

Addendum #1 to RFP #2019-01

First 5 Center Operator

January 29, 2019

Change to Timeline

There is a change to Section 2.4 Schedule of RFP Events. Interviews for highest ranked Proposers (optional based on Evaluation Committee recommendation) have been scheduled for the afternoon of March 14, 2019. No other changes to the timeline are made at this time.

Proposers' Questions & Answers

Q1. In the development of the RFP, what was your analysis of staffing needs? Was this developed with a child care center level of staffing or more of a clinical level of staffing?

A1. Neither. The Proposer shall propose the level of staffing to provide the services proposed as outlined in Section 1.3 of the RFP.

Q2. Will the Center location be 400 Mare Island Way?

A2. Site selection is still in negotiations. We are unable to confirm a location at this time.

Q3. Do you have a new location determined?

A3. First 5 Solano is in the process of site selection. There is not a confirmed location at this time.

Q4. Can you please walk us through the floor plan during the meeting, it is unclear in the blue print where the 2 partner offices and 3 cubicle nooks will be located.

A4. A description of a proposed floor plan was provided during the mandatory Proposer's Conference on January 23, 2019. While this will not be the final floorplan as site selection has not been finalized, it is projected the final floor plan will at a minimum 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 approximately 400-500 sf. One activity room will have a demonstration kitchen, including a sink. Other activity rooms may have sinks, as construction allows.
- A family bathroom within the center. There may be additional family bathrooms and/or access to a men's and women's multi-stall bathroom as construction allows,
- 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.

Q5. Have you thought of an outside play area?

A5. We would love to provide an outside play area; the availability of an outside play area will be dependent on the final site selection.

Q6. What would parking look like?

A6. In site selection negotiations, we are asking for a minimum of 15 staff parking spaces (to include F5C and First 5 Solano staff) and 30 client parking spaces.

Q7. Can you please clarify what "Information technology-access to a network and phone services" includes? Will contractor need to purchase phones? Will contractor be using Solano County network or will they be able to utilize their own vendor of network services?

A7. First 5 Solano will provide phone lines and phones which will remain property of the F5C. The selected agency will not have access to the Solano County network and will need to use their own vendor for network services.

Q8. How would partner agency pre-existing technology systems, such as central server/phone system, interact with what First 5 is providing?

A8. We will need to work with the selected agency's IT department and the Solano County Department of Information Technology to determine how this would work.

Q9. Who is responsible for maintenance of building interior such as lights?

A9. Routine maintenance will be provided by First 5 Solano which will be outlined in a Use Agreement. Damage caused by the contractor will be the contractor's responsibility.

Q10. How would insurance/liability be determined?

A10. Insurance requirements can be found in the Solano County Standard Contract provided as Attachment B to the RFP. A Use Agreement will further outline liability as it relates specifically to site use.

Q11. Would Operator need to provide their own network and internet provider?

A11. Yes.

Q12. The RFP states that the registration desk may be shared. Will the F5 Admin staff have a separate reception desk or is this desk separate from F5 Admin area?

A12. The registration desk may be shared with other community partners who may be co-located and provide services to children ages 0-5 and their families, such as WIC and Black Infant Health. The First 5 administration will have a separate registration.

Q13. The timeline for services beginning by August 1st seems very lofty considering the time for build-out, procurement of equipment and hiring staff considering the employment climate being competitive. Has the commission and F5 staff considered the possibility of a progressive start-up of services with a prioritized order?

A13. The timeline is subject to change based site selection and negotiation. Proposer shall propose a startup plan based on the timeline identified in the RFP.

Q14. Can you please share more about how you see the contractor providing drop-in on-site child care that is not in a consistent schedule related to staffing?

A14. The Proposer is not required to provide drop-in onsite childcare. As stated in 1.2G "In no instance will a parent or caregiver "drop off" a child or leave the center without their child."

Q15. What are the expectations around sibling care for siblings outside of ages 0-5?

A15. The Proposer shall propose a child care plan that meets the needs of families with children ages 0-5 participating in center activities, which may include siblings.

Q16. When exactly will childcare be available?

A16. The Proposer shall propose what activities they will provide childcare. As described in Section 1.2G, to the extent possible, F5C programming shall be designed to support parent-child interaction and appropriate for the parent and child to attend together.

Q17. If another agency is sending a representative who is meeting with clients, will it be the operator's responsibility or that outside agency's responsibility to provide childcare for that client?

A17. The outside agency will be responsible to ensure the client and child have the services they need during their visit with the family.

Q18. Are you envisioning community outreach being an initial effort or an ongoing effort for Operator?

A18. The Proposer shall propose the outreach effort that reaches underserved populations as described in Section 1.2I.

Q19. Would there be collaboration between Operator and First 5 Solano on First 5 Center branding? Can the Operator use their agency logo in materials?

A19. First 5 Solano has worked with a designer to develop a logo for the First 5 Center. This logo and other branding materials will be required, however, the Operator and First 5 Solano will work together on branding. The Operator may use their agency logo in materials as appropriate.

Q20. In the description of services, the wording changes from "provide," "host," "implement," and "offer" for specific services. Can you please clarify if there are specific services that the contractor running this center must provide within their staffing?

A20. The services described in Section 1.3 are the minimum services that must be offered by the center. The Proposer shall identify if the services will be offered by F5C staff or a community partner. Some funding for this RFP is allocated for Triple P Parent Education so if the Proposer is not directly offering this service,

there will be a reduction in available funding which will be addressed during contract negotiations.

Q21. Would there be a cost associated with using outside Triple P providers?

A21. First 5 Solano is contracted with eight agencies in Solano to do Triple P services. If one of these providers was used to provide Triple P services at the center, First 5 Solano would bear this cost through the contract with that agency. However, there would be a reduction in the amount available to the selected contractor for F5C operations.

Q22. Are there thoughts around providing Triple P training to Operator?

A22. Proposers should indicate in their proposal if they need Triple P training and how many people they need trained for each level. First 5 Solano will take this into consideration when budgeting for upcoming Triple P trainings and provide the training as First 5 Solano's Triple P training budget allows. Depending on the number of staff that need training, the selected agency may need to include Triple P training in their budget. This will be finalized in contract negotiations.

Q23. Would operator have access to current Triple P data?

A23. Yes, the operator may access any Triple P data that is collected by First 5 Solano. Since this is a new initiative, there is limited data currently available.

Q24. Will Help Me Grow Solano be providing any play groups at the site?

A24. Help Me Grow Solano does not currently provide play groups.

Q25. Will First 5 Solano contractors providing services now be first priority for sharing/using community partner space?

A25. No.

Q26. Is the expectation that onsite partners exclusively serve enrolled center clients when at the center?

A26. The focus of onsite partners will be to serve enrolled center clients. However, there may be occasions onsite partners will serve other families while at the center.

Q27. Are you looking at WIC and Black Infant Health as being permanently collocated partners?

A27. WIC and Black Infant Health are looking to possibly co-locate as space allows. If they permanently co-locate, they will have space in addition to what is described in the RFP.

Q28. Does First 5 Solano need to approve Memorandum of Understanding (MOU) partners?

A28. If the Proposer has partners which will be providing services as part of the RFP, these should be outlined in the Proposal and will be approved as part of the contract negotiations. Partners which will be providing other services to F5C clients not outlined in the RFP (such as workforce development) will be a party to a three-way MOU between the selected contractor and First 5 Solano to utilize space at the F5 Center to serve center families.

Q29. How does 3-way partnership work with regards to MOUs? Do Operator's established MOUs need to be described in the proposal?

A29. If the Proposer has partners which will be providing services as part of the RFP, these should be outlined in the Proposal and will be approved as part of the contract negotiations. Partners which will be providing other services to F5C clients not outlined in the RFP (such as workforce development) will be a party to a three-way MOU between the selected contractor and First 5 Solano to utilize space at the F5 Center to serve center families.

Q30. Will letters of intent to partner be accepted as part of the Proposal?

A30. No, please do not add any attachments to the Proposal. These will not be forwarded to the Evaluation Committee.

Q31. Do you want references with proposal?

A31. No.

Q32. Is anything required other than the original signed proposal, five copies of the proposal, and the financial statement?

A32. No.

Q33. Please confirm maximum page limits for Scope of Work/Logic Model.

A33. There is a 2-page limit for each of the four sections of services for Section 3-Question E for a total limit of 8-pages.