

Triple P – Positive Parenting Program® Request for Applications #2023-02

**Issued: January 23, 2023
Responses due: March 6, 2023 5:00 PM PST**

Mandatory Proposers' Conference

A Mandatory Proposers' Conference will be held:

Thursday, February 2, 2023

1:30 PM – 3:00 PM PST

Via Zoom meeting

<https://us02web.zoom.us/j/82322725339>

**Meeting ID: 823 2272 5339
One tap mobile
+16699006833, 82322725339# US (San Jose)**

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Section 4	Evaluation, Selection, and Award Process	
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Attachment A: Proposal Form		RFP COORDINATOR:
Attachment B: Service Counts/Budget Form		Gene Ibe, Program Manager gmibe@solanocounty.com
Attachment C: Solano County Standard Agreement		Questions regarding this RFP may be submitted to the RFP Coordinator no later than January 30, 2023 5:00pm PST.
Attachment D1-5: Triple P Information		
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1 SCOPE OF SERVICES

1.1 Background/Overview

First 5 Solano Children and Families Commission (First 5 Solano) is seeking proposals for delivery of Triple P-Positive Parenting Program® (Triple P) services to families with children ages 0-5 in Solano County. The Triple P model, first developed in Australia and supported locally by Triple P America, is an evidence-based program which provides parents with practical strategies to build strong, healthy relationships with their children, confidently manage children's behavior and prevent future problems from developing.

In its 2023-2028 Program Investment Plan, the First 5 Solano Commission allocated \$4.685 million annually in investment to support its mission and vision for Solano's young children and generate tangible results for children and families. First 5 Solano is seeking proposals for delivery of Triple P services, with \$1,125,000 available (\$375,000 per year for 3 years) beginning in FY2023/24 via this RFP. Funding will be provided by First 5 Solano with matching funds from Mental Health Services Act (MHSA).

First 5 Solano's decision to implement Triple P was supported through extensive literature review to identify a family strengthening program that could offer evidence-based results. The Triple P curriculum has been successfully utilized in nearby communities, addresses child safety, child mental health, and parenting outcomes, and can be scaled by using different levels of support based on familial need. In addition, the curriculum has been shown to be culturally appropriate for a wide variety of races and ethnicities. Parents may participate in Triple P services depending on their need – shorter interventions address more common parental challenges or they may access more long-term, intensive services at higher level of care, if needed.

Implementing a common, evidence-based, universal parenting education strategy throughout Solano supports First 5 Solano's Family Support and Parent Education Priority Area and Strategic Plan Results of "*Using community resources and supports, parents and primary caregivers are educated on and practice effective parenting strategies*" and "*Children are raised in safe homes and healthy communities.*" Interventions accessed through Triple P address common parental challenges and can be offered to support family support goals.

In addition, Triple P has been recognized for its outcomes for improved child and parent mental health, supporting First 5 Solano's Strategic Priority Area of Health and Well-Being and the Strategic Plan Result of "*Children and parents/primary caregivers access appropriate mental health services.*" Longer-term, more intensive Triple P interventions can be offered as a mental health strategy for families identified as needing a higher level of care.

The Triple P system is a suite of interventions of increasing intensity for families with children aged up to 16 years old. For the purposes of this solicitation, the focus will be on families with children 0-5 years old, and include one-to-one and group interventions. Successful Proposers responding to this solicitation will receive materials and training (if needed) from Triple P America.

This RFP is for countywide Triple P parent education services and multiple Proposers may be selected for funding to provide the range of services. Proposer(s) may propose to provide one or more levels of Triple P services in one or more geographic areas. Delivery (in accordance with the Triple P program) may occur in a variety of settings, including in-office, home-based, or via phone consultation.

It is important to note that the County will award no more than three contracts in response to this solicitation, encompassing the range of Triple P services across the entire county.

For purposes of this RFP, the term “practitioner” refers to the individual accredited in delivering the Triple P intervention. This may be a family support worker, social worker, parent educator, mental health clinician, or other qualified individual that has been accredited through the Triple P training process. See *Training and Accreditation* under Section 1.5.

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 Description of the Triple P Program and Service Levels

The Triple P-Positive Parenting Program® is a comprehensive, evidence-based support system for parents and caregivers designed to strengthen families by promoting positive relationships. It provides parents with simple and practical strategies for preventing and handling parenting challenges, and increases access to parenting information support. Research has shown it to lower substantiated child abuse reports and foster care placements, decrease child behavior problems, and reduce parent anxiety and stress. The Triple P model is also culturally appropriate and has shown improvement for a wide variety of races and ethnicities, languages, and families who may be involved with the Child-Welfare systems. Attachment D-1 provides more in-depth information on the Triple P model.

Triple P interventions include a combination of light-touch and more intensive parent education and can be delivered one-to-one or in a group setting. Levels 2 and 3 are brief interventions, used to address common parenting challenges and enhance family support efforts. Level 4 (group or individual) involves longer-term sessions, utilized to address challenging behaviors and/or as a mental health strategy.

Proposers responding to this RFP may propose to deliver one or more of the interventions described below:

Level 2 – Triple P Seminars

This intervention is a “light touch” parenting information presentation to groups of parents (a minimum of 6 parents, and can accommodate up to 50 parents per session) who are generally coping well but have minor parenting 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. Workshops may be offered monthly or more often on a rotating schedule so that parents can benefit from the various seminar topics. Attachment D-2 provides additional information on Level 2 Triple P Seminars.

Level 3 - Primary Care (Note: while named Primary Care, this intervention is appropriate for a variety of settings)

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. Sessions can be done in person, over the phone, or as a combination of both. See Attachment D-3 for information on Level 3 Triple P Primary Care intervention.

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. Attachment D-4 provides further information on Level 4 Group Triple P.

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. See Attachment D-5 for information on Level 4 Standard Triple P.

1.4 Triple P Services Targets

First 5 Solano supports Triple P as a parent education strategy throughout Solano County for families with children 0 to 5 years old. Proposers to this RFP may propose to provide services countywide, regionally, or in one or more cities and define the number of offerings to be delivered.

The table below outlines the direct service time, total implementation time, and number of families to be served per session. The total implementation time estimates are built upon many years of Triple P service delivery across multiple localities and provided by Triple P America. It is anticipated that no more than three Proposers will be selected to offer the range of services countywide.

Triple P Intervention	Direct Service Time	Total Implementation Time (includes provider preparation time and delivery of services based on estimates provided by Triple P America)	Number of families served per session
<i>Level 2 Seminars</i>	1.5 hours per workshop	3 hours per workshop	4-50
<i>Level 3 Primary</i>	Three to four (15-30 minute) sessions	3 hours per family	One-to-one
<i>Level 4 Group</i>	Five (2 hour) group sessions plus three (15-30 minute) individual phone consultations	40 hours per group	4-12
<i>Level 4 Standard</i>	Ten weekly sessions	19 hours per family	One-to-one

1.5 Additional Requirements

Training and Accreditation

Proposers to this RFP must provide sufficient staff resources to deliver Triple P services. All practitioners must be accredited through Triple P America in each level for which they are providing services. Individuals that currently possess Triple P accreditation will be verified for credentials prior to

commencement of services. Providers not yet accredited in the level of Triple P they will be offering will be required to participate in 4 to 5 days of training, quiz preparation, and accreditation activities over a 6-week period for each intervention.

Based on guidance from Triple P America, practitioners seeking training and accreditation should have one of the following qualifications:

1. Have a post-high school degree in health, education, child care, or social services; or
2. Be actively involved in "hands-on" roles serving targeted parents and children; through their workplace experience, have developed knowledge of child development; and have adequate clinical supervision and support on a regular basis.

Note: The Triple P accreditation is ascribed to the person attending and completing the training, not the agency. Therefore, only a staff person that completes the training and receives accreditation can be a Triple P practitioner and provide the services on behalf of your agency. Should that accredited staff person leave agency employment, your agency will no longer be able to provide Triple P services until another accredited staff person is available.

First 5 Solano will offer accreditation training at no-cost to successful Proposer(s) in the interventions outlined in this RFP, based on need and availability of funds. Should a Proposer's employee be unavailable for the trainings offered by First 5 Solano, the employee must be trained by the agency at their cost. Currently, trainings are being offered online by Triple P America via Zoom and the range in registration cost is from \$1,760 - \$2,850 per individual per level. More information can be found on the Triple P America website at www.triplep.net.

Training for each level requires attendance at a 2 to 3 full-day training session. This is followed by one full-day Pre-Accreditation session approximately 4 weeks later and a half-day Accreditation session 2 weeks after that. Attendance for all training days is mandatory to receive accreditation in a particular level. Additional Triple P America trainings may be scheduled and offered by First 5 Solano for FY2023/24 and beyond to address on-going training needs at the sole discretion of First 5 Solano.

Outreach/Recruitment/Retention

Successful Proposers must implement a communications/outreach strategy to increase awareness of Triple P programs offered and enroll parents in the program. Proposers must also implement retention strategies for multi-session interventions to ensure families complete the program.

Data Collection and Reporting

Successful Proposers will be required to collect and report data to First 5 Solano on both family demographics as well as surveys/assessments to measure increased confidence in parenting skills and other outcomes. The following table outlines the required information and tools to be reported.

	Required data to be collected/ required tools	A minimum of one other tool that should be used as clinically appropriate
<i>All Levels</i>	Client demographics	N/A
<i>Level 2 Seminars</i>	Parent Satisfaction Survey (Attachment E1)	N/A
<i>Level 3 Primary</i>	Parenting Experience Survey (7-item) Pre/Post (Attachment E2)	N/A
<i>Level 4 Group</i>	Parenting Scale (30-item) Pre/Post (Attachment E3)	Eyberg Child Behavior Inventory Strengths and Difficulties Questionnaire

Level 4 Standard	Parenting Scale (30-item) Pre/Post (Attachment E3)	Parent Daily Report Checklist Parenting Tasks Checklist Depression Anxiety Stress Scales Relationship Quality Inventory Parenting Problem Checklist
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Providers will be required to submit demographic and client level data via First 5 Solano's data management system.

1.6 First 5 Solano Support

First 5 Solano is committed to the success of the Triple P program as a communitywide intervention and as such will provide a variety of supports to agencies implementing Triple P, including:

- **Practitioner Training:** First 5 Solano will contract with Triple P America to provide practitioner training opportunities as indicated above. Practitioner trainings include provision of the training (2-3 full days), practitioner accreditation, Practitioner's Kit, and Every Parent's Survival Guide DVD. First 5 Solano will coordinate the training schedule and logistics.
- **Program Resources:** Required Triple P client materials for provision of services, including Tip Sheets, Every Parent's Workbooks, Every Parent's Group Workbook, and Positive Parenting Booklets.
- **Coordination of Service Delivery:** Coordinate with community agencies to keep up to date calendar of services being provided so agencies can refer parents.
- **Community Messaging and Outreach:** Utilize First 5 Solano's Community Engagement strategy to further the positive parenting message of Triple P. Implement Universal Triple P communication strategy as needed to help ensure the maximum number of parents know about, understand, and can easily find the Triple P help they need.
- **Practitioner Support:** Provide support to practitioners via one-to-one consultation, co-facilitation for new practitioners, and a venue for peer-to-peer support, as needed.
- **Quality Assurance:** Ensure provision of Triple P services are following the evidence-based model for maximum outcomes.
- **Data Collection and Evaluation:** Collect data across agencies to determine effectiveness of Triple P program.

1.7 Funding Availability

Funding is available through this RFP in the amount of \$1,125,000 (\$375,000 per year for 3 years) beginning in FY2023/24 for provision of Triple P to families with children ages 0–5 countywide.

Contracts resulting from the RFP will be paid on a deliverable basis with a set reimbursement rate for completion of delivery of the services. The reimbursement amounts are built upon many years of Triple P service delivery across multiple localities. Common costs which have been factored into the reimbursement rate include:

- Practitioner salary (including prep and delivery of service)
- Mileage (for home visits or individual services)
- Food (for seminars and groups)
- Location rental
- Client incentives
- Client travel assistance
- Child care (for seminars and groups)
- Other operating expenses
- Participation in evaluation and countywide meetings

The reimbursement rates and minimum number of families served and services to receive the reimbursement is below.

Triple P Intervention	Reimbursement per Service	Minimum number of families/services for reimbursement
<i>Level 2 Seminars</i>	\$460 per group	A minimum of 6 families per one-time seminar
<i>Level 3 Primary</i>	\$275 per family	One family with a minimum of 3 15-minute interventions
<i>Level 4 Group</i>	\$4,000 per group	A minimum of 4 families completing 5 two-hour group sessions and 3 15-minute individual interventions
<i>Level 4 Standard</i>	\$1,600 per family	One family with a minimum of 10 one-hour interventions
<i>Additional Reimbursement</i>		
<i>Outreach/ Communications Strategy</i>	<i>10% of Budget</i>	<i>Paid as a portion of delivered services (will be automatically calculated in Summary Tab of Attachment B, Service Counts-Budget)</i>

In addition to the reimbursement for delivery of services, successful proposers will be provided with practitioner training and accreditation (consistent with Section 1.5), and Triple P materials.

Contracts issued under this RFP will be pay for performance contracts, meaning that reimbursement is triggered upon successful completion of services. 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 general fund monies available to the agency for any purpose.

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 Thursday, February 2, 2023 from 1:30pm to 3:00pm via Zoom Conference Call, <https://us02web.zoom.us/j/8232272539>, Meeting ID #823 2272 5339. 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 gmibe@solanocounty.com with the Subject line: **RFP #2023-02**.

All emailed inquiries must be received by January 30, 2023, 5:00pm PST. Emailed inquiries will be addressed along with all other inquiries at the Mandatory Proposers Conference on February 2, 2023. The County will provide written responses by February 6, 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).

2.4 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		DATE
1	County Issues RFP Packet	January 23, 2023
2	Deadline for Submitting Written Questions to RFP Coordinator at qmibe@solanocounty.com	January 30, 2023, 5pm PST
3	Mandatory Proposer Conference Zoom Conference Call https://us02web.zoom.us/j/8232272539 Meeting ID: 823 2272 5339	February 2, 2023 1:30-3:00 PM PST
4	Written Responses to RFP inquiries issued	February 6, 2023
5	Deadline for Submitting a Proposal: First 5 Solano Via email: cfcslano@solanocounty.com with subject line: RFP #2023-02 Proposal	March 6, 2023 5pm PST Late submittals will not be accepted.
6	Notification of Intent to Recommend Funding	April 12, 2023
7	First 5 Solano Commission Approves Awards of Funding	April 19, 2023
8	Contract Development & Negotiations Period	April 20 – May 29, 2023
9	Completed Contract Signed by Contractor	June 5, 2023
10	Services Begin	July 1, 2023

2.5 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: cfcslano@solanocounty.com with subject line: **RFP #2023-02 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 6, 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) and Service Counts/Budget Form (Attachment B) in an electronic format on First 5 Solano's website (www.first5solano.org). Proposers must fully complete and sign the Proposal Form and Service Counts/Budget 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 Triple P 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	40 Points
Program Description	40 Points
Service Counts/Budget	20 Points
Total Maximum	100 Points

4.3 Proposal Review Criteria

Item	Possible Points	Points Total
Qualifications and Experience		40
Proposer clearly articulates the capacity of the organization to accomplish the proposed services.	15	
Proposer's past accomplishments or current projects/efforts relate to the type of work required under this RFP and proposer demonstrates understanding of how to complete the work.	15	
Proposer has sufficient staff and/or contracted staff to carry out the project. Staff have sufficient levels of education, qualifications and experience to carry out the project.	10	
Program Description		40
Proposer clearly articulates the services that they are proposing to provide, including levels of service, target population, geographic location, language, and location of service delivery.	15	
Proposer describes how Triple P services will integrate with other services at your agency and within the community.	15	
Proposer has an outreach and retention plan consistent with engaging and retaining families.	10	
Service Counts/Budget		20
Training and staffing model is consistent with amount of services to be delivered at all levels.	10	
Service counts are achievable.	10	
Total Possible Points		100

In addition to the evaluation criteria above, consistent with the Commission's direction to provide Triple P services countywide, the Review Panel will take into account the geographic location of the services and recommend allocations of funding based on the best evaluated Proposals which will meet the needs in each geographic area.

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) years (July 1, 2023-June 30, 2026). Contracts may be extended for two (2) 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 1.7, First 5 Solano and Mental Health Services Act have up to \$1,125,000 (\$375,000 per year for 3 years) beginning in FY2023/24 available in this RFP for Triple P services. Contracts resulting from this RFP will be based on reimbursement for deliverables achieved based on the set amount outlined in Section 1.7.

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.
- 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