

# STATE OF OREGON



## COVER PAGE

OREGON DEPARTMENT OF EDUCATION  
on behalf of its  
EARLY LEARNING DIVISION

## HEALTHY FAMILIES OREGON SERVICE PROVIDER FOR COOS AND CURRY COUNTIES

Request for Grant Applications (RFA)

**ODE-2000-23**

Date of Issue: January 3, 2023

Closing Date: February 17, 2023 at 5:00 PM (Pacific Time)

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## SECTION 1: GENERAL INFORMATION

### 1.1 INTRODUCTION

The State of Oregon, acting by and through the Department of Education’s Early Learning Division (“Agency” or “ELD”) is issuing this Request for Grant Applications (“RFA”) from qualified Applicants to provide Healthy Families Oregon (“HFO”) services in Oregon’s Coos and Curry counties (the “Service Delivery Area”).

Agency anticipates the award of one Grant Agreement (the “Grant”) from this RFA. The initial term of the Grant is anticipated to be July 1, 2023 through June 30, 2025. Agency reserves the right to award multiple Grants in this Service Delivery Area.

If the awarded Applicant(s) is in good standing prior to the expiration of the Grant, Agency may, at its sole discretion, extend the Grant beyond the initial expiration date, consistent with available funding and applicable law.

Additional details on the program activities are included in the Scope of Project section.

### 1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date	Time
Questions/ Requests for Clarification Due	01/13/2023	5:00 PM
Closing (Proposal Due)	02/17/2023	5:00 PM
Issuance of Notice of Award (approximate)	03/03/2023	

### 1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this solicitation is identified on the Cover Page, along with the SPC’s contact information. Applicant shall direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Grant terms and conditions, the RFA process, or any other provision, only to the SPC.

## SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

### 2.1 AUTHORITY AND METHOD

Agency is issuing this RFA pursuant to its authority under ORS 417.723 and ORS 417.795.

Agency will accept Applications up to the Closing date and time as set forth in Section 1.2 of this RFA.

Agency will then evaluate the Applications in accordance with Section 3 of this RFA.

## 2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions:

**Applicant:** An entity submitting an Application in response to this RFA.

**Early Learning Hub:** An entity designated by regional partners to coordinate early learning services, as determined by rules adopted by the Early Learning Council. Regional partners may include counties, cities, school districts, education service districts, community colleges, public universities, private educational institutions, faith-based organizations, nonprofit services providers, or tribes.

**Focus Child:** A child that results from a pregnancy in a family making the family eligible to complete an NBQ.

**HFO Eligibility Screeners:** Applicants' staff for HFO who administer the NBQ eligibility tool with pregnant mothers and parents soon after the birth of their babies.

**Healthy Families America ("HFA"):** The signature program of Prevent Child Abuse America, HFA is theoretically rooted in the belief that early, nurturing relationships are the foundation for life-long, healthy development. Interactions between direct service providers and families are relationship-based, designed to promote positive parent-child relationships and healthy attachment that is strength-based, family centered, culturally sensitive, and reflective. HFA is the Home Visiting model by which all HFO sites are accredited.

**Healthy Families Oregon ("HFO"):** An accredited multi-site state system with HFA and Oregon's largest child abuse prevention program that empowers parents to be their child's best teacher from the very start.

**Home Visit:** A face-to-face interaction that occurs between a family and a Home Visitor. The goal of the Home Visit is to promote positive parent-child interaction, healthy childhood growth and development, and enhance family functioning.

**Home Visitors:** Applicants' staff for HFO who provide parent education and support to parents, in the parents' homes. HFA calls these direct service staff, "Family Support Specialists."

**Program Participant or Primary Caregiver:** An individual who voluntarily participates in HFO services after having been assessed as eligible for HFO services using the validated NBQ.

**Service Delivery Area:** The defined geographic area in which HFO services will be conducted in alignment with Early Learning Hubs. The Service Delivery Area for this RFA is Coos and Curry counties.

## 2.3 OVERVIEW

### 2.3.1 ELD Overview and Background

In 2011, the Oregon Legislature approved a 40-40-20 goal and the Governor's vision for a seamless education system from birth through college. To help achieve this goal, the Early Learning Council ("ELC") was created to advise on early learning policies and oversee the transformation of Oregon's early learning system.

In 2013, ELD was created to direct early learning initiatives in the state, and became part of the Oregon Department of Education. ELD consists of many early learning services, including Oregon Prekindergarten, Early Learning Hubs, Preschool Promise, the Office of Child Care, and Healthy Families Oregon. All early learning services and programs focus on the lives and futures of children.

ELD's mission is to support all of Oregon's young children and families to learn and thrive. ELD values equity, making a positive impact for children and families, dedication, integrity, and collective wisdom to benefit Oregon's young children and families.

ELD works as an integrated team focused on: child care, early learning programs and cross systems integration, policy and research, and equity.

### **2.3.2 HFO Overview and Background**

HFO is an evidence-based, voluntary, Home Visiting program nationally accredited by HFA. The HFO program contributes to the economic prosperity of Oregon by preventing child abuse and neglect, promoting healthy child development, improving family self-sufficiency and helping parents prepare their children for kindergarten.

Services begin early, during pregnancy or shortly after the birth of a baby, and can last up to three years. Parents are voluntarily assessed by an HFO Eligibility Screener to determine eligibility for the program. Families who are at risk, as determined by the NBQ, and who live in the Service Delivery Area are invited to participate in the program. The parents who accept services are connected with a trained Home Visitor. All families, regardless of whether they participate in Home Visit services, are offered referrals to community resources as needed. Families who participate receive weekly Home Visits that decrease in frequency as families increase protective factors and make progress toward providing a safe, healthy, stable environment for their children. During Home Visits, Home Visitors focus on the following types of activities:

- Educate parents on how to recognize and respond to their babies' cues and needs at every developmental stage;
- Serve as models of positive parent-child interaction that promotes bonding and healthy brain development;
- Educate parents on the importance of immunizations and well-child checks;
- Connect parents and children to medical providers;
- Screen for maternal depression and child developmental delays;
- Teach parents positive discipline techniques, how to cope in healthy ways with the day-to-day stress of parenting, and how to problem solve when crises arise;
- Instill confidence and empower parents and caregivers to accept personal responsibility for themselves and their children by setting goals that lead to family self-sufficiency. This process starts by helping families identify their strengths and using those to reach their goals;

- Help parents recognize and address potential safety hazards in and around their homes;
- Provide information on prevention topics including safe sleep to prevent infant suffocation, water safety to prevent drowning, and ways to cope with crying to prevent shaken baby syndrome;
- Connect parents to community resources and a support network of family, friends, neighbors and faith-based organizations;
- Increase parents' creative problem-solving skills by using empowering strategies that increase positive decision-making; and
- Use reflective strategies to help parents reflect on their history and how that has influenced their current parenting practices.

Strong community partnerships are necessary to provide families with additional services such as child care, mental health counseling, substance abuse treatment, domestic violence intervention, and access to basic needs such as food, housing, and clothing.

### **2.3.3 HFO Program Goals**

HFO seeks to achieve the following goals:

- Prevent the incidence of child abuse and neglect;
- Increase school readiness;
- Improve health outcomes for children and families;
- Build trusting, nurturing relationships with parents;
- Teach parents to identify strengths and utilize problem-solving skills; and
- Improve families' support systems through linkages and appropriate referrals to community services.

## **2.4 SCOPE OF PROJECT**

### **2.4.1 HFO Critical Program Elements**

Applicant will be required to implement the HFO program according to the most current HFA Best Practice Standards (Attachment F), the HFO Policy and Procedure Manual (Attachment G), the HFO Fiscal Guidelines (Attachment E), and the Sample Grant (Attachment A). The current HFO critical elements, as established by the HFA, require providers of HFO services to conduct the following activities:

#### **2.4.1.1 Initiation of Services**

- Initiate screening to determine eligibility in the Service Delivery Area;
- Use the NBQ to determine eligibility for services, and offer screening services that meet the needs of families, including screenings on weekends if appropriate; and
- Offer services to Program Participants and provide respectful outreach efforts to build family trust.

#### **2.4.1.2 Service Content**

- Offer intensive services for a minimum of the entire Grant period. Agency strives to have providers who will provide services for at least three (3) years using the level criteria developed by ELD. Flexible hours (including evening and weekend Home Visiting) must be established to the extent necessary to accommodate the schedules of working and in-school families;
- Provide services that are sensitive to and respect the cultural differences among Program Participants. Applicant staff and HFO program materials must reflect the cultural, linguistic, geographic, racial, and ethnic diversity of the population served;
- Provide services that focus on supporting the parents and families, encouraging the interaction of both parents with their children, when appropriate; supporting parent-child interaction and child development; and discussing health and safety practices with the family;
- Link all families to a medical provider to assure optimal health and development, such as timely immunizations and well-child care. Applicant must also provide linkages to additional services such as financial, food, and housing assistance programs; school readiness programs; child care; job training programs; family support centers; substance abuse treatment programs; domestic violence supports and shelters; health insurance and other health services including family planning, depending on the families' needs. Applicant must also be knowledgeable of community resources and programs and must make appropriate agency referrals for Program Participants; and
- Ensure adequate staffing so that Home Visitors have sufficient amounts of time to spend with Program Participants to meet their varying needs and to plan for future activities. Home Visiting staff ratios are based on weighted caseloads (as described in Attachment G). Caseload size is based on the length of time the Home Visitor has been in their role (tenure and experience), along with the complexity and difficulty of family dynamics and service intensity. Home Visitors in their first and second years working in this role will be expected to have a caseload range at any given time of approximately 10-12 families. Home Visitors in the role for three years or more will be expected to have a caseload range at any given time of approximately 15-20

families. Home Visitor caseloads will not exceed thirty (30) case weight points at any time.

- Information on pro-rating caseload points and number of families for staff employed less than 12 months and/or less than 1.0 FTE can be found in Attachment G.

#### **2.4.1.3 Selection and Training**

- Ensure that HFO services staff have interpersonal skills, knowledge of community resources, willingness to work with or experience working with culturally diverse communities and families, and skills necessary to perform the job;
- Ensure that HFO services staff have education and experience needed to respond to a variety of situations they may encounter working with at-risk families. Minimum education/work experience requirements can be found in the HFO Policies and Procedures (Attachment G) and HFA Best Practice Standards (Attachment F);
- Participate in the statewide training system established by ELD and provide HFO services staff intensive pre-service and in-service training specific to their role as prescribed in the HFO Policies and Procedures and HFA Best Practice Standards;
- Staff HFO services so that direct service staff (i.e. Home Visitors and HFO Eligibility Screeners) receive ongoing weekly, administrative, clinical and reflective supervision according to HFO Policies and Procedures. The full-time direct supervisor to full-time direct service staff ratio shall never exceed 1:6. Best practice is 1:5, and this ratio is highly encouraged by HFO Central Administration;
- Develop a retention plan for HFO services staff; and
- Complete background checks on all potential HFO services staff. Obtain the results indicating they have passed their background checks prior to hiring them, and maintain the results in the employee personnel files.

#### **2.4.1.4 Coordination of Services**

- Coordinate with the local Early Learning Hub to ensure a collaborative screening and referral process is in place for HFO; and
- Coordinate with other community Home Visiting and family support programs to meet the needs of families and ensure an integrated service delivery system for families.

#### **2.4.1.5 Quality Assurance and Reporting**

- Develop and implement a quality assurance plan (also known as a program goal plan) to monitor performance and ensure compliance with HFA Best Practice Standards, HFO Policies and Procedures and Grant requirements. This Program Goal Plan should include any areas identified as needing attention from the site's most recent quality assurance site visit;
- Participate in the multi-site accreditation process through HFA with ELD;
- Collect and enter all required data into the HFO data system in the format and timeline specified ELD;



- Complete and submit all forms required by ELD, including any forms ELD's research contractor requires Grantee to complete and submit.

#### **2.4.1.6 Core Outcomes and Process Measures**

If selected for a Grant, Applicant must work to produce the following core outcomes and must meet the following core process standards:

##### **2.4.1.6.1 Outcomes**

- A minimum of 80 percent of Focus Children who are 12-23 months of age will be up-to-date with immunizations expected by six months of age;
- A minimum of 80 percent of Focus Children who are currently 24 months or older will be up-to-date with all immunizations expected by eighteen months of age;
- A minimum of 80 percent of Focus Children will be linked to a medical provider;
- A minimum of 80 percent of Program Participants will report reading to their children at least 3 times per week;
- A minimum of 80 percent of Program Participants will report having positive parent-child interactions;
- A minimum of 50 percent of Program Participants will report reduced parenting stress; and
- A minimum of 80 percent of Program Participants will report that HFO helped with social supports.

##### **2.4.1.6.2 Process Standards**

- A minimum of 80 percent of families enrolled into HFO services receive their first Home Visit prenatally or within the first three months after the birth of the baby;
- A minimum of 90 percent of Focus Children will receive 2 or more timely, age appropriate, ASQ-3 developmental screenings in accordance with the ASQ-3 guidelines and the HFO Policies and Procedures according to the schedule of HFO approved developmental assessment instruments;
- A minimum of 90 percent of Focus Children will receive 1 or more timely, age appropriate, ASQ:SE-2 development screenings, in accordance with the ASQ:SE-2 guidelines and the HFO Policies and Procedures (Attachment G);
- A minimum of 75 percent of families will receive at least 75 percent of Home Visits as prescribed by the leveling system described in Attachments F and G;
- For sites with 50 or more active families at any one time over the last two-year period, a minimum of 90 percent of enrolled families, will continue receiving services over a two-year timeframe;
- Home Visitor caseloads will be maintained at a maximum of 30 points for a full time (1.0 FTE) Home Visitor. Best practice and highly encouraged, is a maintained caseload of 18-24 points per 1.0 FTE Home Visitor;
- A minimum of 80 percent of Primary Caregivers who are enrolled prenatally, will have the PHQ9 or Edinburgh Depression Scale administered to them, once prenatally and again within 3 months after the Focus Child's birth;

- A minimum of 80 percent of Primary Caregivers enrolled postnatally will have at least 1 PHQ9 or Edinburgh Depression scale administered to them within 3 months of enrollment; and
- A minimum of 80 percent of Primary Caregivers who have a subsequent birth, while enrolled in HFO services, will have the PHQ9 or Edinburgh Depression Scale administered to them, once within 3 months of the subsequent child's birth.

## **SECTION 3: PROCUREMENT REQUIREMENTS AND EVALUATION**

### **3.1 APPLICANT TYPES**

The following types of organizations are encouraged to apply:

- Multi-purpose, not-for-profit entities with a mission and goals compatible with the goals and sub-goals stated in this RFA;
- Single-purpose, not-for-profit entities with expertise and experience in providing HFO related services;
- State or local government entities or special governmental bodies with expertise in these types of services that have a strong track record of working with human service partners in their communities; and
- Coordinated Care Organizations that have experience operating early childhood, parent support programs within their local communities.

### **3.2 MINIMUM SUBMISSION REQUIREMENTS**

#### **3.2.1 Application Format and Quantity**

Applications should follow the format and reference the sections listed in the Application Content Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed. Applications must describe in detail how requirements of this RFA will be met and may provide additional related information.

Applicant shall submit one electronic copy of its Application as described in Section 3.3.4. In addition, if Applicant believes any of its Application is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Applicant shall complete and submit the Disclosure Exemption (Attachment B) and a fully redacted version of its Application, clearly identified as the redacted version.

#### **3.2.2 Authorized Representative**

A representative authorized to bind the Applicant shall sign the Application Cover Sheet (Attachment C). Failure of the authorized representative to sign the Application may subject the Application to rejection by Agency.

### **3.3 APPLICATION PROCESS**

#### **3.3.1 Public Notice**

The RFA, including all addenda and attachments, are published on the Agency's webpage at [Healthy Families Oregon | Early Learning Division \(oregonearlylearning.com\)](http://HealthyFamiliesOregon.com)

Prospective Applicants are solely responsible for checking this webpage to determine whether or not any addenda have been issued. Addenda are incorporated into the RFA by this reference.

Applicants are encouraged to register for an OregonBuys account to receive notifications of possible future business opportunities with the State of Oregon.

RFA documents will not be mailed to prospective Applicants.

### **3.3.2 Questions / Requests for Clarification**

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Applicant's name and contact information;
- Be sent by an authorized representative;
- Refer to the specific area of the RFA being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule.

### **3.3.3 Pre-Application Conference**

A pre-Application conference will not be held for this RFA.

### **3.3.4 Application Submission**

Applicant is solely responsible for ensuring its Application is received by the SPC in accordance with the RFA requirements before the closing date and time identified in the Schedule in Section 1.2 ("Closing"). Agency is not responsible for any delays in mail or by common carriers or for transmission errors or delays or mistaken delivery. Applications submitted by any means not authorized may be rejected. Authorized submission options are:

#### **3.3.4.1 Submission via Secure File Transfer Process**

An electronic version of the complete Application may be submitted to the SPC using the secure file transfer system available on Agency's district website: <https://district.ode.state.or.us/apps/xfers/>. Follow the instructions provided on the secure file transfer website. Multiple files must be compressed (zipped) into a single folder for submission.

Only complete Applications submitted by Closing will be evaluated and scored. If you need assistance with the secure file transfer process, contact Agency's helpdesk at 503-947-5715.

OR

### **3.3.4.2 Submission via Email**

An electronic version of the complete Application may be emailed to the SPC. Only complete Applications received by Agency prior to Closing will be scored. Agency recommends immediately contacting the SPC by phone to confirm receipt.

### **3.3.5 Modification or Withdrawal of Proposals**

Any Applicant who wishes to make modifications to an Application already received by Agency must submit its modification in the manner required in the Application Submission Section, must denote the specific change(s) to the Application submission and must do so prior to Closing.

If an Applicant wishes to withdraw a submitted Application, it must do so prior to Closing. Applicant must submit a written notice signed by an authorized representative of its intent to withdraw its Application. The notice must include the RFA number and be submitted via secure file transfer or email to the SPC.

### **3.3.6 Application Due Date**

The Application and all required submittal items must be received by the SPC on or before Closing. Any Application received after the Closing will not be accepted. All Application modifications or withdrawals must be completed and submitted prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation. Late Applications will be returned to the respective Applicant or destroyed at the Agency's option.

### **3.3.7 Application Rejection**

Agency may reject an Application in accordance with this RFA or for reasons that include the following:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements, including but not limited to the requirement that Applicant's authorized representative sign the Application;
- Applicant makes any contact regarding this RFA with state representatives such as state employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC;
- Applicant attempts to inappropriately influence a member of the Evaluation Committee; or
- Any terms or conditions, or reservation of the right to negotiate any alternative terms or conditions, that are not reasonably related to those expressly authorized for negotiation in the RFA or addenda.

### **3.3.8 Opening of Applications**

There will be no public opening of Applications. Applications received will not be available for inspection until after the evaluation process has been completed and the Notice of Award is issued.

### **3.4 APPLICATION CONTENT REQUIREMENTS**

Application must address each of the items listed in this section and all other requirements set forth in this RFA. Applicant shall fully describe its proposed project. An Application that merely offers to perform activities as stated in this RFA will be considered non-responsive to this RFA and will not be considered further.

#### **3.4.1 Application Length and Formatting Requirements**

Applications must be in Word format and no more than 15 pages, not including the required attachments. Applications should be without extensive artwork, or other materials not essential to the utility and clarity of the Application.

#### **3.4.2 Technical Application Requirements**

##### **3.4.2.1 Application Cover Sheet**

Applicant must complete all sections of the Application Cover Sheet (Attachment C) including signature from an authorized representative.

##### **3.4.2.2 Insurance**

Applicant must provide certificates of insurance to document current, effective insurance coverage required in Exhibit B of the Sample Grant Agreement. (Attachment A).

If Applicant does not currently possess insurance in the limits required by this RFA, Applicant must submit a written statement indicating it will obtain such insurance prior to Grant execution.

##### **3.4.2.3 Grant Agreement**

Applicant must submit a written statement indicating it will agree to the terms and conditions outlined in the Sample Grant Agreement (Attachment A). Applicant may request changes to the form of Grant in Attachment A by submitting, as part of its Application, alternative proposed language.

All items, except those listed in Section 4.3.1, may be negotiated between Agency and the

apparent successful Applicant in compliance with Oregon State laws.

### **3.4.3 Organizational Management**

#### **3.4.3.1 Experience and Responsibility**

Describe Applicant's business management experience. Include past and current financial strategies utilized by Applicant's organization in managing a human service organization. Describe how Applicant plans on being fiscally solvent over the proposed Grant period.

#### **3.4.3.2 Oversight and Supervision**

Describe how Applicant will provide oversight to the HFO program, including quality supervision to the Program Manager, providing a supportive team environment for all direct service staff and integrating the HFO program into Applicant's organization.

#### **3.4.3.3 Mission and Organization**

Describe Applicant's mission, goal, and philosophy for providing services within a community. Include an organizational chart that shows all services and programs offered by Applicant, including the HFO services, and its Advisory Committee or other identified body that will oversee and ensure the fidelity of the services.

#### **3.4.3.4 Staffing Plan**

Birth data by county can help determine the number of families Applicant plans to serve. Oregon Health Authority birth data from 2019 indicates a total of 557 births to Coos County residents, and 183 births to Curry County residents.

Provide a staffing plan (Attachment H) based on the number of families Applicant plans to serve. The staffing plan must identify how Applicant will staff the Program Manager, Supervisor, Home Visitor, and HFO Eligibility Screener positions to administer the HFO program in alignment with HFO staffing requirements noted on the attachment. The staffing plan must describe the salary and benefits provided.

#### **3.4.3.5 Experience Providing Similar Services**

Describe Applicant's experience providing similar services as those described in this RFA.

#### **3.4.3.6 Implementation of Services**

- Confirm that Applicant and administration of the HFO program will serve families throughout ALL of Coos and Curry counties, without limiting services only to the most populated areas.
- Does Applicant plan to contract for services? If yes, describe the proposed contract plan, including Applicant's proposed method to control administrative overhead and the benefit of this model on the delivery of HFO services in Coos and Curry counties.

#### **3.4.3.7 Coordination and Networking with other Service Providers**

Describe Applicant’s experience coordinating and networking with other service providers within Coos and Curry counties. Applicants must explain in narrative form, their current working relationships with other service providers who represent each of the sectors listed below within the proposed Service Delivery Area. At a minimum, the narrative should explain how service providers are committed to coordinating referrals, eligibility screening, and service delivery with Applicant.

- Health or other agencies that will work with Applicant to support the eligibility identification (screening) process;
- Department of Human Services; and
- Any other community engagement partner(s).

### **3.4.3.8 Equity**

Identify the racial/ethnic, poverty-level and other underserved groups within Coos and Curry counties. Describe the methodology used and/or provide data sources to support the answer.

Based on the information provided above, describe Applicant’s plan to reach the racial/ethnic, poverty-level, and underserved groups present within Coos and Curry counties, and offer eligibility screening and subsequent HFO services to these groups.

### **3.4.3.9 Budget Worksheet**

The maximum award amount for this RFA’s resulting Grant is approximately \$820,917.44 (\$754,165.44 General Fund plus up to \$66,752.00 federal Medicaid earnings) for the full 2021-2023 biennium. This biennial amount will be prorated to conform to Grantee’s performance period.

Fill out Applicant’s proposed budget utilizing Attachments D and E. It is vital that an Applicant does not sacrifice modern technology in efforts to stretch dollars too thin. Applicant can reference the HFO Fiscal Guidelines to assist with the budget. Applicant’s budget should take into consideration that Home Visitors and HFO Eligibility Screeners need work cell phones with data plans (safety while traveling long distances and entering unknown situations); functioning laptops; modern scanning, copy, and fax machines; along with access to materials and supplies to be successful in delivering services to families.

Applicant’s budget should demonstrate fiscal responsibility. Applicant’s budget should be sufficient and reasonable to meet the intended outcomes. The ratio of program costs to those served should be reasonable.

### **3.4.4 Public Record/Confidential or Proprietary Information**

All Applications are public records and are subject to public inspection after Agency issues the Notice of Award. If Applicant believes that any portion of its Application contains any information that is exempt from disclosure as a trade secret or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.311 through 192.478), Applicant shall follow the process set forth in Section 3.2.1.

Applicant is cautioned that cost information generally is not considered a trade secret under the Oregon Public Records Law and identifying the Application, in whole, as exempt from disclosure is not acceptable. Agency advises each Applicant to consult with its own legal counsel regarding disclosure issues.

If Applicant fails to identify the portions of the Application that Applicant claims are exempt from disclosure, Applicant has waived any future claim of non-disclosure of that information.

### **3.5 EVALUATION PROCESS**

#### **3.5.1 Responsiveness Determination**

Applications received prior to Closing will be reviewed for responsiveness to all RFA requirements including compliance with the Minimum Submission Requirements Section and the Application Content Requirements Section. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-responsive Application. If the SPC finds the Application non-responsive, the Application may be rejected, however, Agency may waive minor mistakes at its sole discretion. SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request will be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

#### **3.5.2 Evaluation Criteria**

Applications meeting the requirements outlined in the Minimum Submission Requirements Section and the Application Content Requirements Section will be evaluated by an Evaluation Committee. Evaluators will assign a score of 1 – 4 for each evaluation criterion listed below in this section.



Score	Explanation
4	<p><b>Exceeds Standards</b></p> <ul style="list-style-type: none"> <li>• Application demonstrates an excellent understanding of the requirements and the new or proven approach significantly exceeds performance or capability standards.</li> <li>• Applicant has several exceptional strengths that will significantly benefit children and families being served.</li> <li>• Application has no weaknesses; normal provider effort and normal ELD monitoring will be sufficient to minimize risk.</li> <li>• Application is extensive, detailed, and exceeds all requirements and objectives; and therefore, has a high probability of meeting the requirements with little or no risk to ELD or state.</li> </ul>
3	<p><b>Acceptable</b></p> <ul style="list-style-type: none"> <li>• Application demonstrates an acceptable understanding of the requirements and the approach meets performance or capability standards.</li> <li>• Applicant has strengths that will benefit children and families being served.</li> <li>• Application has no material weaknesses.</li> <li>• Close ELD monitoring will probably minimize any difficulties of risk.</li> <li>• Application generally meets requirements; therefore, has an acceptable probability of meeting the requirements.</li> </ul>
1-2	<p><b>Inconsistent</b></p> <ul style="list-style-type: none"> <li>• Application demonstrates a limited understanding of the requirements and the approach, and only marginally meets performance or capability standards necessary for minimal program performance.</li> <li>• Application has minor omissions and demonstrates a misunderstanding of the requirements that may be corrected or resolved through negotiations if awarded a Grant.</li> <li>• Approach has weaknesses that could potentially cause some disruption of schedule, increase in cost, or degradation of performance even with close ELD monitoring.</li> </ul>
0	<p><b>Unacceptable</b></p> <ul style="list-style-type: none"> <li>• Application demonstrates a misunderstanding of the requirements and the approach fails to meet performance or capability standards.</li> <li>• Application has major omissions and inadequate detail to assure the evaluators the Applicant has an understanding of the requirements.</li> <li>• Application proposes an unacceptable risk and cannot meet the requirements without major negotiations.</li> </ul>

**3.5.2.1 Evaluation Item 1: experience and responsibility**

- How well does Applicant’s business management experience and financial strategies support sound management of a human service organization?
- To what extent does Applicant’s plan for fiscal solvency support success?

**3.5.2.2 Evaluation Item 2: oversight and supervision**

- To what extent does Applicant’s plan to provide oversight to the HFO program position Applicant to offer a supportive team environment?

**3.5.2.3 Evaluation Item 3: mission and organization**

- How well does Applicant’s mission, goal, and philosophy for providing services within a community align with Agency’s goals for the HFO program?
- To what extent does Applicant’s organizational chart depict a robust entity, ready to provide services?

**3.5.2.4 Evaluation Item 4: staffing plan**

- To what extent does Applicant’s staffing plan support a well-staffed entity that will be able to conform to HFO ratios?
- To what extent do Applicant’s salary and benefit packages align with industry norms?

**3.5.2.5 Evaluation Item 5: experience providing similar services**

- How well does Applicant’s experience position them for success with this project?

**3.5.2.6 Evaluation Item 6: implementation of services and transition planning**

- How well does Applicant’s implementation plan support a seamless delivery of HFO services?

**3.5.2.7 Evaluation Item 7: coordination and networking with other service providers**

- How well is Applicant connected to other service providers (e.g., health agencies, Department of Human Services, community engagement partners, etc.) in the Service Delivery Area?

**3.5.2.8 Evaluation Item 8: equity**

- How well does Applicant understand the underserved groups in the Service Delivery Area, and to what extent does Applicant’s plan to reach these groups support successful and thorough outreach?

**3.5.2.9 Evaluation Item 9: budget**

- How well does Applicant propose to operate within a reasonable budget, and within the recommended staffing ratios?

**3.6 NEXT STEP DETERMINATION**

Agency may conduct additional rounds of competition if in the best interest of the state. Additional rounds of competition may consist of, but will not be limited to:

- Presentations/demonstrations/additional submittal items
- Interviews (virtual, phone or in-person)

If Agency elects to conduct additional round(s), Agency shall provide written notice to all Applicants describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue a Notice of Award to the highest ranking Applicant(s); (2) elect to conduct an alternative round of competition; or (3) cancel the RFA.

### 3.7 POINT AND SCORE CALCULATIONS

Scores are the values (0 – 4) assigned by each evaluator.

Points are the total possible value for each section as listed in the table below.

The SPC will average all scores for each evaluation criterion. The average score (rounded to the nearest tenth) will be used as a percentage multiplier of the maximum possible points for that criterion: 1=25%, 2=50%, 3=75%, 4=100%.

Points possible are as follows:

EVALUATION CRITERIA		POINTS POSSIBLE
3.5.2.1	Evaluation Item 1: experience and responsibility	12
3.5.2.2	Evaluation item 2: oversight and supervision	12
3.5.2.1	Evaluation Item 3: mission and organization	12
3.5.2.2	Evaluation item 4: staffing plan	10
3.5.2.1	Evaluation Item 5: experience providing similar services	10
3.5.2.2	Evaluation item 6: implementation of services and transition planning	10
3.5.2.1	Evaluation Item 7: coordination and networking with other service providers	12
3.5.2.2	Evaluation item 8: equity	12
3.5.2.1	Evaluation Item 9: budget	10
<b>TOTAL POINTS POSSIBLE</b>		<b>100</b>

EXAMPLE: Applicant A receives scores of 4, 3, and 2 for a criterion worth 10 points. The SPC averages 4, 3, and 2 for a score of 3. 3 is used as a 75% multiplier to the possible points of 10. 10 multiplied by 75% is 7.5. Applicant A’s points for the criterion is 7.5.

### 3.8 RANKING OF APPLICANTS

The SPC will total the points for each Application. SPC will determine rank order for each respective Application and Applicant, with the highest point total receiving the highest rank, and successive rank order determined by the next highest point total.

## SECTION 4: AWARD AND NEGOTIATION

## **4.1 AWARD NOTIFICATION PROCESS**

### **4.1.1 Award Consideration**

Agency, if it awards a Grant, will award a Grant to the highest ranking responsible Applicant(s) based upon the scoring methodology and process described in Section 3. Agency may award less than the full scope described in this RFA. AGENCY RESERVES THE RIGHT TO NOT SELECT ANY APPLICANTS UNDER THIS RFA IF AGENCY DETERMINES IN ITS SOLE DISCRETION THAT A SELECTION SHOULD NOT BE MADE OR GRANT FUNDS SHOULD NOT BE DISTRIBUTED.

### **4.1.2 Notice of Award**

Agency will notify all Applicants in writing that Agency intends to award a Grant to the selected Applicant(s) subject to successful negotiation of any negotiable provisions (“Notice of Award”).

## **4.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS**

### **4.2.1 Insurance**

If not already supplied under Section 3.4 as part of the Application, prior to execution of the Grant, the apparent successful Applicant shall secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFA (Exhibit B of Attachment A) or as otherwise negotiated.

Failure to demonstrate coverage may result in Agency terminating negotiations and commencing negotiations with the next highest ranking Applicant. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment A) prior to Application submission.

### **4.2.2 Taxpayer Identification Number**

The apparent successful Applicant shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form if either of the following applies:

- When requested by Agency (normally in a Notice of Award), or
- When the backup withholding status or any other information of Applicant has changed since the last submitted W-9 form, if any.

Agency will not make any payment until Agency has a properly completed W-9.

### **4.2.3 Business Registry**

If selected for award and if applicable, Applicant shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant. The selected Applicant shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more

information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site:  
<http://www.filinginoregon.com/index.htm>.

### **4.3 GRANT NEGOTIATION**

#### **4.3.1 Negotiation**

By submitting an Application, Applicant agrees to comply with the requirements of this RFA, including the terms and conditions of the Sample Grant (Attachment A), with the exception of those terms reserved for negotiation in accordance with this section. Unless Applicant submits alternative proposed language, Agency intends to enter into a Grant with the successful Applicant substantially in the form set forth in Sample Grant (Attachment A). It may be possible to negotiate some provisions of the final Grant; however, many provisions cannot be changed. Applicant is cautioned that the State of Oregon believes modifications to the standard provisions constitute increased risk and increased cost to Agency. Therefore, Agency will consider the scope of requested modifications in the evaluation of Applications.

Any Application that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

All items, except those listed below, may be negotiated between Agency and the apparent successful Applicant in compliance with Oregon State laws:

- Choice of law;
- Choice of venue;
- Constitutional requirements; and
- All applicable federal and state requirements

In the event that the parties have not reached mutually agreeable terms within 5 calendar days following the issuance of the Notice of Award, Agency may terminate negotiations and commence negotiations with the next highest ranking Applicant.

## **SECTION 5: ADDITIONAL INFORMATION**

### **5.1 GOVERNING LAWS AND REGULATIONS**

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation, and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or

otherwise, to or from any Claim or from the jurisdiction of any court.

## 5.2 OWNERSHIP/PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the property of Agency. By submitting an Application in response to this RFA, Applicant grants the state a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating a Grant, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Applications, including supporting materials, may not be returned to Applicant.

## 5.3 CANCELLATION OF RFA; REJECTION OF OFFERS; NO DAMAGES

Agency may reject any or all Applications in-whole or in-part, or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the state or Agency, as determined by Agency. Neither the state nor Agency is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

## 5.4 COST OF SUBMITTING AN APPLICATION

Applicant shall pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with appeals.

# SECTION 6: LIST OF ATTACHMENTS

ATTACHMENT A	SAMPLE GRANT
ATTACHMENT B	DISCLOSURE EXEMPTION
ATTACHMENT C	COVER SHEET
ATTACHMENT D	BUDGET WORKSHEET
ATTACHMENT E	HFO FISCAL GUIDELINES
ATTACHMENT F	HFA BEST PRACTICE STANDARDS
ATTACHMENT G	HFO PROGRAM POLICY AND PROCEDURES
ATTACHMENT H	STAFFING PLAN