proposed service:	{Respond Here}
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<b>3.3.2.</b>	Number of personnel Offeror plans to utilize in the delivery of the service:	{Respond Here}
<b>3.3.3.</b>	What is Offeror's plan to manage personnel turnover and training of new personnel?	{Respond Here}
<b>3.3.4.</b>	Describe any barriers Offeror has in providing the requested services.	{Respond Here}
<b>3.3.5.</b>	Is Offeror currently or has Offeror ever been barred from doing business with any public/ government entity? If yes, please explain.	{Respond Here}
<b>3.3.6.</b>	Does Offeror now, or does Offeror anticipate, subcontracting any portion of the services presented in your Offeror's proposal. If yes, please explain.	{Respond Here}
<b>3.3.7.</b>	Describe Offeror's experience working with culturally and racially diverse individuals.	{Respond Here}

#### **3.4. Budget and Budget Justification**

<b>3.4.1</b>	Complete and attach with your proposal the Budget Worksheet that is attached to this RFP.	
<b>3.4.2</b>	Explain Offeror's justification for each budget item.  For example, a justification for office space may be as follows: "Rent is \$600 per month, electricity is \$50 per month, and heat is \$50 per month for a total of \$700 per month and \$8,400 per year."	{Respond Here}

#### **3.5. Offeror's Compensation for Services**

<b>3.5.1.</b>	Describe Offeror's compensation needs for the delivery of this service:	{Respond Here}
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#### **3.6. References**

<b>3.6.1.</b>	Please provide three references that County can contact at its discretion:	{Respond Here}
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## **4. RFP and Contractual Information**

### **4.1. Terms and Limits of this RFP**

The Offeror will not outsource or subcontract their proposal, or any portion thereof, to any other entity for completion and/or submission without written permission from the County.

### **4.2. Definitions**

**Addenda:** Written or graphic instruments issued by the County prior to the Deadline for Submission of RFP Proposal which modify or postpone or withdraw the RFP. Only those additions, deletions, corrections, or clarifications in writing in the addenda are binding.

**Contract:** The formal agreement between the County or Coalition and the Offeror that incorporates all the terms and conditions stipulated in this RFP and in the Offeror's proposal, as negotiated and approved by the County/Coalition.

**County:** The Stearns County Board of Commissioners, or any other designated employee or representative. Designated representatives who are not employed by the County or who do not serve on the Stearns County Board of Commissioners; may be any individual or firm who, through a contractual agreement, is designated to serve in an official capacity on behalf of the County.

**“May”:** The word, or other such words, used anywhere in this RFP that indicates a request or recommendation to which may be adhered by the Offeror at his/her choice whether in the negative or the affirmative.

**Notice of Intent to Award:** A written notice of the acceptance of a proposal by the County and Coalition and the intention to award a contract for services.

**Offeror:** A business or individual submitting a proposal to provide the services described in this RFP.

**Proposal:** An offer made that describes the Offeror's qualifications and ability to provide the service needs described in the RFP.

**Request for Proposal (RFP):** The announcement soliciting proposals from qualified businesses or individuals.

**“Shall”:** The word, or other such words, used anywhere in this RFP that indicates a mandate to which the Offeror must adhere whether in the negative or the affirmative.

**Vendor:** A business or individual whose proposal has been accepted by the County and by the Coalition and who has entered into a contractual agreement with the County and Coalition to provide the product and/or services specified in the contract.

### **4.3. Evaluation of Proposals**

#### **4.3.1. Method of Award**

The County considers the subject matter of this proposal to be a professional service. As a professional service it is not subject to the provisions of the County Local Government Budget/Purchasing Act and the award, if made, will not be subject to the provisions of that statute.

Although the compensation for the delivery of services (cost issues) will be considered in the award process, emphasis will also be placed upon the quality of the service offered, experience factors, the competency of the prospective Offeror, and outside references.

#### **4.3.2. Evaluation Procedures**

It is the intent of the County to review all proposals and judge the merit of those proposals in accordance with the general criteria outlined in Subsections 3.1 to 3.5. The evaluation team will select an Offeror with which to begin negotiations to provide the stated services.

The County may elect to invite final Offerors to present and/or demonstrate services during the evaluation period.

Failure of the Offeror to provide in the proposal any information requested in this RFP may result in disqualification of that proposal.

#### **4.3.3. Criteria for Evaluation**

The decision on selecting an Offeror will be based on the following criteria:

- a) Service Experience: 20%
  - Experience of Offeror
  - Education and training of Offeror
  - Similar Type Services
  - Offeror Stability
- b) Service Requirements / Approach: 30%
  - Service Approach Model
  - Compatibility of Services
  - Proposal Depth
- c) Service Delivery: 15%
  - Quality Control and Assurances
  - Delivery Model
- d) Budget: 10%
  - Realistic Budget
  - Justifiable Budget
- e) Compensation: 15%
- f) References: 10%

#### **4.4. Oral Presentation**

Following evaluation of proposals, Offerors may be required to give an oral presentation of their proposal to the evaluation team. This will provide an opportunity for the Offeror to clarify or elaborate on specifics within their proposal. Offerors will be expected to pay for any costs

they incur for the oral presentation along with any costs associated with preparing and transmitting informational responses.

#### **4.5. Sole Interest**

The Offeror will provide a sworn affidavit that no Offeror's employee has colluded with any County or Coalition member to secure the contract for the proposed product or service and shall signify that no Offeror employee or family member serves in a County or Coalition member position, which gives them any pecuniary interest in any contract for the proposed product or service. That, by submitting a proposal, the Offeror certifies that neither he/she nor anyone employed by the Offeror has divulged to, discussed with, or compared any proposal with any other Offeror or potential Offeror and has not colluded with any other Offeror or parties to this competitive solicitation.

#### **4.6. Addenda**

County may modify these documents prior to the date fixed for submission of proposals by issuance of one or more addenda. Addenda will be numbered consecutively and listed on the Stearns County website at <https://co.stearns.mn.us/Government/BidsandRFPs/HumanServicesRFIs>.

#### **4.7. Faxed Proposals**

Faxed proposals will not be considered.

#### **4.8. Prices of Proposal**

The County reserves the right to purchase proposed services using State contracts, or elsewhere.

#### **4.9. Specifications**

Any deviation from specifications must be clearly indicated by Offeror; otherwise, it will be considered that Offeror's proposal is in strict compliance and Offeror will be held responsible, therefore.

#### **4.10. Proposal Rejection**

A proposal may be rejected for the following reasons:

- a) the Offeror fails to satisfy the County that said Offeror is properly qualified to carry out the obligations of the agreement;
- b) the proposal contains conflicting, false, or misleading statements or provides references which contradict or do not support an attribute or condition contended by the Offeror;
- c) there are any omissions, additions, conditional proposals, irregularities, or prices that are obviously in error; and
- d) the proposal contains an alteration or erasure of any price which is used in determining the lowest responsible proposal, unless the alteration or erasure is crossed out and the correction

thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the proposal.

The County may waive any informalities or minor defects or reject any and/or all proposals or parts of proposals in its complete discretion. All proposals shall be held firm until 6 months following the Deadline for Submission of RFP Proposal.

#### **4.11. Modification or Withdrawal of Proposal**

Proposals may be modified or withdrawn prior to the Deadline for Submission of RFP Proposal by submitting a written request for its withdrawal to the email address given in Paragraph 2.4.3. Offeror may submit the same, a new, or a modified proposal prior to the Deadline for Submission of RFP Proposal. No proposal may be modified or withdrawn after the time set for the Deadline for Submission of RFP Proposal.

#### **4.12. Cancellation**

The County reserves the right, without any liability, to cancel the award of any proposals, at any time before the execution of the contract by all parties.

#### **4.13. Protest**

Protests must be made in writing within 5 days of contract award and sent to the email address identified in 2.4.3. Protests shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. Certified or registered mail must be used.

#### **4.14. Disposition of Proposal**

All materials submitted in response to this RFP will become the property of the County and will become public record. Any proprietary information must be clearly identified. The County will not accept responsibility for confidentiality of any information submitted with a proposal. Public records pertaining to the RFP are available to the public through the Stearns County Procurement Office during normal business hours 30 days after the RFP has concluded.

#### **4.15. Contract Execution**

The successful Offeror shall be required to execute a contract, incorporating the provisions herein, as they may be modified by mutual agreement within the terms and conditions of these proposal documents. The Offeror may be required to furnish a performance bond in the total amount of the contract price as shown in the proposal for total cost of the product or services according to the base proposal amount, conditioned as required by law, with sureties satisfactory to the attorney for Stearns County and the Coalition members, which shall guarantee performance as provided in these proposal documents. If required, the performance bond shall remain in effect throughout the entire term of the contract. Said contract must be executed on forms furnished by the County. The County shall send written notice of award. The final contract shall be signed by the successful Offeror and returned, together with any required performance bond, within 10 business days after the forms have been mailed to the Offeror. If the Offeror fails within the time allotted to execute the contracts, to furnish an

acceptable bond, if required, or to comply with any other requirements imposed precedent to approval of the contract; County reserves the right to claim administrative costs for re-advertising, re-bidding and damages on account of delay, price changes, inability of the County to fulfill other contracts, loss of other benefits of this contract, or other damages direct or consequently arising out of breach of the contract or failure to perform same by the successful Offeror.

#### **4.16. Demonstration of Ability**

The County may make such investigation as it deems necessary to determine the ability of the Offeror to perform the services specified in this RFP, and the Offeror shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy the County that such Offeror is properly qualified to carry out the obligations of the contract.

#### **4.17. Descriptive Literature**

The County is not responsible for locating or securing any information which is not identified in the proposal and reasonably available. Accordingly, to ensure that sufficient information is available, the Offeror must furnish as a part of their proposal all descriptive material necessary for the County to:

- (i) Determine whether the service offered meets the requirements; and
- (ii) Establish exactly what the Offeror proposes to furnish and what the County would be binding itself to purchase, lease, rent, or license by making an award.

#### **4.18. Notice of Intent to Award**

The County will notify the preferred Offeror by email. The selected preferred Offeror will be posted on the following website: <https://co.stearns.mn.us/Government/BidsandRFPs/HumanServicesRFIs>.

### **5. Attachments (if any)**

#### **5.1. Budget Worksheet**