



## ADDENDUM #1

RFP-2024-DCYF-01-PROFE

Professional Development and Training

(Changes are in ***bold, underlined and italicized text*** below to enable vendors to quickly recognize changes in paragraphs and/or wording.)

On August 18, 2023, the New Hampshire Department of Health and Human Services, Division for Children, Youth and Families (DCYF) published a Request for Proposal, soliciting responses from qualified Vendors to provide state and federally required training and professional development services to DCYF staff, care givers, providers, and stakeholders, including family leaders specific to children and families served by DCYF.

The Department is publishing this addendum to:

1. Delete and replace Section 2, Scope of Work, Subsection 2.1, Scope of Services, Paragraph 28, Subparagraph 2.1.28.3., with the following:

2.1.28.3. Developing and maintaining a tracking system to produce data on family leaders' engagement, ***including, but not limited to, number of family leaders:***

***2.1.28.3.1. Recruited.***

***2.1.28.3.2. Trained.***

***2.1.28.3.3. Retained.***

***2.1.28.3.4. Matched with appropriate roles as training partners, advisors, members of committees, and other roles to be developed.***

***2.1.28.3.5. In attendance at events and meetings.***

2. Delete and replace Section 2, Scope of Work, Subsection 2.1, Scope of Services, Paragraph 28, Subparagraph 2.1.28.4., with the following:

2.1.28.4. Developing and implementing an evaluation form to include key measures, ***as developed in collaboration with family leaders, the selected Vendor, and DCYF Leadership,*** to evaluate impact of family leaders' engagement, ***including, but not limited to:***

***2.1.28.4.1. Number of family members recruited.***

***2.1.28.4.2. Number of family members trained.***

***2.1.28.4.3. Number of family members retained.***

***2.1.28.4.4. Number of family members matched with appropriate roles as training partners, advisors, members of committees, and other roles to be developed.***

3. Delete and replace Section 2, Scope of Work, Subsection 2.1, Scope of Services, Paragraph 28, Subparagraph 2.1.28.6., with the following:



- 2.1.28.6. Meeting quarterly with DCYF’s Parent Partner Program leaders to provide a summary of family leaders’ engagement, quarterly events, and evaluation results, and to engage in continuous quality improvement for delivery of service. **Evaluation results must include, but are not limited to, data regarding:**
- 2.1.28.6.1. Training and event attendance.**
  - 2.1.28.6.2. Training evaluations.**
  - 2.1.28.6.3. Recommendations to improve scores that are indicative of low satisfaction.**
4. Delete and replace Section 2, Scope of Work, Subsection 2.1, Scope of Services, Paragraph 47, with the following:
- 2.1.47. The selected Vendor must provide at least two (2) FELEIA series annually, **starting in 2025.**
- 2.1.47.1. The selected Vendor is expected to partner with DCYF Parent Partner Program leadership and family leaders to co-design the model in calendar year 2024.**
5. Delete and replace Section 2, Scope of Work, Subsection 2.1, Scope of Services, Paragraph 98, Subparagraph 2.1.98.1., with the following:
- 2.1.98.1. ~~Feedback on~~ Pre- and post-training satisfaction and engagement surveys, **which must include, but are not limited to:**
- 2.1.98.1.1. Trainer subject knowledge.**
  - 2.1.98.1.2. Training content.**
  - 2.1.98.1.3. Training delivery and modality; [...]**