



INVITATION TO NEGOTIATE

To Provide Professional Services in the Planning and Implementation of the Florida Maternal, Infant, and Early Childhood Statewide Needs Assessment Update

Purpose of Engagement

The Florida Association of Healthy Start Coalitions, Inc. (FAHSC) is seeking a consultant to assist in the planning and implementation of the Florida Maternal, Infant, and Early Childhood (MIECHV) Initiative's Statewide Needs Assessment Update. The MIECHV program supports voluntary, evidence-based home visiting services for families who are pregnant or parenting young children. Home visiting helps prevent child abuse and neglect, supports parenting capacity, improves maternal and child health, and promotes child development and school readiness. An initial needs assessment was conducted in 2010-2011, identifying 22 high-risk counties and 7 additional high-risk sub-county areas. FAHSC seeks to update this statewide needs assessment to identify populations of and communities with pregnant and parenting families at greater risk for poor health and developmental outcomes. Specifically, the federal goals of the MIECHV Needs Assessment are the following:

1. Identify communities with concentrations of family, maternal, and infant risk.
2. Assess the quality and capacity of existing programs in the state in order to identify gaps in home visiting service delivery and unmet needs among eligible families.
3. Describe the state's capacity for providing substance use treatment and counseling services to pregnant women and parents with young children.
4. Coordinate with Title V MCH Block Grant, Head Start, and Child Abuse Prevention and Treatment Act (CAPTA) needs assessments.

The complete Supplemental Information Request (SIR) for the Submission of the Statewide Needs Assessment Update, issued by the federal funder HRSA, can be found [here](#). The University of South Florida College of Public Health will take the lead role on collecting and analyzing data for the needs assessment. For planning purposes, FAHSC aims to have some preliminary findings ready by April 30, 2020. The final MIECHV Needs Assessment report is due to the funder by October 1, 2020.

Scope of Work

- Manage the MIECHV needs assessment process and workgroup efforts by developing the needs assessment workplan and timeline, establishing a regular meeting schedule for the workgroup, planning and facilitating meetings, and presenting regular updates on progress.
- Collaborate with Title V, Head Start, and CAPTA state staff on their respective needs assessments, where possible, to share and incorporate findings.
- Participate in all HRSA-sponsored webinars and other technical assistance offerings related to the needs assessment.

- Research and develop an inventory of existing home visiting services in the state. Identify any gaps in service delivery and unmet needs among eligible families.
- Assess the range of substance use disorder treatment and counseling services available.
- Ensure compliance with federal requirements.
- Produce a written report up to 50 pages of methodology and findings of the MIECHV Needs Assessment, in partnership with staff from the University of South Florida College of Public Health.

Evaluation Criteria

Each applicant will be evaluated in the following areas:

1. Experience managing complex projects (e.g. large in scope, innovative, diverse stakeholders, mixed methods and tools).
2. Experience in conducting needs assessments and asset mapping.
3. Knowledge in the fields of maternal and child health, home visiting, and early childhood.
4. Experience working in the above areas with focus on health equity and racial and ethnic disparities.

Instructions

Please send letter of interest, qualifications (resume), and two references to Katie Hood (khoo@fahsc.org) by **September 20, 2019**. In the letter of interest, please explain the importance of using an equity lens and how you would approach the process with this in mind.

Evaluation and Selection Process

Responses will be evaluated by members of the needs assessment team and the final selection will take place by September 30, 2019. All decisions are final. FAHSC retains the right to reject all or any response(s) based on the evaluators' decision and evaluation criteria.