



SAN MATEO COUNTY OFFICE OF EDUCATION (SMCOE)

REQUEST FOR QUALIFICATIONS MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) AND CAPACITY SMCOE 26-27 RFQ-

Due: August 28, 2026

Contact: Jared Prolo
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All dates subject to change at the sole discretion of SMCOE. Please continue to check our website throughout the proposal and selection periods for updates. <https://www.smcoe.org/about/request-for-proposals>

Purpose

The San Mateo County Office of Education (SMCOE) is tasked with providing technical assistance to the Local Education Agencies (LEAs) across the county for the Children and Youth Behavioral Health Initiative (CYBHI). Elements of this initiative include providing mental health and wellness services to students, building capacity and securing funding for services provided, building Multi-tiered Systems of Support (MTSS) for student health and wellbeing, and other supportive structures and systems for children and youth.

The CYBHI is supported by a statewide capacity grant to build technical assistance capability and structures. SMCOE seeks responses from qualified consultants, agencies, individuals, and/or firms that are interested in completing all the following components of building MTSS and mental health and wellness systems supports across San Mateo County.

Component 1: Governance and Organizational Readiness

- Deliver mapping of CYBHI, California Advancing and Innovating Medi-Cal (CalAIM) Enhanced Care Management/Community Health Worker/Community Support (ECM/CHW/CS) services to MTSS Tiers 1, 2, and 3.
- Conduct and deliver organizational capacity assessment, including interviews with internal and external groups.
- Conduct and deliver gap analysis of Business and Human Resources policies and procedures as they relate to Medi-Cal billing and mental health and wellness funding sources.

Component 2: Blueprint and Strategy for CYBHI Technical Assistance Center (TAC)

- Deliver blueprint for countywide TAC detailing functions, staffing, and a plan for differentiated supports for small, medium, and large districts.
- Conduct and deliver needs assessment profiles for districts and Community Based Organization (CBO) partners, including readiness and capacity mapping.
- Coordinate meetings for early adopter LEAs to build community, capacity, and document learning to inform future CYBHI work.
- Design and deliver fidelity assessment tools. Collect data and deliver a data dashboard of collected data for progress monitoring.

Component 3: Professional Development and Learning Communities

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- Design and deliver professional development curriculum aligned to CYBHI and MTSS.
- Design and deliver at least six professional development workshops.
- Design and deliver implementation planning templates and session outputs tailored to districts and CBOs.
- Document and submit all agendas, participant rosters, and summaries from workshops and training.
- Design and implement professional learning sessions and follow-up support meetings for fiscal practices.

The consultant will work with the SMCOE staff responsible for the oversight and technical assistance for the CYBHI. SMCOE staff will ensure the content of the components remains aligned to the needs of the LEAs and CBOs. SMCOE staff will assist with the collection of feedback, analysis of actions, and reporting.

Timeline

Event	Date
RFQ Release Date	8/17
Newspaper Announcements	8/17, 8/24
Questions Deadline	8/25
Answers to Questions Posted	8/26
RFP Due	8/28
Award Date	8/31
Start Date	9/1

Budget

The proposed budget for all components should not exceed \$260,000.

Application Process

Submit a narrative that answers the following questions in no more than 4-5 pages:

1. Agency, Consultant, Firm, etc. (no more than 1 page) Please provide the name and address of the agency or independent contractor submitting this quote. Include the number of years the applicant has been in business and its experience working on public sector projects. Provide brief descriptions of similar projects that you or your agency have successfully undertaken.

2. Personnel (no more than 1 page)

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Please provide the name and title of everyone who will be working on this project, the specific activities that they will be performing, and a brief description of their relevant qualifications and experience, including linguistic and cultural competencies. You may attach résumés if you'd like; these will not count toward the one-page limit for this section. Indicate which individual is the contact person for this project and provide that person's phone number and email address.

3. Timeframe (no more than 1 paragraph)

Provide the date by which your agency will be available to start this work, and any lead-time or startup requirements that you may have.

4. Activities and Budget (no more than 2 pages)

Include a Proposed Budget table as formatted below. Add additional rows if/as needed.

Activity	Estimated Hours	Estimated Cost	Staff Responsible

Email responses to Jared Prolo, jprolo@smcoe.org

Questions

If you have any questions about this RFQ and required components please email Jared Prolo, Executive Director, Research and Systems Planning, jprolo@smcoe.org and Rosemarie Pozzobon, Administrative Assistant, Research and Systems Planning, rpozzobon@smcoe.org.