Los Angeles Best Babies Network

Request for Proposals (RFP): Consultant for Los Angeles County Home Visiting integration Project (HVIP)

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Issued By: LA Best Babies Network – https://labestbabies.org/

LA Best Babies Project Lead: Delisa Young Dyoung@labestbabies.org

I. Introduction

LA Best Babies Network (LABBN), a technical assistance provider, is in need of a consultant to assist with the discovery phase of building a data integration/data lake system for home visiting providers in Los Angeles County.

The aim of the data integration project is to ultimately build a data depository in which data from all home visiting providers in LA County would be accessible for tracking, monitoring, and analyzing performance outcomes at a home visiting system-level. An integrated data system will allow for identifying gaps and strengths in the home visiting system. Resources can then be allocated for improving the system and building on strengths.

There are currently multiple data systems being utilized across home visiting models and funding sources, creating data siloes. Data elements are also defined and collected differently, making it challenging for home visiting to function as a unified system. The data integration efforts will support programs with conflicting data requirements to align data dictionaries, extract data, and help the county move towards an impactful home visiting system.

This project is currently underway, lasting from July 1, 2022 through June 30, 2023.

II. Background

LA Best Babies Network was founded in 2001. LABBN has been strengthening organizations and systems so they can support L.A. County families. With a focus on health equity, LABBN works to ensure that all families have access to perinatal health and early parenthood support services. LA Best Babies Network is a community benefit of Dignity Health – California Hospital Medical Center in Los Angeles.

Our history of providing support for various grant-funded perinatal health projects has helped us develop tools, strategies, and best practices that strengthen the work of our partners so they can focus on maximizing their impact and serving the community.

LA Best Babies Network serves as technical assistance providers to over 40 home visiting providers in Los Angeles County, providing database and reporting guidance and support. We work with database developers to build and maintain the Stronger Families Database. We train roughly 700 users on the database and build reports in Tableau to meet stakeholder needs and support with decision-making. LABBN leads and supports CQI activities to improve and sustain home visiting programs in Los Angeles County.

Home Visiting services match parents with trained providers who share information and offer support during pregnancy and throughout the child's earliest years. Programs vary and may include services aimed to improve health during and after pregnancy and infancy, strengthen parent-child relationships, promote optimal child development, increase language development and literacy, and reduce child abuse and neglect. Studies show home visiting programs may reduce costly societal problems such as preterm and low-weight birth, emergency room visits, and involvement in the social welfare and juvenile justice system.

There are multiple home visiting models, including: Healthy Families America, Parents as Teachers, Nurse Family Partnership, Early Head Start, Healthy Start, MAMA's Neighborhood/Whole Person Care, Family Preservation, Partnership for Families, and Welcome Baby, amongst others. There are also multiple funding sources for home visiting, including: First 5 Los Angeles (F5LA), Department of Public Social Services (DPSS), Department of Child and Family Services (DCFS), and California Home Visiting Program (CHVP).

III. Project Description and Contract Terms

Our goals for this project are to:

- Identify home visiting providers in Los Angeles County who are interested in participating in a shared data system
- Gather information about existing data systems used in home visiting and identify specification and requirements needed for data integration
- Perform a data crosswalk of data being collected across providers, defining data elements, identifying similarities and gaps.
- Convene a user group to discuss data needs and definitions
- Write a conceptual paper of the findings and present it to stakeholders
- Work with a technical consultant to plan the specifications and requirements of the data lake system

This RFP's objectives are to find a consultant who can carry out and coordinate the functions of the goals under the guidance of the project lead.

The term of this contract is from the date of execution for a period of approximately 9 months. The contractor must be able to start performing the stated duties immediately after the finalizing the contract. The value of the contract shall not exceed $50,000.

The table below is the scope of work and timeline.

Objectives	Activities	Timeline	Deliverables
Objective 1: Identify stakeholders that should take part in this project	**Activity 2.1:** Connect with members of the consortium to gather key contacts **Activity 1.2:** Set up meetings to explain the purpose of the project and	Gather all contacts by July 31, 2022 Meet with stakeholders by August 31, 2022	List of contact information for participating stakeholders List of workgroup members

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	identify key stakeholders that are willing to participate in a workgroup.		
Objective 2: Learn about current data systems and their capability and requirements to import data into a data depository	**Activity 2.1:** Contact and meet with appropriate representatives and describe project and needs **Activity 2.2:** Coordinate meetings between model and data system reps to learn about the type of data collected **Activity 2.3:** Determine data ownership and data agreements that will be required	Meet with data system representatives by September 30, 2022. Meet with model representatives by October 2022.	List of data agreements and other documentation that will be required Provide categories of types of data collected
Objective 3: Identify key variables that should be aligned and identify how they are defined and collected	**Activity 3.1:** Develop a data crosswalk across models and funders that outlines variable definitions, similarities, and gaps **Activity 3.2**: Convene several meetings with workgroup to discuss data needs and definitions of key variables.	Finalize data crosswalk of key variables by December 31, 2022	Table of final crosswalk results
Objective 4: Identify and work with technical consultant to begin outlining plans for technical paper	**Activity 4.1:** Identify technical consultant to work with **Activity 4.2:** Share findings and develop plan to work together on technical paper	Identify technical consultant by December 31, 2022	n/a
Objective 5: Write first draft of conceptual and technical paper	**Activity 5.1:** Gather information collected from various stakeholders and identify steps, tasks, and goals to implement the data integration. **Activity 5.2**: Complete first draft of conceptual paper **Activity 5.3**: Complete first draft of technical paper	Complete draft of conceptual paper by February 2023 Complete draft of technical paper by March 2023	Draft of conceptual and technical paper

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Objective 6: Incorporate stakeholder and county feedback and finalize conceptual and technical paper	Activity 6.1: Review feedback, revise, and finalize conceptual paper Activity 6.2: Review feedback, revise, and finalize technical paper Activity 6.3: Present final product to stakeholders and county planning team	Finalize conceptual and technical paper by June 30, 2023	Final conceptual and technical paper

IV. Minimum Required Knowledge, Skills, Abilities, and Qualifications

Proposals are expected to demonstrate the contractor's ability to perform the following tasks and duties and possess the relevant knowledge and experience:

- Familiarity with home visiting and/or early childhood experience
- Ability to facilitate meetings independently
- Scheduling meetings and note-taking
- Understanding of data collection practices
- Preference for experience in data and evaluation
- Ability to organize technical information and present to stakeholders
- Excellent written and verbal communication
- Understanding of home visiting and maternal and child health metrics
- Preference for contractor to reside in Los Angeles County

V. Proposal Guidelines

The proposal should contain the information below.

1. **Cover Letter**

    Provide a cover letter expressing your interest in the contract. The cover letter should not exceed one page in length and must include the name, address, email address and telephone number of the applicant.

2. **Resumé or CV**

    Please provide a resumé or CV.

3. **Experience and Qualifications**

    Provide a detailed narrative of your experience and qualifications to undertake this project. If applicable, provide a portfolio of an example of similar work performed.

4. **References**

Provide information for 2 references who can speak to your experience and qualifications as it relates to undertaking this project. Include their name, phone number, email address, and relationship to you.

5. **Project Budget**

Provide your hourly rate and the maximum number of hours you can commit to this project per month. The budget is not to exceed $50,000 for FY 22-23.

VI. Selection Criteria

The project lead will review proposals and gather feedback from key LABBN leaders. Based on relevant experience and qualifications, virtual interviews will be set up with applicants. The project lead will then select the contractor. The successful candidate will report directly to the project lead. Deliverables will be required for submission to LA Best Babies Network per the contract.

Proposals will be evaluated based on the following criteria:

Experience and qualifications

- Provides understanding and knowledge of home visiting
- Demonstrates the ability to organize and manage multiple project tasks
- Demonstrates the ability to synthesize information in effective written form

Budget

- The degree to which the proposed hourly rate and experience align.

VII. Proposal Submission

Submit the proposal via email in PDF format by close of business **Friday, 9/23 at 5:00pm PST** to:

Delisa Young, Manager of Data and Evaluation, LABBN

Email: dyoung@labestbabies.org

Please use "HVIP Consultant RFP" in the subject line.

Review of proposals is scheduled to take place immediately after the closing date. Applicants will be notified of the status of their proposal within 2-3 weeks of the closing date. If you have questions regarding this RFP, please contact Delisa Young at the above email address.

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L A B B N

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Our network helps families thrive. We make sure of that.

LA Best Babies Network brings together hospitals and community organizations in Los Angeles County, providing tools and training to make their home visiting programs succeed. With our coordination and technical support, these programs are changing lives during pregnancy and beyond.

Oversight

We keep our network on track, conducting audits and providing technical assistance to ensure each team meets the requirements of funders and national program models. We also produce and maintain protocols and host regular meetings for each role, so duties and expectations are clear to all.

Training

Supporting parents and families starts with a well-trained workforce. Before home visitors see families, we make sure they have in-depth training on a wide range of topics. We coordinate and facilitate this training throughout the year – and then follow up by offering continuing education, peer-to-peer learning, and collaboration.

Data Management

We provide the infrastructure to fulfill requirements for data collection and confidentiality. With rigorous analysis and reporting, we also bring data to life so it can guide our relentless pursuit of continuous quality improvement.

Communications and Outreach

We guide and support outreach teams, helping them raise awareness about their programs and recruit clients. From custom marketing materials to blogs, social media, and tools for online referrals, we provide organizations what they need to enroll families. We also share the latest information and relevant resources.

Policy and Advocacy

Our advocacy efforts shine a light on how home visiting investments pay off for families and communities. We also keep our network apprised of local, state, and federal policy changes and how they may affect their work. By overseeing the Los Angeles County Perinatal and Early Childhood Home Visitation Consortium, we're uniquely positioned to lead and partner with home visiting programs in L.A. County.

What We Offer

Oversight

- Regular peer meetings to support inter-agency collaboration
- Surveys to assess programmatic and technical assistance needs
- Program audits, case consultations, and reports
- Protocols for all roles at home visiting organizations
- Partnerships with home visiting funders and organizations to move home visiting forward
- Presentations of current data on the home visiting field to address challenges and highlight successes of the system

Training

- Planning, coordination, and facilitation of trainings on 100+ topics for over 700 network staff
- Access to a network of 60+ thought experts to provide trainings on best practices and trends in the field, and topics relevant to maternal and child health
- On-demand, half-day, and full-day trainings
- Regular peer-to-peer learning and collaboration
- Periodic assessment and evaluation of staff training needs to ensure relevant trainings are provided in a timely manner
- Reporting to funders on staff's completion of training

Data Management

- Countywide database operations (development, training, and technical support)
- Standardization of data collection and reporting across the home visiting network
- Trainings and consultations on use, monitoring, and interpretation of data
- Data analysis and sharing to promote continuous quality improvement
- Data visualization reports for multiple stakeholders (home visiting models, funders, and agencies)

Communications and Outreach

- Custom outreach materials (flyers, brochures, posters)
- Development of online recruitment tools, along with blogs and social media
- Facilitation of meetings on recruitment strategies
- Distribution of resources and relevant online training and events
- Collaboration with county partners to promote countywide outreach efforts and referrals for home visiting programs

Policy and Advocacy

- Management of the L.A. County Perinatal and Early Childhood Home Visitation Consortium (HomeVisitingLA.org), an alliance of 50+ members who promote and improve home visiting programs
- Presentations that illustrate the value of home visiting and advocate for systems, policies, and funding that promote the expansion of it
- Updates on policy changes related to home visiting
- Management of the online Home Visiting eDirectory, which includes all programs in L.A. County