

Evaluation Services Request for Proposals #2023-03

Issued: January 30, 2023

Letter of Intent due: February 13, 2023, PM PST

Responses due: March 17, 2023, 5:00 PM PST

Mandatory Proposers' Conference

A Mandatory Proposers' Conference will be held:

Wednesday, February 15, 2023

1:30 PM – 3:00 PM PST

Via Zoom meeting

<https://us02web.zoom.us/j/87496317382?pwd=QTdiUHhRL1h2YWU4OHFPN2lwZjB1QT09>

Meeting ID: 874 9631 7382

Passcode: 386200

One tap mobile

+16699006833,87496317382#, *386200# US (San Jose)

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Section 1	Scope of Services	First 5 Solano Via email: cfcsolano@solanocounty.com with subject line: RFP #2023-03 Proposal
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Section 4	Evaluation, Selection, and Award Process	RFP COORDINATOR:
Section 5	Contract Information	Lorraine Fernandez, Program Manager lfernandez@solanocounty.com
Section 6	Terms and Conditions	Written questions regarding this RFP may be submitted to the RFP Coordinator no later than February 13, 2023 5:00pm PST.
Attachment A: Proposal Form		
Attachment B: Solano County Standard Agreement		

1 SCOPE OF SERVICES

1.1 Background/Overview

First 5 Solano Children and Families Commission (“First 5 Solano” or “County”) is seeking services for ongoing evaluation of First 5 Solano’s funded programs, initiatives and system-change activities aimed at improving the lives of young children.

The selected Proposer is expected to provide core evaluation services using a variety of evaluation methods and data collected from funded programs and initiatives to assess: program performance, community-level impact of initiatives, and the impact of First 5 Solano’s overall investments for young children. In addition, the selected Proposer will be responsible for project-based work, including systems change work.

The First 5 Solano Children and Families Commission recently approved its 2023-2028 Program Investment Plan (PIP) outlining \$15.8 million in program investments by initiative and strategy for the next 5 years. In addition, the PIP allocates funding toward required First 5 elements of administration and evaluation. In its PIP, the Commission has allocated up to \$120,000 annually for core evaluation activities. In addition, up to \$35,000 annually is available to support project-based work and systems change activities. A total amount is available of up to \$775,000 over 5 years. An initial contract will be awarded for 3-years in the amount of up to \$465,000 with an option to renew for up to \$310,000 for 2 additional years.

1.2 Our Commitment to Equity and Inclusion

First 5 Solano serves one of the most diverse counties in the United States. Our mission, vision and values are deeply rooted in: Equity, Accessibility, Sustainability, Advocacy, Collaboration and Respect. We aim to create an equitable and inclusive culture that fosters acceptance and respect for diversity. We seek to deepen understanding and knowledge among children, families, staff, and community partners of diverse backgrounds, cultivate empathy and collaboration, and promote the well-being of our staff, partners and the communities we serve. First 5 Solano celebrates and is enriched by the diversity of our whole community.

1.3 Scope of Services

First 5 Solano Children and Families Commission seeks to document the impact of funded programs, services and system change efforts in Solano County. The purpose of the Request for Proposal (RFP) is to select a qualified organization or company to ensure comprehensive and integrated research, data collection, analysis and reporting for First 5 Solano. The plans referenced in the descriptions (2022 Strategic Plan Update; 2023-2028 Program Investment Plan; and the 2022 Systems Change Action Plan) can be found on the Commission’s website at www.first5solano.org under *First 5 Solano Commission Foundational Documents*. The primary objectives and activities of each component of the evaluation services sought in this RFP are as follows below:

Component 1: Core Evaluation Services

On-going evaluation is a required and valuable component of First 5 Solano funded activities. Up to \$120,000 is available annually to support the core evaluation of First 5 Solano funded activities. Services by selected Proposer may include, but may not be limited to:

- Review, analyze and report the impact of First 5 Solano programs for children ages 0 to 5 and their families, caregivers and community providers served;
- Document the contribution of First 5 Solano programs to keep the Commission and stakeholders updated on progress toward improved outcomes across the early childhood system and the County as a whole, including but not limited to, a data dashboard, updates to the Commission's Annual Report, and capturing the Community Impact of Commission-funded programs;
- Provide technical assistance to improve grantee organizations' ability to conduct and use evaluation processes and results generated to improve service/program design and delivery;
- Conduct cost-benefit analyses, needs assessments, or other program evaluations with specific focus on First 5 Solano priority areas, as requested and as contract budget allows;
- Utilize a variety of data collection methods, including, but not limited to key informant interviews, literature reviews, surveys/questionnaires, and observations;
- Assist First 5 Solano in making funding and planning decisions consistent with its vision, mission, values, and guiding principles;
- Conduct annual review of the First 5 Solano Strategic Plan and community indicators;
- Provide onsite presentations to the Commission at Commission and/or Committee meetings approximately 4-6 times per year;
- Assist with meeting First 5 California reporting requirements;
- General project management for evaluation tasks, such as development of work plans, meeting facilitation, note taking, etc.

First 5 Solano currently contracts with a data collection vendor (Apricot) with which the selected Proposer will be expected to work closely with in implementing the evaluation of First 5 Solano programs. First 5 Solano grantees operate with "Logic Model" scopes of work and (in most cases) report service counts monthly and performance measures quarterly. Grantees also submit written progress reports.

Component 2: Support of Project-Based Work and Systems Change Activities

In addition to core evaluation activities, selected Proposer will be expected to support implementation and evaluation of First 5 Solano's systems change activities. Additionally, selected Proposer will be expected to complete project-based work on an as-needed basis, as the budget allows. In 2022, the Commission adopted an updated Systems Change Action Plan to support Goal 7 of their Strategic Plan: early childhood systems are strong, integrated, sufficiently resourced, and equitable. This Action Plan includes an example evaluation plan, however this work is not static and the desired outcomes and measurement may change over time. Up to \$35,000 is available annually to support implementation and evaluation of systems change activities and project-based work as needed. Services sought may include, but not be limited to:

- Support for local collective impact efforts;
- Research on best practices to addressing system barriers or increasing return on investment;
- Systems scan of neighboring communities' practices to address system fragmentation;
- Measurement of impact of agency collaboration, cross agency referrals, and shared practices;
- Provide and/or evaluate capacity building activities for community partners;
- Evaluate overall impact of systems change activities.

1.4 Program Duration

A contract that results from this RFP may be awarded for three (3) years or thirty-six (36) months (July 1, 2023-June 30, 2026 or FY2023/24 – FY2025/26). Contracts may be extended for two (2) additional years, FY2026/27 - FY2027/28 dependent on success of the agency providing the services, demonstrated need in the community, and availability of funds.

1.5 Funding Availability

The Commission has allocated up to \$120,000 annually for core evaluation activities for up to 5 years (FY2023/24-FY2027/28). In addition, up to \$35,000 annually is available to support implementation and evaluation of systems change activities during that same time period. An initial contract will be awarded for 3-years in the amount \$465,000 with an option to renew for \$155,000 annually for 2 additional years.

Fiscal Year	Core Evaluation	Systems Change	Total Amount Available	Timeline
FY2023/24	120,000	35,000	155,000	Initial 3-year Contract = \$465,000
FY2024/25	120,000	35,000	155,000	
FY2025/26	120,000	35,000	155,000	
FY2026/27	120,000	35,000	155,000	Potential for 1-year renewal
FY2027/28	120,000	35,000	155,000	Potential for 1-year renewal

Proposers should propose a budget and reimbursement methodology consistent with the available funds.

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 Letter of Intent

Potential Proposers shall submit a Letter of Intent indicating that they intend to apply to this solicitation. Letters of intent must include the agency name, contact person, email address and a statement of intent to apply to this solicitation. Letters of Intent must be submitted by February 13, 2023 by 5:00PM to lfernandez@solanocounty.com.

Should only one letter of intent be received by the due date, the county reserves the right to move directly into contract negotiations with the sole applicant.

2.3 Mandatory Proposers’ Conference

Potential Proposers must attend a Mandatory Proposers’ Conference on Wednesday, February 15, 2023 from 1:30pm to 3:00pm via Zoom Conference

The purpose of the conference is to provide an opportunity for potential Proposers to ask specific questions about the solicitation and to request RFP clarification. Potential Proposers may submit questions in writing before or during the conference. The County will consider 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 submit a Letter of Intent and attend the conference.

2.4 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 lfernandez@solanocounty.com with the Subject line: **RFP #2023-03**.

All emailed inquiries must be received by February 13, 2023, 5:00pm PST. Emailed inquiries will be addressed along with all other inquiries at the Mandatory Proposers Conference on February 15, 2023. The County will provide written responses by February 17, 2023 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).

2.5 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		DATE
1	County Issues RFP Packet	January 30, 2023
2	Deadline for Submitting Written Questions to RFP Coordinator at lfernandez@solanocounty.com	February 13, 2023, 5pm PST
3	Deadline for Submitting a Letter of Intent	February 13, 2023, 5pm PST
4	Mandatory Proposer Conference Zoom Conference Call https://us02web.zoom.us/j/87496317382?pwd=QTdiUHhRL1h2YWU4OHFPN2lwZjB1QT09 Meeting ID: 874 9631 7382	February 15, 2023 1:30-3:00 PM PST
5	Written Responses to RFP inquiries issued	February 17, 2023
6	Deadline for Submitting a Proposal: First 5 Solano Via email: cfcsolano@solanocounty.com with subject line: RFP #2023-03 Proposal	March 17, 2023, 5pm PST Late submittals will not be accepted.
7	Notification of Intent to Recommend Funding	April 12, 2023
8	First 5 Solano Commission Approves Awards of Funding	April 19, 2023
9	Contract Development & Negotiations Period	April 20-May 29, 2023
10	Completed Contract Signed by Contractor	June 5, 2023
11	Services Begin	July 1, 2023

2.6 Proposal Submittal and Withdrawal

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

Email the Proposal to: cfcsolano@solanocounty.com with subject line: **RFP #2023-03 Proposal**

Page 2 of proposal must be “wet-signed” and scanned or signed digitally using an eSignature program, such as AdobeSign.

Proposals must be received no later than the Proposal Deadline time of 5:00 PM March 17, 2023 as detailed in 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

All proposers must follow additional formats set forth herein:

- Arial font size 11
- All Proposal pages (with attachments labeled individually)
- 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 and Proposal Submittal

Application must be "wet-signed" (in blue ink) and scanned or signed digitally using an eSignature program, such as AdobeSign.

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 Evaluation 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 and Budget) in the Proposal Packet as follows:

Proposal Elements	Maximum Score
Qualifications and Experience	35 Points
Qualifications and Experience	40 Points
Service Counts/Budget	25 Points
Total Maximum	100 Points

4.3 Proposal Review Criteria

Item	Possible Points	Points Total
Qualifications and Experience		35
Proposer clearly articulates the capacity of the organization to accomplish the proposed services.	10	
Proposer’s past accomplishments or current projects/efforts relate to the type of work required under this RFP.	10	
Proposer work samples demonstrates an understanding of evaluation and presentation.	15	
Scope of Work		40
The proposed scope of work for general evaluation activities is consistent with the required services under 1.3 of the RFP and demonstrates an understanding of the work.	20	
The proposed scope of work for systems change activities is consistent with the required services under 1.3 of the RFP and demonstrates an understanding of the work.	20	

Budget		25
Proposed budget and reimbursement methodology are adequately described, reasonable, and clearly linked to work activities.	15	
The resources dedicated to each activity are clearly described and are appropriate to carry out the activities under the RFP	10	
Total Possible Points		100

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 thirty-six (36) months (July 1, 2023-June 30, 2026). Contracts may be extended for two additional years through FY2027/28 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. In addition, services cannot begin prior to the contracted start date.

5.3 Funding and Payment Structure

As described in section 1.5, the Commission has allocated up to \$120,000 annually for core evaluation activities for 5 years (FY2023/24-FY2027/28). In addition, up to \$35,000 annually is available to support systems change activities during that same time period for a total available of \$775,000 over five (5) years.

The award will be negotiated based on the budget and reimbursement methodology proposed by the Proposer.

5.4 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. The First 5 Solano Commission shall consider approval of the recommendations at their next regularly scheduled meeting.
- 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 [here](#) and 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