



**Request for Proposal
Contracting of Professional Services
August 16, 2024
RFP-SP-2024-2025-006-SMNA**

Description	Contracting Notice for Professional Services to Provide Technical Assistance and Evaluation to the Puerto Rico Maternal, Infant and Early Childhood Home Visiting Program (PR-MIECHVP)
Deadline	September 6, 2024, until 12:00 PM

In compliance with the principles of sound administration and transparency in the process of selecting and awarding Professional Services contracts, the Department of Health requests Professional Services to Provide Technical Assistance and Evaluation to the Puerto Rico Maternal, Infant and Early Childhood Home Visiting Program (PR-MIECHVP).

OBJECTIVES OF THE PROPOSAL

The selected team that will provide the technical assistance and evaluation services to the PR-MIECHV program must follow up the HFA model and GGK curriculums standards to comply with the following objectives of the program:

- 1. Improve health of children and women of childbearing age.
- 2. Reduce intentional and unintentional injuries.
- 3. Improve school readiness and achievement.
- 4. Reduce rates of domestic violence.
- 5. Increase family economic self-sufficiency.
- 6. Improve coordination and referrals to other community resources and support.
- 7. Provide high-quality maternal and child home visiting services.

The team must enhance program implementation, develop robust metrics, build staff capacity, support Continuous Quality Improvement (CQI), and ensure data integrity and utilization for a implementation of the HFA model with fidelity.

DESCRIPTION OF THE SERVICES REQUESTED

The Technical Assistance (TA) team will provide training and technical assistance to the staff of the PR-MIECHV program, following the standards of evidence-based model, Healthy Families America (HFA), the Growing Great Kids (GGK) curriculums, and the reporting system forms. The services provided by the TA must be centered in:

Capacity Building and Technical Assistance

- 1. Provide training and technical assistance that supplements the offerings of GGK and HFA to the staff of the program and the host implementers of the curriculum in the project areas, virtually and presential in the local offices.
- 2. Provide trainings to the staff in child maltreatment and cultural sensitivity, required by HFA.



3. Elaborate two (2) Continuous Quality Improvement (CQI) projects during the fiscal year with the local teams.
4. Support the Program Coordinator in the development of the program's Self Study for the HFA Accreditation.
5. Develop and Equity Plan.
6. Development of evaluation tools to measure program effectiveness (annual staff and participant satisfaction surveys).
7. Participate in monthly meetings to discuss issues related to the program implementation, fidelity with the program's core elements, and quality assurance.
8. Assist the Program Coordinator in meetings with the Health Resources and Services Administration (HRSA) (quarterly meetings), MIECHV Technical Assistance Resource Center (TARC) team (monthly meetings), HFA (monthly meetings), and any other meeting required by the PRDOH.
9. Provide ongoing support and consultation throughout the program duration to enhance program fidelity and participant engagement.
10. Availability to travel to meetings required by HRSA, HFA and GGK at mainland level.

Development and Maintenance of Data System

1. Availability of a data system to collect, organize, and analyze information from the LIAs.
2. Capacity to develop reports required by HRSA and HFA.
3. Conduct data validation periodically.

Evaluation and Reports

1. Produce quarterly statistical reports.
2. Prepare Quality Assurance reports to ensure quality of data, program fidelity and service delivery.
3. Prepare qualitative and quantitative reports of the staff and participant satisfaction survey.
4. Collaborate in the continuation applications that the PRDOH submit to HRSA.

The deliverables that the TA must provide for the host agency are:

1. Reports of work performed to the Program Director and Program Coordinator, that present evidence of compliance, including data reports prepared, evidence of activities (minutes, agenda and attendance sheet), calls, and more.
2. Financial reports of expenses incurred and obligation of funds according to the approved itemized budget.
3. Provide to the Health Department, HRSA and Great Kids, Inc., all information required for documenting and justifying performance reports.
4. Any information or report solicited by the host agency.



To clarify any doubts or questions about this, you can send an email to: subastas@salud.pr.gov no later than **August 23, 2024, until 4:00 PM**. The Department will have until **August 29, 2024, until 4:00 PM** to answer any doubts or questions.

The PRDOHe, through its Secretary or through the personnel designated by him, will review the applications received and determine if any of them is capable of signing a professional services contract with the concerned agency of the Government of Puerto Rico.

Any proposal will be accompanied by the Certificate of Eligibility of the Sole Registre of Bidders (RUL/RUP) issued by the General Services Administration of the Government of Puerto Rico (ASG), through which it accredits its inclusion in the Single Registry of Professional Service Providers, as provided in Law No. 73-2019, as amended, known as the "General Services Administration Act for the Centralization of Government Purchases of Puerto Rico of 2019".

The Proponent must submit the proposal accompanied by all the required documentation at the Auction Office located in Building J, Second floor. **You must deliver one (1) original, two (2) hard copies and one (1) digital copy on a USB (PDF format), on or before September 6, 2024, until 12:00 PM.**

The selection of the potential contractor will be notified by email.

By submitting a solution pursuant to this notice, the proposer acknowledges that:

1. All information submitted is true and verification may be requested.
2. The proposal containing any false or incorrect information shall be immediately discarded.
3. At its sole discretion, the PRDOHe or its designee may communicate with individuals and / or companies that submit solutions to clarify any doubt or coordinate an interview and presentation in person or virtually, without requiring the presence of the other proposers.
4. The purpose of this notice is to disseminate that the Government of Puerto Rico has a need for service that will potentially result in the contracting of professional services.
5. As a result of this process, no type of right is generated that would oblige the Government of Puerto Rico to sign a professional services contract.
6. It has the power to bind and comply with all parameters and requirements applicable to government contracting of professional services.
7. As part of the consideration of the request for proposal, the signing of a non-disclosure agreement may be required.



Calendar and Information

Applicant Unit:	Maternal, Child and Adolescent Health Section Puerto Rico Department of Health
Contact Information:	Denise Marrero Santana 787-765-2929, ext. 4475/3450
Application Number:	RFP-SP-2024-2025-006-SMNA
Application Name:	Contracting Notice for Professional Services to Provide Technical Assistance and Evaluation to the Puerto Rico Maternal, Infant and Early Childhood Home Visiting Program (PR-MIECHVP)
Service Category (Technology, Management Consulting, Etc.):	Request for Professional Services
Date of Publication of the Application:	August 16, 2024
Deadline for submitting questions:	August 23, 2024, until 4:00 PM
Deadline to answer questions:	August 29, 2024, until 4:00 PM
Submit Proposal at the Auction Office:	Department of Health Auction Office, Building J, Second Floor.
Deadline for Submission of Proposals:	Friday, September 6, 2024, until 12:00 PM
Form Request and Related Documentation request it to:	subastas@salud.pr.gov