



IT'S ALL ABOUT THE KIDS

First 5 Solano Children and Families Commission

**Request for Proposals #2019-01:
First 5 Center Operator
Issued: January 9, 2019**

Responses due: February 27, 2019, 5:00 PM PST

Mandatory Proposers' Conference

A Mandatory Proposers' Conference will be held:

Wednesday, January 23, 2019

2:00 – 3:30 PM PST

**John F Kennedy Library-Vallejo
505 Santa Clara St, Joseph Room, Vallejo, CA 94590**

CONTENTS		SUBMIT PROPOSAL TO:
Section 1	Scope of Services	First 5 Solano RFP 2019-01 601 Texas Street, Suite 210 Fairfield, CA 94533
Section 2	Request for Proposals Process	
Section 3	Instructions to Proposers	
Section 4	Evaluation, Selection, and Award Process	RFP COORDINATOR:
Section 5	Contract Information	Megan Richards, Deputy Director merichards@solanocounty.com
Section 6	Terms and Conditions	Questions regarding this RFP may be submitted to the RFP Coordinator no later than January 22, 2019 2:00pm PST.
Attachment A: Proposal Form		
Attachment B: Solano County Standard Agreement		
Attachment C: First 5 Center Floorplan		

1 SCOPE OF SERVICES

1.1 Background/Overview

A. Purpose

First 5 Solano Children and Families Commission (First 5 Solano or Commission) is seeking proposals from a qualified organization to partner with the Commission to operate a First 5 Center (F5C) in Vallejo.

B. Funding Availability

Funding is available through this RFP in the amount of \$500,000 annually for three years (FY2019/20 through FY2021/22). In addition, \$15,000 is available for June 1-June 30 2019 for start-up activities for a total amount available of \$1,515,000 for the time period June 1, 2019-June 30, 2022.

Initial contract will be awarded for 3-years with an option to renew for 2 additional years based on program performance, continued availability of funding, and demonstrated community need.

Consistent with the intent of the California Children and Families Act of 1998, no monies from this program may be used to supplant state, county or local monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

C. Background

First 5 Solano allocates Solano County's share of the Proposition 10 tobacco tax to fund programs for children ages 0 to 5 and their families. First 5 Solano, a Division of the Solano County Administrator's Office, is governed by a nine-member Commission appointed by the County Board of Supervisors. The vision of First 5 Solano is that "All Solano County children are loved, healthy, confident, eager to learn, and nurtured by their families, caregivers, and communities." Since its inception, First 5 Solano has invested over \$130 million in local programs and activities. For further information about First 5 Solano and the Commission's Strategic Plan, please visit our website at www.first5solano.org.

The Commission chose to locate its First 5 Center in the 94590 zip code of Vallejo due to the high number of risk factors for young children and families in this community. Such risk factors include:

- The federal poverty rate among young children is 44%
- Only one in three children attends preschool
- 17% of adults are unemployed
- Only 27% of children are proficient readers at third grade.

When factoring in socio-economic status or race, these statistics show even poorer outcomes.¹

D. First 5 Center Overview

The First 5 Center (F5C) in Vallejo is intended to be a safe and welcoming hub serving families with young children ages 0 to 5 in Vallejo. Programming shall be flexible and responsive to the unique and emerging needs of families and the community. The F5C will provide opportunities children and parents to learn and grow together through activities that build on families' strengths and honor their diverse beliefs, values and customs. Leadership and volunteer opportunities will include a role for families in decision making that influences F5C program design, implementation of services, advocacy and civic engagement.

¹ Data collected August 4, 2017 by Applied Survey Research. Sources: US Census, American Community Survey, 2011-2015 5-year estimates; California Department of Education, California Assessment of Student Performance and Progress, 2016.

The F5C will serve the community as an early childhood resource by lending its expertise and support of early childhood community initiatives, collaborations, partnerships, advocacy efforts, events, celebrations, and/or special projects. The goals of the F5C are to:

- Increase parents' knowledge, skills and opportunities to meet the needs of their young children as they grow and develop;
- Support children's optimal health, development and learning;
- Support and promote positive parenting practices that strengthen parent-child relationships;
- Help parents facilitate their child's learning and readiness for school;
- Connect parents to needed community resources;
- Build community and expand families' social networks of support;
- Prepare parents to be advocates for children, and
- Promote civic engagement.

Specific services to be operated by the F5C are outlined in Section 1.3.

All services will be offered with the Commission's overarching principles of:

- Evidence-based
- Trauma-informed
- Focused on high-risk/high-need
- Access
- Coordination
- Collaboration
- Leveraging.

E. First 5 Solano and Other Center Partners

Studies show that dual-generational supports that assist both the child AND parent are the most effective strategy for long-term sustainable familial change. In an effort to ensure that parents have the tools and resources they need to be the most optimal parent, the First 5 Center will include space designated for partners to deliver on-site services to the families that visit the center. Onsite partners will not be present every day, but will be present on a regular schedule, based upon demonstrated need of the clients (e.g. an employment specialist may provide onsite services every Monday, the dental van may visit the 1st Wednesday of every month, an eligibility specialist to enroll families in public programs may be onsite Mondays, Wednesdays and Fridays, etc.).

Examples of onsite partner services include, but are not limited to: public assistance programs (Employment & Eligibility), public health services (Women, Infants and Children Program), mental health services, health insurance enrollment, basic need resources, food distribution, dental screenings/sealants, employment services, child support services, and others. Selected contractor will be a party to a Memorandum of Understanding (MOU) with onsite partners and be required to manage an onsite partner calendar that reserves space at the center for these partners as needed and appropriate.

In addition, First 5 Solano intends to be an active partner in developing and providing input into F5C operations. At a minimum, First 5 Solano will assist in developing policies and procedures, identifying onsite partners, participate in continuous quality improvement efforts, provide input into refining services and activities, and assist with community level outreach. First 5 Solano administrative offices will be collocated with the F5C.

1.2 Operational Specifications

The Contractor(s) awarded this RFP will be expected to have capacity to meet the operational specifications outlined below:

A. Staffing

The First 5 Center (F5C) staff will be both generalists and specialists that are proficient in the knowledge and skills of family support and adhere to the philosophy and approach to First 5 Center services. Staff will focus on family well-being from the perspective of the child, conduct outreach and family engagement, partner with families and know the people in their neighborhoods. They shall be familiar with the local conditions in which families live, and the key organizational partners whose work and lives intersect with them. Staff will be apprised of current research that is applied in their daily practice. F5C staff will be reflective of the diverse makeup of the community and able to meet the language and cultural needs of the community.

B. Facilities

The Commission will provide a location for the F5C in Vallejo at no cost to the F5C operator. First 5 Solano will provide an occupancy agreement that outlines the expectations and requirements associated with occupying the designated First 5 Center site.

The current proposed site of the F5C is approximately 5,800 sf and will include:

- A registration desk which may be shared with partners,
- A large open play area adjacent to the registration desk that may act as both a waiting room and as a place where families come to enjoy each other's company. This area will be used for children to play, families to interact, and staff and partners to casually meet with families,
- Three (3) activities rooms, each between 400-500 sf. One activity room will have a demonstration kitchen, including a sink; one activity room has a sink only; one activity room has no access to water,
- A family bathroom within the center; access to a men's and women's multi-stall bathroom for the floor,
- Two confidential offices for families to meet with staff and partners,
- An office for the center director and a large office for center staff desks,
- A small conference room for center meetings and community partner meetings,
- A large conference room for community meetings and trainings,
- A storage closet, and
- A break room with sink, to be shared with First 5 Solano staff.

A proposed draft floorplan of the F5C can be seen in Attachment C.

Included in the use agreement will be the following at no cost to the selected contractor:

1. Rent
2. Utilities, including heating and cooling, water, and garbage
3. Routine janitorial
4. Information technology-access to a network and phone services
5. Basic furniture for both office space and client spaces
6. An initial set of toys and play equipment for the waiting room/play area

Not included in the use agreement and will need to be provided by the selected contractor:

1. Computers
2. Other IT equipment, such as printers, copier, etc
3. All program supplies and any specialized furniture required for specific programming

The F5C site will be the designated space for F5C staff to operate its core programming, as well as offer space for onsite partners to also provide services to the same families. F5C staff will be expected to coordinate the calendar for these partner agencies to utilize the partner space. Spaces to be utilized by partners, and therefore coordinated on a calendar include:

1. 2 partner offices
2. 3 partner cubicle/hook areas
3. 1 small conference room
4. 1 large conference room.

The F5C will be required to be maintained by F5C staff, including all areas well maintained, equipment is in working order, toys are regularly cleaned, and all areas are safe and enjoyable for families.

C. Satellite Programming

Satellite programming - the utilization of a smaller temporary location for the purpose of providing F5C activities to a specific community or population - is permitted when there are sufficient resources available, services are justified, and satellite services will not negatively impact services offered at the main F5C site (e.g. parenting class offered at a school or at the library, for the purpose of engaging with families).

Any additional space utilized for the purpose of providing F5C satellite programming will be the responsibility of the Contractor. First 5 Solano must approve any site to be used for F5C activities prior to a Contractor entering into any legal or fiscal obligation utilizing First 5 Solano contracted funds.

D. Timeline

It is currently anticipated that the site at 400 Mare Island Way will be available for initial occupancy July 2019. Therefore, the following is tentative timeline has been established:

- June 2019: Contract start-up: Hiring, training, purchasing supplies
- July 2019: Training, move into and set up center, begin outreach, develop policy and procedures
- August 2019: Soft open of site, begin offering services, outreach
- September 2019: Grand opening, full services offered

Should the timeline for tenant improvements and occupancy result in a change in timeline, First 5 Solano will work with the selected contractor to develop an alternate suitable timeline.

E. Site Use for Other Early Childhood Programming

From time to time, First 5 Solano may request the First 5 Center to allow another First 5-funded program or partner to use one of the site's activity rooms or meeting rooms to host a class or meeting. F5C staff will evaluate the request and accommodate the use if possible, including shifting of the regular calendar. These types of requests are expected to be the exception, not the norm.

F. Hours of Operation

The F5C is expected to be open with programs and activities weekdays during normal business hours as well as a minimum of four hours every Saturday and at least one evening a week.

G. Child Care Availability

To the extent possible and appropriate, F5C programming will be designed to support parent-child interaction. The majority of programming will be appropriate for the parent and child to attend together. In instances where the programming is focused on the parent, such as a parenting class, appropriate child care shall be made available onsite. In no instance will a parent or caregiver "drop off" a child or leave the center without their child.

H. All Services Offered at No Cost

F5C services are voluntary and offered free of charge to any pregnant, parenting or other adult actively involved in raising a child aged 0 to 5 who resides in Solano County.

I. Outreach to Underserved Populations

F5C staff will develop and implement an outreach plan that will include outreach to underserved populations, focusing on the downtown Vallejo census tracts with the highest child poverty rates. Contractor is responsible for development of outreach materials utilizing the F5C brand identity, which must be approved by First 5 Solano prior to use.

J. Family Orientation, Registration, and Class Enrollment

F5C staff will implement and manage a customer-centered system to orient, register and enroll families in classes and activities at the F5C. Family orientation and class enrollment materials developed by the F5C minimally include a parent handbook, class catalog detail, F5C activity calendar and class enrollment form.

K. Client Records

All client records will be recorded in an electronic database. Proposer may use an agency database or have access to First 5 Solano's Client Management System, Persimmony. Services offered to each client and assessments conducted will be logged. Any hardcopy records will meet confidentiality requirements for maintaining client records in accordance with confidentiality requirements as detailed in the Solano County Standard Contract, which is an attachment to this solicitation.

L. Evidence-Based Programming

To the extent possible, the Commission utilizes and expects the F5C to implement evidence-based programming that has been shown to garner positive outcomes, when implemented with fidelity. While not all programming can, or should, be delivered with an evidence-based curriculum, contractor should consider the most optimal mix of programming at the F5C that will work most effectively to accomplish Commission goals.

Curricula that meet the definition of "evidence-based" have proven research that predicts effectiveness when utilized with a specific target audience for whom the curriculum was designed. Evidence-based curricula may have one or all of the following: implementation specifications and guidelines; instructor requirements; specific program materials; an evaluation design; and clearly defined positive outcomes. Instructors are often required to receive specialized training and/or are required to have specific qualifications and/or certification prior to implementation.

F5C will maintain capacity to offer evidence-based programming independently, in partnership with First 5 Solano, and/or other program providers.

M. Continuous Quality Improvement

The Commission strives to provide the most relevant services, efficiently utilize resources, and provide high-quality programming. To that end, First 5 Solano and Contractor will engage in a continuous quality improvement process and mutually agree to programmatic and structural changes as appropriate, but no more than twice per year to provide the highest quality and most relevant services to the community.

N. Public Relations, Social Media and Program Promotional Materials

The F5C brand is preserved by the Commission in partnership with the selected organization that will staff the F5C through public relations, social media and program promotional materials. First 5 Solano has developed a F5C logo and this logo along with a developed brand identity will be used by the selected organization.



First 5 Solano provides expertise and assistance in identifying and promoting stories to multiple media sources, and publishes and highlights F5C successes on its website, newsletter, social media, and Commission reports. In an effort to maintain a positive social media presence, First 5 Solano will include F5C content on its Facebook page. F5C staff will routinely submit content to First 5 Solano staff to be posted to social media. First 5 Solano staff will work with the F5C to develop an agreed-upon frequency to post messaging and notices to social media platform(s).

O. Collaboration and Community Engagement

Effective client services are dependent on ensuring the F5C is an active and engaged community partner. To that end, F5C staff shall participate in community collaboratives to engage community partners, be a part of community-level initiatives, and streamline services within the context of other services offered in the community.

P. Data Collection and Evaluation

Successful Proposers will be required to collect and report data to First 5 Solano on both family demographics as well as performance and outcomes measures, and participate in any First 5 Solano funded evaluation activities. Selected Proposer will be required to submit demographic and client level data via First 5 Solano's data management system Persimmony. Should First 5 Solano obtain additional funding sources for the F5C, additional reporting may be required.

1.3 F5C Services

The selected Contractor(s) will provide a mix of the following activities aimed to decrease risk factors and increase family functioning. For each activity, Proposer will propose curriculum to be used, unless otherwise specified. These engagements/activities will be provided by the Contractor and/or community partners offering onsite services. The Contractor will be required to coordinate the calendar of services to ensure an appropriate mix of activities/services available, including frequency and duration.

A. Health and Well-Being

The Commission's goals for the area of Health and Well-Being include: 1. All children are born to their optimal health potential, and 2. All children maintain optimal health. Through the lens of prevention and early intervention, the F5C shall implement the strategies below as early detection of issues, along with connection to needed services as appropriate. Contractor to propose which curriculum, for what purpose, frequency and duration of each activity/class.

I. Universal Child Developmental Screening

F5C will implement universal child developmental screening, provide specialized programming to promote healthy development and coordinate the necessary resources and referrals to meet the developmental needs of children. F5C will utilize the Ages and Stages Questionnaire (ASQ), Ages and Stages Questionnaire Social-Emotional (ASQ-SE) and the Modified Checklist for Autism in Toddlers (M-CHAT) to offer screenings to every child participant who meets the minimum age requirement of the tool. F5C will maintain capacity to train and support staff in administering and scoring tools, and provide resources and referrals to families based upon screening results.

II. Universal Parental Screening

F5C will implement parental screening as appropriate and link families to resources. Such screenings may include, but are not limited to post-partum depression screenings, mental health screenings, substance use screenings, etc. Contractor will propose list of screenings to be made available for parent supports. To the extent possible, screenings will be conducted utilizing evidence-based tools.

III. Health Education Classes

F5C will propose a complement of health education classes, such as breastfeeding, prenatal health, newborn care, healthy development, dental health, social-emotional supports, etc. When appropriate, classes should target both the child and parent, as the classes are designed to be attended together. A mix of both one-time classes as well as series that last up to 8-weeks may be offered. Classes across the age spectrum from prenatal to 5 should be made available. Proposer will propose the topics, curricula and mix of classes.

Other targeted health education classes that would benefit the child and family, but are meant for parents only to attend (such as smoking cessation) may be scheduled at the F5C for partner agencies to offer onsite. Such offerings should not reduce the regular programming of the F5C.

IV. Healthy Eating Active Living (HEAL)

F5C will provide a nutrition education/obesity prevention program, including nutrition education, physical activity, and healthy food preparation demonstrations. Parents and children should attend activities together and be provided access to healthy foods that are featured in the education classes. Classes may be supplemented by one-on-one interactions with families to discuss family needs, set nutrition goals, and be linked to food resources.

B. Early Childhood Learning and Development

The Commission's goals for the area of Early Childhood Learning and Development include: 1. All children learn and develop through high quality care, and 2. All children enter kindergarten ready to learn. The F5C shall implement the strategies below as early supports to better prepare children to be ready for school. All classes below should utilize curriculum with identified goals and outcomes for both children and adults, include age appropriate activities, with instruction and consultation to guide parents' participation during and outside the class. As appropriate, contractor to propose which curriculum, for what purpose, frequency and duration of each class.

I. Early Literacy/Story Time

The F5C will host early literacy activities that support parents in helping their children learn to read. These could include, but are not limited to: story time sessions, children's author speakers, connection with the local library programming, and other literacy efforts. Additionally, Contractor will connect with the local Raising a Reader program and coordinate activities for children and parents that are frequenting the F5C.

II. Early Learning (children ages 0-3) and their parents

The F5C will offer early learning opportunities, including, but not limited to classes or workshops that engage infants and toddlers with their parents through a multitude of activities such as, art, music, movement, and early math and science. Classes should be designed specifically to enhance children's social emotional development; language development; cognitive development; and perceptual and motor development, while supporting and strengthening the parent-child relationship.

VI. School Readiness (children ages 3-5) and their parents

The F5C will offer school readiness activities to support children entering school ready to learn. School readiness activities align with Kindergarten curriculum of the Vallejo City Unified School District where appropriate. Opportunities include classes, workshops, or special events that engage preschool aged children (priority given to those not enrolled in preschool) and their parents in school readiness activities such as science, technology, engineering, art, math, and literacy. Contractor to propose specific curriculum to be used.

C. Family Support and Parent Education

The Commission's goals for the area of Family Support and Parent Education include: 1. All families are safe, stable, and self-sufficient, and 2. All parents and primary caregivers support their children's development. The F5C shall implement the strategies below as supports to strengthen families. All classes below should utilize curriculum with identified goals and outcomes for both children and adults, include age appropriate activities, with instruction and consultation to guide parents' participation during and outside the class. As appropriate, contractor to propose which curriculum, for what purpose, frequency and duration of each class.

I. Triple P Parent Education

The F5C will offer Triple P Parent Education at the following levels:

1. Level 2 – Triple P Seminars

This intervention is a "light touch" parenting information presentation to groups of who are generally coping well but have one or two concerns. There are three seminar topics each with approximately 1.5 hours of instruction and discussion time. This seminar series is designed to be a brief introduction to Triple P strategies and will give parents and caregivers useful approaches to try with their children and become confident in their parenting ability.

2. Level 3 - Primary Care

This is a brief targeted intervention in a one-to-one format that assists parents to develop parenting plans to manage their children's behavioral issues (such as tantrums or fighting) and skill development concerns (such as eating independently, toilet training, or staying in bed at night). Practitioners provide 3-4 sessions (15-30 minutes each) over a period of 4-6 weeks.

3. Level 4 – Group Triple P

This broad-based parenting intervention is delivered over eight weeks and involves five (2 hour) group sessions plus three (15-30 minute) mandatory individual telephone consultations, for a minimum of 4 parents, and can accommodate up to 12 parents. Parents actively participate in a range of exercises to learn about the causes of child behavior problems, setting specific goals, and using strategies to promote child development, manage behavior, and plan for high-risk situations.

4. Level 4 – Standard Triple P

Standard Triple P provides parents with broadly focused parenting support and intervention on a one-to-one basis. The program supports parents who have concerns about their child's behavior or development across various settings. Over the course of 10 one-to-one sessions, parents identify the causes of child behavior problems and set their own goals for change. They learn a range of parenting strategies to promote and develop positive behavior for their child. The practitioner's focus is on generalization-enhancement strategies to promote parental autonomy throughout the intervention process. A minimum of three (3) sessions must be delivered via home visits.

If selected contractor does not already have staff accredited in the appropriate levels of Triple P, Contractor will send multiple staff to Triple P Parent Education Trainings within the first year of operations. Prior to staff being trained in Triple P, Contractor will coordinate with existing Triple P providers to deliver services at the F5C.

II. Social Engagement and Peer Support

The F5C will offer social support opportunities for children and their parents, such as structured playgroups, classes or workshops designed to engage and expose children and adults to an array of positive learning experiences with their peers, parents and other adults. Parents will learn to observe, assess, understand, respond to and support their child's behavior and learning in social settings and at home, while getting support from peers. Examples of services may include developmental playgroups and parent cafes.

IV. Parent Support Groups

The F5C will host parent support groups across multiple topics, based upon community interest and need. Such groups could include, but are not limited to: single parents, parents of children with special needs, grandparents raising young children, foster parents, and others based upon community need.

D. Community Connection and Resources

The First 5 Center (F5C) in Vallejo is intended to be a safe and welcoming hub serving families with young children ages 0 to 5 in Vallejo. Programming is flexible and responsive to the unique and emerging needs of families and the community. The F5C will provide opportunities for staff, parents and children to learn and grow together through activities that build on families' strengths and honor their diverse beliefs, values and customs. Leadership and volunteer opportunities will include a role for families in decision making that influences F5C program design, implementation of services, advocacy and civic engagement.

The F5C shall to implement the strategies below to strengthen the community and the familial experience within the community. Proposer to propose frequency and duration of each service.

I. Community Resource Information and Access to Services

All F5C clients will be linked to services beyond the capacity of the F5C staff to offer, as appropriate and needed for family success. During the intake process, as well as throughout services, F5C staff will engage with families in a genuine and authentic way, to foster openness and sharing, and will assist in linking families to needed services, in an effort to increase family functioning.

F5C services shall include presentations by community providers, individual consultation, and eligibility assessment, and application assistance to inform, educate and/or facilitate access to available community resources for families. Linkages to services and community resources will be offered by F5C staff, along with partner agencies who will offer services on-site. Resources and referrals will be offered to programs and services commonly requested by families to address basic needs (food, housing, and clothing), health care, mental health, early intervention services, childcare, preschool, and immigration services. F5C staff will refer families to Help Me Grow Solano as appropriate for families that need referrals beyond the knowledge of the F5C staff.

II. Drop-in Program Availability

F5C will be open to families during regular hours of operation for drop-in opportunities that include activities facilitated by staff and/or access to the F5C play areas. Drop-in opportunities will provide a safe environment for children to play and opportunities for parents to connect and create community. Drop-in opportunities are offered on a first come first serve basis.

III. Basic Needs Assistance

Limited funding (no more than 5% of the total available contract amount) may be utilized to support families that are in crisis, to meet their immediate basic needs. Families receiving basic needs assistance shall be evaluated for other center services and provided supports to assist the family in increasing self-sufficiency.

IV. Community Events

F5C will regularly host special events, celebrations, festivals, and community gatherings for the purposes of building community and strengthening social connections among the First 5 Center families within and outside the F5C.

V. Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) will provide opportunities for parents to develop leadership skills while conducting needs assessments, which will be used to guide F5C planning and programming. The PAC will be comprised of parent and community volunteers who reside in the F5C service area. The First 5 Center Director will provide ongoing administrative support, align PAC activities with F5C priorities, participate in meetings and provides leadership development and coaching to increase capacity of individual PAC members and the PAC group as a whole.

VI. Volunteer Opportunities

Volunteers are an essential component of the F5C. F5C staff in cooperation with the Parent Advisory Council will provide hands-on volunteer opportunities that parents can participate in with their children. Parent volunteers are encouraged to participate in programming, policy and direct services and take on a leadership role in their child's development and the F5C community. F5C staff will be responsible for developing operational guidelines, standards and procedures for volunteer involvement.

2 REQUEST FOR PROPOSALS PROCESS

2.1 Eligible Proposers

"Proposer" is any individual or entity that submits a Proposal in response to this RFP. Non-profit organizations, for-profit organizations, and government entities are eligible to submit a proposal.

2.2 Mandatory Proposers' Conference

Potential Proposers must attend a Mandatory Proposers' Conference on Wednesday January 23, 2019 from 2:00pm to 3:30pm at John F Kennedy Library-Vallejo 505 Santa Clara St, Joseph Room, Vallejo, CA 94590. The purpose of the conference is to provide an opportunity for potential Proposers to ask specific questions about the project and to request RFP clarification. Potential Proposers may submit questions in writing before or during the conference (see 2.3 below). The County will entertain verbal questions asked at the conference, but responses may be deferred and provided at a later date. Subcontractors may not represent a potential Proposer at the conference. The County will not accept any proposal from Proposers that do not attend the conference.

2.3 RFP Inquiries and Requests for Information

Inquiries regarding the RFP may be made by email prior to the Mandatory Proposers' Conference, or may also be made at the Mandatory Proposers' Conference. Inquiries made outside of the Mandatory Proposers' Conference must be made by email to the RFP Coordinator at merichards@solanocounty.com with the Subject line: **RFP #2019-01**.

All emailed inquiries must be received by January 22, 2019, 2:00pm PST. Emailed inquiries will be addressed along with all other inquiries at the Mandatory Proposers Conference on January 23, 2019. The County will provide written responses by January 30, 2019 to these inquiries to each individual/agency in attendance at the Mandatory Proposers' Conference via email and on the First 5 Solano website (www.first5solano.org).

2.4 Schedule of RFP Events

The following Schedule of Events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the First 5 Solano website/Funding Opportunities (see link below). Proposers are responsible to view the website continually for any revisions www.first5solano.org

EVENT		
1	County Issues RFP Packet	January 9, 2019
2	Deadline for Submitting Written Questions to RFP Coordinator at merichards@solanocounty.com	January 22, 2019 2:00 PM PST
3	Mandatory Proposer Conference John F Kennedy Library-Vallejo 505 Santa Clara St Joseph Room Vallejo, CA 94590	January 23, 2019 2:00-3:30 PM PST
4	Written Responses to RFP inquiries issued	January 30, 2019
5	Deadline for Submitting a Proposal to: First 5 Solano RFP#2019-01 601 Texas St, Ste 210 Fairfield, CA 94533	February 27, 2019, 5pm PST Late submittals will not be accepted.
6	Interviews for highest ranked Proposers	March 15, 2019
7	Notification of Recommendation of Funding	March 26, 2019
8	First 5 Solano Commission Approves Awards of Funding	April 2, 2019
9	Contract Development & Negotiations Period	April 3 – April 26, 2019
10	Completed Contract Signed by Contractor	April 26, 2019
11	Contract Approved by the Board of Supervisors	May 14, 2019
12	Contract Start Date	June 1, 2019
13	Contract start-up: Hiring, training, purchasing supplies	June 1, 2019 – June 30, 2019
14	Contract start-up: Training, move into and set up center, begin outreach	July 1, 2019 – July 31, 2019
15	Services Begin	August 1, 2019

2.5 Proposal Submittal and Withdrawal

Proposer must fully complete the Proposal in the format required by the County and respond to every question.

One (1) “wet-signed” (in blue ink) Proposal Packet, plus five (5) additional copies must be submitted to the County in a sealed package and be clearly marked as: **“First 5 Solano – RFP #2019-01”**

Proposals shall be hand-delivered or mailed (hard copies only – no email or faxed Proposals will be accepted) by **5:00 PM PST on February 27, 2019** to:

**First 5 Solano Children and Families Commission
RFP #2019-01
601 Texas Street, Suite 210
Fairfield, CA 94533**

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Proposals must be actually received no later than the Proposal Deadline time of 5:00 PM February 27, 2019 as detailed in Section 2.4 Schedule of Events in order to be considered.** The County assumes no responsibility for delays caused by any delivery service.

The County will not pay any costs associated with the preparation, submittal, or presentation of any Proposal. To withdraw a Proposal, the Proposer must submit a written request, signed by an authorized representative, to First 5 Solano. After withdrawing a previously submitted Proposal, the Proposer may submit another Proposal at any time up to the deadline for submitting Proposals. Proposals submitted after the deadline will not be considered.

3 INSTRUCTIONS TO PROPOSERS

3.1 Mandatory Proposal Form

The County has provided a Proposal Form (Attachment A) in an electronic format on First 5 Solano's website (www.first5solano.org). Proposers must fully complete and sign the Proposal Form, responding to every question, and attach all necessary requested documents. Proposers must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Proposal Form and format may, at the County's sole discretion, result in the rejection of the Proposal.

3.2 Proposal Format

Notwithstanding the hard-copy format imposed by the Proposal Form in Attachment A, all Proposers must follow additional formats set forth herein:

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Proposal pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

3.3 Signatures

All signatures must be handwritten, legible and written in BLUE ink. Signature stamps are prohibited.

3.4 Proposal Submittal

One (1) "wet-signed" (in blue ink) original of the Proposal, plus five (5) additional complete copies must be submitted to the County in accordance with Section 2.5.

4 EVALUATION, SELECTION AND AWARD PROCESS

4.1 Compliance

The County will review all Proposals to determine compliance with basic Proposal requirements as specified in this Proposal. Incomplete Proposals may disqualify the Proposer from further consideration in this process.

4.2 Evaluation Process

The evaluation process is designed to recommend award(s) of funding to the Proposer(s) that can best provide First 5 Early Childhood Center Services in Solano County. Proposals will be evaluated as set forth below.

A First 5 Solano Evaluation Committee (EC) will evaluate all Proposals. The EC will be composed of First 5 Solano staff and other parties that may have relevant expertise or experience. The EC will score and recommend proposals in accordance with the evaluation criteria set forth in this RFP. Evaluation of the proposals shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Proposal Element (Qualifications and Experience, Scope of Work/Program Description, F5C Operations, Budget, and Underlying Principles) in the Proposal Packet as follows:

Proposal Elements	Maximum Score
Qualifications and Experience	25 Points
Description of Services/Scope of Work	35 Points
F5 Center Operations	15 Points
Budget	20 Points
Underlying Principles	5 Points
Total Maximum	100 Points

4.3 Proposal Review Criteria

Item	Possible Points	Points Total
Qualifications and Experience		25
Proposer clearly articulates the capacity of the organization to accomplish the services.	5	
Proposer has appropriate experience in early childhood, family support or other relevant field.	5	
Proposer has organizational infrastructure that could support a program of this size and scale.	5	
Proposer has experience developing and sustaining community partnerships	5	
Proposer has appropriate personnel plan to carry out the services	5	
Description of Services/Scope of Work		35

Proposer provides a clear description of the program design, including frequency and duration of individual programming, and an appropriate mix of curriculum to accomplish F5C goals.	10	
Sample calendar for F5C demonstrates understanding of the complexities of the programming available at the center.	5	
Proposer has an appropriate plan to outreach to and engage families.	5	
Proposer demonstrates knowledge and understanding of the community and/or an effective plan to quickly connect and integrate with the community.	5	
The Scope of Work/Logic models clearly outline the activities, targets, and outcomes anticipated.	10	
F5 Center Operations		15
Proposer has a clear and appropriate plan for start-up.	5	
Proposer has a clear and appropriate plan to ensure services are meeting the needs of the community.	5	
Proposer has a plan to effectively measure the success and outcomes of the programming.	5	
Budget		20
Proposed resources are appropriate to carry out the project.	10	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	10	
Underlying Principles		5
Throughout the Proposal, Proposer demonstrates effective services for a family centered approach as well as reflects the principles of the Commission.	5	
Total Possible Points		100

The EC may recommend funding for the top ranked Proposal or may recommend the top two ranked Proposals be forwarded to an interview. Interviews will be worth up to 100 points, which will be added to the score of the EC for the initial proposal for a total score out of 200 points. The top ranking proposer from the total of the two scores will be recommended for funding.

Final selection is at the sole discretion of the County or its designee, which reserves the right to reject any or all Proposals, or to make no selection based on this RFP.

4.4 Best Value

First 5 Solano will select the proposal(s) that presents the best value and is most advantageous to the County and the public. Accordingly, First 5 Solano may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of First 5 Solano. First 5 Solano

reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints and to award to a single or multiple proposers.

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Proposal form, page 1) that the Proposer has reviewed the Proposed Solano County Standard Contract (Attachment C) and has accepted it with or without qualification. If the Proposer makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Proposer makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

A contract that results from this RFP may be awarded for three (3) and one (1) month (June 1, 2019-June 30, 2022). Contracts may be extended for up to 2 additional years through FY2023/24 dependent on success of the agency providing the services, demonstrated need in the community, and availability of funds.

Note: The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin.

5.3 Funding and Payment Structure

As described in Section 1.1b, First 5 Solano has up to \$500,000 annually available in this RFP for First 5 Center operations for FY2019/20-FY2021/22. In addition, \$15,000 for start-up is available June 1, 2019-June 30, 2019.

The contract to be negotiated will be a cost reimbursable contract. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

Funding is contingent upon availability of future years funding.

5.4 Budget Definitions

A. Personnel Costs must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Applicant and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses that are approved by First 5 Solano. These expenses are allowable when they are included in the grant award and are in accordance with the agency's approved written policies.

B. Salaries and Benefits of personnel involved in more than one grant or project must be charged to each grant based on the actual percentage of time spent on each grant or project. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the grant award. Similarly, the dollar amount charged for a particular

position also must not exceed the dollar amount in the approved grant award. Functional timesheets or an allocation plan must be maintained which support the time charged to First 5 Solano grants.

C. Operating Expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. First 5 Solano reserves the right to make the final determination if an operating expense is allowable and necessary.

D. Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. For this program, indirect costs cannot exceed 15% of the total of Salaries and Benefits, and Operating Expenses.

5.5 Contract Award Process

- A. After the evaluation of proposals and final consideration of all pertinent information available, First 5 Solano will either reject all proposals or issue a written notice of intent to recommend funding to the First 5 Solano Commission of the apparent best evaluated proposals. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated proposers.
- B. This RFP, its attachments, submitted questions and their answerers, and the proposals from the best evaluated proposers shall be incorporated into the final contract.
- C. The apparent best evaluated proposers should be prepared to enter into a contract with First 5 Solano which shall be substantially the same as the Standard Contract included in Attachment C to this RFP. Notwithstanding, First 5 Solano reserves the right to add terms and conditions, deemed to be in the best interest of First 5 Solano, during final contract negotiations.
- D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- E. If a proposer fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within 14 days of its delivery to the proposer, First 5 Solano may cancel the award and award the contract to the next best evaluated proposer.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

Any actual proposer who believes that the process was not conducted per the instructions provided in this RFP and wishes to protest the notice of recommendation for funding may submit a protest in writing to the Executive Director of First 5 Solano within 7 calendar days after such proposer knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of recommendation for funding. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Executive Director of First 5 Solano will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

6.2 County Purchasing Policy

The County's Purchasing & Contracting Policy Manual, found at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21595> is fully incorporated into and made a part of this RFP by this reference and governs this RFP.

6.3 RFP Amendment, Cancellation and Right of Rejection.

- A. First 5 Solano reserves the unilateral right to amend this RFP in writing at any time by posting the amendment on the First 5 Solano website. Proposers are responsible to view the website periodically for any amendments to the RFP. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments. Proposer shall include a signed acknowledgement of any amendments to the RFP in their proposal.
- B. First 5 Solano also reserves the right, in its sole discretion, to reject any and all Proposals or to cancel or reissue the RFP.
- C. First 5 Solano reserves the right, in its sole discretion, to waive variances in Proposals provided such action is in the best interest of First 5 Solano. Where First 5 Solano waives minor variances in Proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, First 5 Solano may hold any Proposal to strict compliance with the RFP.

6.4 Confidentiality

First 5 Solano will retain a master copy of each response to this RFP, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 6250 et seq. Proposers may clearly label part of a submittal as "CONFIDENTIAL" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the proposer of the request and delay access to the material until 7 working days after notification to the proposer. Within that time delay, it will be the proposer's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

6.5 Reservation of Rights

- A. First 5 Solano reserves the right to reject any and all bids, or to cancel this RFP in part or in its entirety.
- B. First 5 Solano reserves the right to waive any variances in proposals provided such action is in the best interest of First 5 Solano.
- C. First 5 Solano reserves the right to amend this RFP at any time. First 5 Solano also reserves the right to cancel or reissue the RFP at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFP, may be considered to be non-responsive, and may be rejected. First 5 Solano may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFP.
- E. First 5 Solano reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- F. First 5 Solano reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.

- G. First 5 Solano reserves the right to reject any and all proposals considered not to be in the best interest of First 5 Solano.
- H. First 5 Solano reserves the right to waive any and all minor irregularities in bids.
- I. First 5 Solano reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR PROPOSALS