

REQUEST FOR QUALIFICATIONS

Position: Youth Facilitator/Prevent Premature Fatherhood

Date Issued: February 12, 2018

Response Date: No later than 4:30 pm on March 5, 2018

Return To: Brandy Eaton
Supervisor of Youth Health and Wellness
Cuyahoga County Board of Health
5550 Venture Dr.
Parma, Ohio 44130
(216)201-2000 ext. 1327
beaton@cch.net

Contract Initiation Date: April 1, 2018

Pay Rate: Compensation based directly on activities conducted as specified in the Exhibit A titled "CCBH Prevent Premature Fatherhood- Youth Facilitator" which is posted on the Cuyahoga County Board of Health's website (www.ccbh.net).

Anyone interested in contracting with the Cuyahoga County Board of Health (CCBH) as a Youth Group Facilitator must submit a proposal containing the following:

- **Cover Letter**
Overall summary of qualifications and clearly state the topic(s) for which the individual/entity is applying to facilitate.
- **Resume (individuals) or Organizational Qualifications and Experience**
Clearly state any relevant experience facilitating one or more of topics specified in Job Description.
- **Topic Objectives and Lesson Plans**
Detailed objectives and lesson plans for each of the topics for which the individual/entity is proposing to facilitate
- **References**
Minimum of 3 professional references

Position Summary: The Cuyahoga County Board of Health is seeking to contract with up to four (4) individuals or organizations for Youth Group Facilitation in the Prevent Premature Fatherhood program. Candidates must meet qualifications listed in the job description

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Contracted Position: Youth Facilitator-Prevent Premature Fatherhood

Start Date: March 1, 2018

Pay Rate: Compensation based on Fee Schedule outlined in Exhibit A

Position Summary:

The Cuyahoga County Board of Health is seeking to contract with up to four (4) individuals or agencies to provide youth group facilitation for the Prevent Premature Fatherhood Program (PPF). The PPF program aims to engage, educate, and empower male youth to delay fatherhood through a series of facilitated discussions on the following topics:

- **Sexual Health** Education and resources related to the prevention of pregnancy, STDs and HIV.
- **Healthy Relationships** Defining features of a healthy relationship while also discussing coercion issues, teen dating violence, and resources for help
- **Consent** Exploring the concept of consensual vs. non-consensual sex. Also educating youth about Ohio Laws surrounding age and ability to consent and sexting
- **Exploring the role of Gender** Discussion of traditional gender roles as they relate to behaviors, expectations, and portrayals of masculinity.
- **Goal Setting and Life Planning** Encouraging youth to begin thinking about how they can take personal responsibility for reproductive life planning. Participants will explore the benefits of delaying parenthood by focusing on goal setting and personal growth.

Interested candidates may respond to providing facilitation for one or more of the above topics.

Minimum Qualifications:

- High school graduate.
- Must submit a Background Check
- Valid driver's license or State issued ID.
- Good presentation skills
- Ability to engage and relate to target audience (male youth, ages 12-19)
- Good interpersonal relationship skills; including cultural sensitivity and competence
- Availability during daytime, weekend and evening hours.

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

- Represents the Cuyahoga County Board of Health in a professional manner when dealing with community organizations and the general public.
- Responds to situations with flexibility to meet changing needs and manages multiple tasks and deadlines.
- Possess organizational skills and the ability to track work related assignments, activities, and other items related to the position.
- Ability to keep accurate reports and records and forward appropriate documents to the Board of Health to meet all required timelines.
- Ability to work independently and overcome challenges, addresses conflict appropriately, and solves problems that may arise.

Preferred Qualifications:

- Male facilitators
- Experience facilitating youth groups and/or classroom management
- Individual/agency with the ability and expertise to provide facilitation on 2 or more of the above specified topics
- Bilingual candidates encouraged to apply

Primary Job Functions:

- Develop lesson plans with objectives and activities on specified topics and submit to CCBH for approval.
- Facilitate school and community based youth group discussions on specified topics.
- Maintain routine contact with the designated representative(s) of the Board of Health in regards to scheduling and conducting sessions and other work related issues.
- Distribute, collect, and return session attendance and evaluation forms on behalf of the CCBH.
- Adhere to any and all Occupational Safety and Health Administration standards relevant to job duties. Employ all necessary safety policies and procedures to minimize the potential for accidents or injuries while performing duties associated with this position.

Working Conditions:

- Performance of duties requires exertion of frequent but not constant physical effort including, standing, sitting and talking. Occasionally engages in lifting, carrying, pushing, pulling, stooping, kneeling, crouching, reaching, handling, grasping, repetitive motions, and feeling. Frequently involves ability to handle objects and materials of moderate weight (up to 50 pounds).
- In some settings, facilitators may need to communicate with youth who exhibit challenging or disruptive behaviors.

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Exhibit A

Cuyahoga County Board of Health

Prevent Premature Fatherhood –Youth Facilitator Compensation

Effective March 1, 2018*

Youth Group Facilitation	1-2 hours	\$150
Youth Group Facilitation	3+ hours	\$300
Community Forum	time commitment varies	\$300
Cancellation Fee	See notes	\$50

Compensation Notes:

- Session rates include preparation time, mileage and any needed printing/copying of materials.
- Cancellation Fee is paid only in cases where there is **no notice** that event is cancelled.
This assumes that facilitator showed up to work location and sessions/forum were cancelled due to circumstances beyond the control of CCBH or the facilitator

**Pending Board Approval*

**PPF Facilitator
RFQ Evaluation**

Vendors Name: _____ **Date:** _____

Reviewer: _____ **Total Score:** _____

Criteria	Point Value	Score	Reviewer Comments
1. Cover Letter & Summary <ul style="list-style-type: none"> • Concise description of vendor • Concise description of proposed topics • Does the vendor have experience with this product/service and/or population 	20		
2. Qualifications & Experience <ul style="list-style-type: none"> • Provides qualifications (individual or organizational resume) • Provides specific examples of relevant experience • Provides 3 professional references 	20		
3. Topic Objectives and Lesson Plans <ul style="list-style-type: none"> • Clearly states which topic(s) vendor is proposing to facilitate • Includes detailed objectives for each proposed topic. • Includes Lesson Plan outline for each proposed topic. 	50		
4. Additional criteria <ul style="list-style-type: none"> • Male facilitator (5) • Proposes 2 or more topics (5) 	10		

Proposed Topic(s):

<input type="checkbox"/>	Sexual Health	<input type="checkbox"/>	Exploring the Role of Gender
<input type="checkbox"/>	Healthy Relationships	<input type="checkbox"/>	Goal Setting & Life Planning
<input type="checkbox"/>	Consent		