

Alameda County Behavioral Healthcare Services (BHCS)

Informal Request for Quotation (RFQ) #EC-2015-03

Specifications, Terms & Conditions for

Early Childhood Parent Education Program

Curriculum Development

BHCS is pleased to announce the release of IRFQ: #EC-2015-03 Early Childhood Parent Education Program - Curriculum Development. It is the intent of these specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or County) to seek proposals for the provision of curriculum development to complete the Early Childhood Parent Education program. This program will provide education and support to parents of children, ages birth-five, who have concerns about their child's social and emotional well-being and development.

QUOTATIONS DUE

Friday, September 18, 2015 by 5:00PM

Please email to mpadilla@acbhcs.org

Quotations received after this date will not be accepted.

Contact: Margie Gutierrez-Padilla at mpadilla@acbhcs.org for more information.

Program Description: The Early Childhood Parent Education Program is a 10 component peer-to-peer (parent-to-parent) early childhood parent education and support program for parents of children, ages birth-five, who have concerns about their child's social, emotional and/or behavioral development. The program is not only an educational tool; it also serves to develop family leadership knowledge and skills. Family leadership is developed through parents gaining knowledge about their child's specific mental health and developmental challenges and needs. This knowledge is then used to help parents advocate for the needs of their family.

The development of the Early Childhood Parent Education Program is a collaborative effort between two community-based early childhood organizations and parents of young children birth-five. Early childhood providers and parents are writing the program curriculum on two teams with consultation from BHCS staff and content experts. The goal is to develop and implement a peer-to-peer program with consistent and intentional contributions from parents of young children birth-five.

Program Outcomes:

As a result of participating in this program, parents of children birth-five will:

1. Develop natural social supports within their own communities.
2. Have a better understanding of the early childhood system.
3. Be better able to communicate their concerns to early childhood system providers.
4. Improve their capacity to access the early childhood system to meet the needs of their child.
5. Increase their ability to care for themselves while facing the challenges of care for their families.
6. Increase their sense of parenting efficacy through knowledge of child development.

Program Budget:

\$7,500 total

Timeline for project:

October 1, 2015- February 29, 2016

Professional Services Required:

Contractor with curriculum planning, writing skills, and implementation planning is needed to develop remaining components of the Early Childhood Parent Education Program.

Contractor will provide the following services:

1. Edit and re-write (if needed) curriculum components developed by agency writing teams for the Early Childhood Parent Education Program. Circulate for edits and comments.
2. Collaborate with planning team in the development of final Component 10.
3. Write final version of all ten components of Early Childhood Parent Education Program.
4. Plan and coordinate field testing of curriculum learning activities.
5. In collaboration with project staff, develop samples of curriculum layout.
6. Supervise copy editor and layout specialist to finalize all 10 components of the Early Childhood Parent Education Program.
7. In conjunction with project staff, develop implementation plan for The Early Childhood Parent Education Program.
8. Participate in planning the first pilot of the Early Childhood Parent Education Program.

Required Minimum Qualifications:

In order to apply for the Early Childhood Parent Education Program curriculum development funding the applicant must:

1. Have experience in developing curriculum specifically for parents of young children birth-five.
2. Have experience in developing a peer-to peer-curriculum in collaboration *with parents as part of the writing process.*
3. Submit at least two writing samples that demonstrate expertise in curriculum development for parents of young children birth-five and demonstrates that applicant has collaborated with parents as part of the curriculum writing team.

Contracting and Fiscal Requirements:

1. Complete contract with BHCS.
2. Invoice BHCS on a monthly basis.
3. Comply with all BHCS audit provisions