

First 5 Children and Families Commission
Request for Proposals #2025-02
First 5 Center (F5C) Operator
Mandatory Proposer's Conference
Questions & Answers
February 6, 2025

Q1. What does community engagement entail or look like?

A1. Examples of community engagement activities may include hosting events at the F5C or participating in outreach activities hosted by other community partners (focusing on families with children 0-5 years old).

Q2. Is the F5C a new project or endeavor?

A2. No, the F5C is already open for children and families to participate in services and activities.

Q3. Do applications need to include an evaluator to support Apricot data?

A3. No, an evaluator is not required in your staffing plan.

Q4. In regards to Universal Parental Screenings, does this mean that every parent needs a screening of some sort?

A4. Universal Parental Screenings should be offered during the intake process. An existing parent screening already exists and would be made available to the successful proposer.

Q5. Is the Community Resource Specialist (CRS) role fully funded by this RFP or is it a part time role that is funded?

A5. The CRS is a position that should be included in your proposed staffing plan. It is intended to be fully funded via the budget for this contract.

Q6. Can a staff member other than the F5C Director support the PAC (Parent Advisory Counsel)?

A6. Yes, other staff may support the PAC upon instruction from the F5C Director.

Q7. Are all of these roles funded?

A7. F5C staff roles may be funded via your proposed budget for this contract.

Q8. Is it required that those working directly with children have ECE units or permits?

A8. There is no requirement for staff to have ECE units or a certification.

Q9. Is there a minimum number of classes required?

A9. There is no minimum number of classes required.

Q10. Is there a kit available in order to incorporate the M-CHAT?

A10. First 5 Solano will work with the selected proposer to ensure implementation of M-CHAT screenings are successful.

Q11. When submitting proposal, do services offered and outcomes need to reflect accurately/line up with our budget?

A11. Yes, the number of proposed services and outcomes should align with the funding available in this RFP.

Q12. Is data available for number of families/children served at the Center from the last 5 years?

A12. Attached are [F5C snapshots](#) from the First 5 Solano Annual Reports between FY2019/20 through FY2023/24.

Q13. Are newer organizations with no past audits eligible to apply?

A13. As per Section 4.C. in Attachment A – Proposal Form, “...if Proposer does not have audited financial statements, provide unaudited statements of revenue and expenditures (and balance sheet if applicable) and explain why the Proposer has no audited financial statements”.

Q14. For the Optional Contractor Identified Activity, if there is a challenge in how the activity proposed affects other services/offerings, will there be a period of negotiation for the successful applicant?

A14. At contract negotiation stage, the successful applicant should generally be prepared to provide the services that were proposed in their submission. Contract negotiations will occur with the successful applicant based upon the feedback of staff and the review panel.

Q15. Can we reduce or expand the categories of line items in the budget, as long as we don't surpass 16 lines?

A15. Yes, our contract management tool, Apricot, allows for a total of 16 line items in the budget.

Q16. Can two organizations apply together?

A16. An applicant may apply as a lead agency and may subcontract with another organization to provide services.