



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 19-11291**  
**FOR**  
**PROJECT NAME**  
**Berkeley Early Childhood Trauma and Resiliency Project**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "A"**  
February 1, 2019

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on February 14, 2017.** All responses must be in a sealed envelope and have "**Berkeley Early Childhood Trauma and Resiliency Project**" and **Specification No. 19-11291** clearly marked on the **outer most mailing envelope**.

**Mail or Hand Deliver To:**

City of Berkeley  
Finance Department/General Services Division  
2180 Milvia Street, 3rd Floor  
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Shari Hamilton  
General Services Manager

## **Addendum “A”**

### **Questions and Answers for Specification No. 19-11291 FOR Berkeley Early Childhood Trauma and Resiliency Project**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 19-11291, Berkeley Early Childhood Trauma and Resiliency Project**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

**1. Q. Isn't February 12<sup>th</sup>, the due date for responses, a City of Berkeley holiday.**

1. A. Yes. We have now changed the due date to February 14<sup>th</sup> at 2 p.m.

**2. Q. We understand the evaluation will collect data on student behavior/discipline and mental health referrals and access. Are these particular data sources currently being collected or will a process to collect them need to be created? If they exist, what format are they in? Excel? Database? Paper forms?**

2. A. In the case of student behavior and discipline, Head Start currently uses Antecedents, Behavior and Consequences (ABC) forms to track and record the events that precede and follow children's behaviors in the classroom setting. Head Start also conducts the Ages and Stages: Social-Emotional Development (ASQ-SE) screening tool to identify areas of concern. ASQ-SE results are entered into a Head Start database. ABC forms are not.

In the case of mental health referrals and access, Head Start Family Advocates are located at each center and work directly with families, mental health consultants and other Head Start staff to make mental health referrals. All referrals and follow up are documented in Head Start's Child Plus database. The Child Plus database can disaggregate data at the individual level, by classroom, by center, or by program.

Additional data is available through a variety of other sources, including child observation data which is input into Learning Genie, another database that aligns with State requirements.

**3. Q. Is there a standard for which “appropriateness” and “success” of mental health referrals will be determined? Or will this require a literature review and/or discussion internally involving evaluators?**

3. A. There is no set standard definition of “appropriateness” or “success” of mental health referrals. We expect to determine definitions of these terms for this project in collaboration with the evaluators. Because Head Start has extensive mental health capacity on staff, we do not anticipate the need for a literature review.

**4. Q. Is there flexibility in the budget or scope of services? There are already a number of stated data sources in the RFP and we foresee that additional data elements may be necessary to answer key evaluation questions, such as: implementation/fidelity data on key components (e.g., observations, attendance data, etc.); pre- and post- training survey data collected from parents (since they will be trained in the 2nd year); and interviews/focus groups with teachers/parents.**

4. A. There is some flexibility in the scope of services. However, all proposed services and budget allocations should focus on evaluating the three primary outcomes/learning objectives for the project:

- To create a change in the way Head Start educators and staff view and handle challenging student and parent behaviors (which often mask trauma)
- To create an increase in access to mental health services and supports for children/families in need; and
- To promote better mental health outcomes by increasing child/family referrals to “appropriate” mental health services

The total budget may not exceed \$37,300.

**5. Q. Can you describe the composition of the City team working with the evaluators? Who will be involved? What is the expected level of the City team’s involvement in evaluation activities and approval/decision-making process?**

5. A. The project manager for the evaluation of the Berkeley Early Childhood Trauma and Resiliency Project will be the Berkeley’s 2020 Vision Project Manager, located in the City Manager’s Office. Other City staff may be involved in the evaluation process including, but not limited to, the Assistant to the City Manager and members of the City’s Mental Health Team. The City anticipates being closely involved in both the implementation of the Berkeley Early Childhood Trauma and Resiliency Project and the evaluation. Working closely with Head Start, the City will retain approval/decision-making responsibility during the evaluation process.

**6. Q. Given that the project is MHSA funded, will there be specific reporting requirements tied to that? Or will the evaluators have freedom to propose the content of the annual/final reports?**

6. A. The City of Berkeley’s Mental Health Division will be responsible for finalizing and submitting all MHSA reports to the State. The evaluation reports likely will be included as attachments to the City’s annual and final MHSA reports. The City will welcome content proposals from the evaluators.

*Except as provided herein all other terms and conditions remain unchanged.*

