

Alameda County Behavioral Healthcare Services (BHCS)

Informal Request for Quotation (RFQ) #EC-2015-04

Specifications, Terms & Conditions for

Early Childhood Parent Education

Copy Editing/Copy Layout Services

BHCS is pleased to announce the release of IRFQ: #EC-2015-04 Early Childhood Parent Education Program - Copy Editing/Copy Layout Services for 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:

\$5,000 total

Timeline for project:

October 1, 2015- February 29, 2016

Professional Services Required:

Copy editing and copy layout services to finalize the Early Childhood Parent Education Program Facilitator’s Manual.

In collaboration with the Early Childhood Parent Education Curriculum Planning Team, contractor will provide the following services:

1. Develop clear and correct copy of the first session of the Facilitator's Manual that is ready for layout/formatting.
2. Develop clear and correct copy for the remainder of the approximately 100 pages included in the Facilitator's Manual that is ready for layout/formatting.
3. Design the layout for the Early Childhood Parent Education Program Facilitator's Manual that has been reviewed, and if necessary, modified and approved.
4. Laid out pages for the first session of the Facilitator's Manual including handouts.
5. Laid out pages of the entire Facilitator's Manual including handouts, in the reviewed and approved final format.

Required Minimum Qualifications:

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

1. Have experience in providing copy editing and copy layout services for a peer-to-peer-curriculum in direct and intentional collaboration with parents.

Contracting and Fiscal Requirements:

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