



Solano County Health and Social Services  
Letter of Inquiry  
Black Infant Health Program

**Solano County Department of Health and Social Services**

***LETTER OF INQUIRY REGARDING***  
**Black Infant Health Program**

January 31, 2012

***Response requested by 4 PM on February 10, 2012***

Questions may be directed to:  
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Solano County Black Infant Health Program  
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Mail hardcopy to  
**County of Solano/Central Services**  
**Attn: Dianne Koutz**  
**675 Texas Street, Suite 2500**  
**Fairfield, CA 94533**

## **1.0 Introduction**

### **General Background**

Solano County Health and Social Services is soliciting letters of interest from organizations, agencies, or individuals experienced and certified in providing perinatal services, group intervention and case management services specifically designed for pregnant African American women.

Assuming there will be sufficient interest in contractors providing the required services, a formal competitive solicitation may be issued at a date in the near future to evaluate the submittals based upon individual organizations' qualifications and experience.

### **INTRODUCTION**

Beginning in October 1990, the Black Infant Health Program has provided outreach and recruitment, group intervention, and case management services to pregnant African American women and their children. The BIH Program is funded by the Solano County Health and Social Services Department, the California Department of Public Health and the BabyFirst Solano Collaborative with funding from First 5 Solano Children and Families Commission.

The goals of the program are to:

- empower women, build resilience and reduce stress
- promote healthy behaviors to support health, wellness and relationships
- promote healthy relationships and enhance bonding and parenting skills
- connect women with medical, social, economic and mental health services
- engage communities to raise community awareness and mobilize community action to support BIH efforts and improve conditions for African-American women and their families

### **POPULATION TO BE SERVED**

The participants utilizing these services will be pregnant and parenting African American women and their infants.

Pregnant and parenting women are eligible for services if they reside in Vallejo and Fairfield and are at least 18 years of age.

### **SERVICE COMPONENTS OF THE PROGRAM**

1. Implementation of Black Infant Health Program services in accordance with the California Department of Public Health (CDPH) guidelines
2. Work toward the achievement of the program standards established by the California Department of Public Health
3. Conduct 10-week prenatal and postpartum group interventions simultaneously
4. Plan and conduct at least one community recruitment event annually

5. Obtain training by the CDPH to be qualified to conduct the group interventions
6. Provide nursing and social worker consultations as needed.
7. Maintain Family Health Advocates to recruit clients, provide case management and conduct the group interventions
8. Monthly and annual reporting of programmatic and administrative activities
9. Participate in the continuous quality improvement activities
10. Maintain client files including required CDPH documents
11. Maintain an advisory council to provide advocacy, advice and support to the program.

**Minimum Qualifications of applicants:**

Organizations, agencies, or individuals will be required to meet the minimum qualifications as stated below in order to begin the contract process and develop services:

1. Obtain liability insurance in accordance with the Solano County policy

<b>Response Content and Format</b>
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Interested parties should submit a Letter of Interest consisting of no more than three pages that answer the following questions:

1. Demonstrate a minimum of 3 years experience with ongoing case management and group services designed for pregnant and postpartum African American women who reside in Vallejo and Fairfield.
2. Describe services, as listed in the Service Components section, that your agency can provide in Solano County beginning July 1, 2012 through June 30, 2013 who reside in Vallejo and Fairfield
3. Describe your organizational infrastructure and your capability to deliver services to the African American community.
4. Attach a twelve (12) month budget for services provided beginning July1, 2012, including a breakdown for groups and case management

**PLEASE NOTE:**

**Letters of Interest must reference questions and criteria in exactly the same order by which they are posed in this solicitation.**

**NT 012412**