



Notice of Request for Qualification (RFQ)
For

ParentChild+ Planning and Implementation

Letter of Intent Due:

5:00 PM

April 12, 2024

Qualifications Due:

5:00 PM

April 24, 2024

RFQ Coordinator:

Alanna Jonsson

(530) 419-2473

ajonsson@first5yolo.org

First 5 Yolo

2779 Del Rio Pl, Unit A

Davis, CA 95618

FIRST 5 YOLO PARENTCHILD+

The First 5 Yolo Children and Families Commission (F5Y) is requesting proposals from qualified organizations and firms to **plan for** and provide ParentChild+ (PC+) services in Yolo County per the Scope of Work, as outlined in this Request For Qualifications (RFQ). To be considered, applications must be received by F5Y via email to the RFQ Coordinator no later than **5:00 p.m. on April 24, 2024**. All documents and questions should be sent to: ajonsson@first5yolo.org per the timeline specified below.

RFQ TIMELINE

April 5, 2024	Release of Request for Qualifications (RFQ)
April 12, 2024	Mandatory Letter of Intent due by 5:00 p.m. via e-mail to the RFQ Coordinator
April 17, 2024	Deadline to Submit Questions – Interested parties are invited to submit questions via e-mail to the RFQ Coordinator
April 18, 2024	Answers to submitted questions returned to all potential applicants —all organizations who submitted a Letter of Intent will receive all questions and answers
April 24, 2024	<u>Applications due by 5:00 p.m.</u> via e-mail to the RFQ Coordinator
April 30, 2024	Intent to Award Notification to all Applicants
May 6, 2024	Anticipated Contract Start date

ABOUT FIRST 5 YOLO

Formed by voter-approved Proposition 10, First 5 has a California constitutional mandate to improve coordination of care by investing in and coordinating programs and services for California’s youngest children and families.

The First 5 Yolo Children and Families Commission (F5Y) is part of the statewide First 5 Network comprised of county commissions with 25 years of on-the-ground experience making children healthy, safe, and ready to learn. F5Y is an Agency of the County of Yolo with certain independent authorities and governed by a Commission of nine (9).

F5Y administers Yolo County’s Proposition 10 revenue allocation and other local funds, supporting children ages prenatal-5 and their families. The Commission’s investments and daily work aims to strengthen countywide systems and networks that support these children and their families. F5Y’s mission is to assist our community to raise children who are healthy, safe, and ready to learn.

PURPOSE

The purpose of this RFQ is to:

- Identify a qualified Direct Service Provider/Contractor to effectively plan for and implement ParentChild+ in Yolo County.
- Expand access to CalWORKs Home Visiting Program services to children entering Home Visiting Services or becoming eligible for Home Visiting services aged 16-24 months.
- Increase access to culturally and linguistically sensitive curriculum for CalWORKs-eligible children and families with a focus on vulnerable populations including immigrant, refugees, and migrant seasonal farm workers.
- Meet the unique needs of Dual Language Learners and their families, particularly those speaking underserved languages in Yolo County.
- Address the unique needs of children born during the pandemic and beyond.
- Strengthen staff retention for trained home visitors through mentoring, guidance, and CQI per the model.

BACKGROUND

First 5 Yolo, through a partnership with Yolo County Health and Human Services Agency is seeking to establish ParentChild+, a promising home visiting model, and a service option for families eligible for the CalWORKs Home Visiting Program. ParentChild+ (PC+) is a model that uniquely addresses unprecedented challenges and the gap in services for babies born during the COVID-19 pandemic years, serving children ages 16 months to 4 years of age. PC+ will engage and serve a larger CalWORKs population and help Yolo County address the inequities and needs of a very diverse rural/urban community. The 16–48-month age range is a critical window for children developing their sense of identity and empathy that will forever shape the leaders/citizens they will choose to be tomorrow. Providing services that help children develop their social emotional and early learning skills with developmentally appropriate play-based learning is a step toward equity for Yolo County's diverse population.

First 5 Yolo expects that the PC+ model will increase engagement and retention for families who have not historically been able to participate in home visiting and that staff will be empowered and engaged through increased peer learning, data literacy and CQI capacity building activities embedded in the model.

ParentChild+ is focused on shorter high touch and high frequency services to better serve families' busy schedules and build consistent, predictable routines that support stronger relationships and school readiness. The program model provides up to two years of intensive, twice-weekly, half-hour home visiting sessions to underserved families with children between the ages of 16 months and four years, who are experiencing toxic stress such as poverty, social isolation, limited educational and economic opportunities, as well as language and literacy barriers, and other obstacles to optimal health and development. The PC+ curriculum is delivered by culturally and linguistically responsive home visitors who support parents/caregivers in reading,

conversation, and play activities using engaging toys, books, and curriculum materials. It can be difficult for families to digest information when they're overwhelmed and stressed, which is why PC+ works by offering smaller doses at each visit, but higher frequency encounters to build relationships and engage families in play-based learning. This in-home approach makes it more convenient for families to access and each family is matched with a community-based home visitor with a maximum caseload of 16 families per home visitor.

Services promote responsive Parent-Child relationships, reduce caregiver sources of stress, and teach caregivers critical executive function skills (planning, setting and achieving goals, monitoring progress, and connecting to community supports). The goals of PC+ home visitation services are to: (1) Support positive parent-child interaction; (2) support children's healthy social-emotional development; and (3) foster pre-literacy skills essential for school readiness. The outcomes of PC+ are: (1) Increased quality and quantity of parent-child verbal interaction; (2) increased pro-social behavior in the child; (3) strengthened families; and (4) increased child language and pre-literacy skills.

ParentChild+ has a proprietary data system and provides training, on-going T/A, CQI, and peer learning opportunities. It uses the PICCOLO for Parent-Child interaction observation and the ASQ-3 and ASQ:SE development and behavior screeners from Brookes Publishing. Additionally, clear data reporting requirements and guidance are available online at the following links: <https://www.parentchildplus.org/resource/daisy-documents/>

COMMUNICATION REGARDING THIS RFQ

Please note that as of the issue date of this RFQ and continuing through the Commission vote to award this grant, all First 5 Yolo personnel, consultants, Commissioners, and Review Panel members have been specifically directed not to hold meetings, conferences, or technical discussions regarding this RFQ with prospective Respondents outside of the method outlined in the RFQ.

Upon release of this RFQ, all Contractor communications concerning this procurement must be directed to the RFQ Coordinator named below. Unauthorized contact regarding the RFQ with other F5Y employees or members of the Commission may result in disqualification. Questions concerning this RFQ, including specifications, requirements, terms and/or conditions of the solicitation, etc. should be submitted solely in writing to the RFQ Coordinator.

RFQ Coordinator

Alanna Jonsson, Program Supervisor
First 5 Yolo
2779 Del Rio Place, Unit A
Davis, CA 95618
ajonsson@first5yolo.org

SCOPE OF WORK

Proposers who submit a response to this RFQ must have the ability to meet the requirements, including timelines, activities, insurance, and the terms and conditions contained in this RFQ.

Project Goal/Purpose: The California Work Opportunity and Responsibility to Kids (CalWORKs) Home Visiting Program (HVP) aims to support positive health development and well-being outcomes for pregnant and parenting people, families, and infants born into poverty, expand their future educational, economic, and financial capability opportunities, and improve the likelihood that they will exit poverty.

Population of focus/eligible population:

- I. The individual is either pregnant, or the parent or caretaker relative of a child less than 24 months of age at the time the individual enrolls in the program; and
 - a. A member of the CalWORKs assistance unit; **or**
 - b. The parent or caretaker relative of a child-only case; **or**
 - c. An individual who is apparently eligible for CalWORKs aid.

First 5 Yolo reserves the right to update this eligibility criteria at any time with notice to the Contractor.

Objectives and Milestones:

Objective 1: Plan effective launch of ParentChild+ to expand access to CalWORKs Home visiting.

Milestone 1: Meet, at least weekly, with First 5 Yolo staff to review progress, receive technical assistance, refine processes and protocols, etc. **Ongoing**

Milestone 2: Attend virtual ParentChild+ Annual Conference (**May 7-9, 2024**)

Milestone 3: If utilizing consultant, identify and submit contact information to First 5 Yolo, by **May 10, 2024**

Milestone 4: Contract with ParentChild+ for purchase of training, materials (for a minimum of 10 families), technical assistance and other implementation supports, by **May 30, 2024**.

Milestone 5: Complete PC+ Site Coordinator training (additional trainings can be supported by model purveyor) for appropriate Contractor management staff (i.e., site coordinator is not expected to be onboarded until July 1, 2024) by **June 30, 2024**

Milestone 6: Schedule Site Coordinator Training with model purveyor for Site Coordinator and Assistant Site Coordinator (anticipated start date of July 1, 2024), by **June 30, 2024**

Milestone 7: Purchase all necessary start-up equipment for Site Coordinator, Assistant Site Coordinator, and Early Learning Specialist (e.g., computers, minor equipment, etc.)

Milestone 8: Develop referral form, flyer for outreach, and informed consent form in consultation with F5Y and PC+ by **June 30, 2024**

Milestone 9: Identify, hire, or allocate qualified staff to fill the following roles: 1.0FTE Site Coordinator, 1.0FTE Assistant Site Coordinator, and 1.0FTE Early Learning Specialist, meeting minimum qualification standards for each role with target start date of **July 1, 2024**. Program staff must meet the following minimum qualifications, aligned to the PC+ model:

- Site Coordinator and Assistant Site Coordinator must hold a minimum of a Bachelor's Degree in education, social work or a related field. Often Site Coordinators are certified early childhood teachers, social workers or infant mental health specialists. Site Coordinators will be trained by the National Center and oversee all aspects of the local replication site including maintaining demographic, programmatic, and assessment and evaluations data in the Management Information System; selecting appropriate curricular materials for the populations being served; and serving as the social service and community resource referral point person for all program families. Site Coordinator(s) also maintain a caseload of clients
- Early Learning Specialist (ELS or Home Visitor) should be hired from and reflective of the community being served. ELSs must participate in a minimum of 16 hours of training and go through a background check before working with families. They must complete written reports after each family visit. Their job also includes participation in weekly staff supervision meetings and trainings led by the Site Coordinator.

Milestone 10: Develop performance measurement and data management plan in consultation with F5Y and PC+ for model fidelity and required funder reporting by **August 15, 2024**

Milestone 11: All direct service staff trained in PC+ and ready to begin serving clients by **September 1, 2024**

Objective 2: Implement culturally and linguistically appropriate CalWORKs HVP services, utilizing ParentChild+, to help break the cycle of poverty by **October 1, 2024**.

Milestone 1: **By June 30, 2025**, 40-50% average acceptance rate for PC+ home visiting

Milestone 2: **By June 30, 2025**, 80% of PC+ HVP families who completed 6 or more hours/home visits, will have completed 1 or more of the goals they set at

intake (goal types: job training/education, parenting, mental health, nutrition, financial, other)

Key Tasks:

- Regularly meet with First 5 Yolo staff to develop and/or review, processes, protocols, data collection plans and engage in training, Continuous Quality Improvement and program planning
- Develop outreach, engagement, consent, and retention protocols
- Work with local community agencies to create a referral network to support families. The Site Coordinator will also work with these agencies to recruit eligible families to ParentChild+. These agencies include health clinics, food pantries, WIC programs, schools/school districts, early intervention services, Head Start programs, and social service and mental health agencies.
- Establish and maintain program fidelity
- Promote staff development and continuous learning
- Complete required trainings prior to serving families
- Deliver PC+ home visits with model fidelity and aligned to performance standards to eligible families for up to 24 months
- Coordinate service plans with CalWORKs case managers
- Promote awareness of the PC+ program and facilitate warm hand-offs between Home Visiting Collaborative member organizations (including WIC and HMG).
- Partner with families in identifying their needs/priorities.
- Intentionally use ASQ-3/ASQ:SE-2 screens and CDC milestone checklists and tools in care plans to help families monitor and celebrate their child's development, prepare for well child visit discussions with their doctor and learn to confidently advocate for services for their child
- All families engaged in services must have a documented Plan of Care (Care Plan). Care plans shall minimally include activities to accomplish the following:
 - Access to prenatal and postnatal care and other health and social services
 - Connection with resources to improve parenting skills
 - Encouraging parents to enroll their child(ren) in high quality early learning setting (e.g., licensed childcare) and/or participate in enrichment activities (playgroups, etc.) to support their child's development
 - Learning more about the physical, cognitive, and social-emotional development of their child(ren)
 - Providing infant and child nutrition; and completing developmental screenings and assessments
 - Identification and provision of Material Goods in response to identified family needs
 - Connecting families to other resources so that children have a safe and nurturing environment that fosters healthy development and school readiness

DELIVERABLE/REPORTS

Timeline for Reports/Deliverables

- Monthly HVP aggregate report regarding enrollment and referrals. Due to First 5 Yolo by the **20th day of the month following the close of the reporting month**. For example, July reporting is due on no later than August 20th.
- Quarterly Financial invoices inclusive of material goods provided **by 15th** of the month following the close of the last fiscal quarter (**October 15th, January 15th, April 15th, July 15th**).
- Complete Cultural Competency and Implicit Bias training, and privacy and confidentiality training prior to serving families and attend related trainings throughout the year. Training logs and certificates of completion/evidence of attendance for Cultural Competency and Implicit Bias training, **by September 1, 2024**.
- Submit evaluation surveys and other Evaluation data as requested by PC+ to maintain good standing with the model purveyor. Note: PC+ requires either manual entry of Ages and Stages questionnaires results and follow up actions taken in their data system, or Contractor may upload CSV files from Contractor's ASQ online system to avoid duplicate entry. For a list of currently required data collection forms and timepoints please see: <https://parentchildplus.org/wp-content/uploads/2020/05/Forms-annual-checklist-updated-data-protocol-1.pdf>
- Contractor shall make further reports available to the Commission as reasonably requested by the Executive Director or his/her designee at the time and in the manner specified by the Commission.
- Submit an Annual Performance Measure Report and summary including required key monitoring and outcome indicators and any local evaluation highlights **by July 15, 2025**.

PERFORMANCE MEASURES

How Much Was Done?

- # of unique/unduplicated families who are referred and triaged/screened for HVP services, **Target 50**

How well Was it Done?

- % of families offered HVP services who accept PC+ services in report time frame, **Target= 50%**
- % of index children 6 months to 36 months of age, enrolled in PC+ home visiting, who completed at least one developmental screening per the AAP recommended schedule during the report time frame. **Target 85%**

Is anyone better off?

- % of families completing 6 or more Home Visits meeting one or more of their goals (parenting, job training/education, financial, nutrition, mental health, other).

ADDITIONAL SCOPE OF WORK AND GENERAL EXPECTATIONS

Technical Specifications:

- Target children to be enrolled at 16 months-24 months of age.
- Focus on rural, migrant, refugee, and dual language learner communities
- Leverage existing First 5 Yolo collective impact initiatives including QCC/IMPACT Legacy, Welcome Baby: Road to Resilience, and Help Me Grow, as appropriate to engage the target population.
- Develop Intake form and referral process with First 5 Yolo to support identification/eligibility checks and timely connection to support.
- For families suspected to be CalWORKs eligible, support families with online application system, BenefitsCal, and address barriers to application access.
- Maintain relationship with clients' assigned CalWORKs Case Manager to support care coordination.
- Support families in connecting and working with their CalWORKs Case Manager.
- Ensure all families referred for PC+ services will receive a follow up phone call/contact within 2 business days of Contractor receipt of referral.

KEY CHARACTERISTICS AND DESIRED QUALIFICATIONS

Minimum Requirements:

- i. Contractor shall have five (5) or more years of experience working with parents, legal guardians, caregivers, and children 0-5 from diverse ethnic, cultural, and language backgrounds as well as geographies (e.g., rural and urban).
- ii. Contractor shall have five (5) or more years of experience in engaging parents, legal guardians, caregivers, and children 0-5 in meaningful ways to create positive family change.
- iii. Contractor shall have extensive knowledge on available resources/services/benefits in the Yolo County area that support families to meet their basic needs (food, shelter, clothing) including CalWORKs, WIC, CalFresh, Food Bank, etc.
- iv. Contractor shall provide qualified and trained staff to conduct the activities as proposed in the Scope of Work.
- v. Contractor warrants that its employees assigned to the Project have passed a criminal background check, including drug testing performed at no costs to the First 5 Yolo so that only qualified personnel of integrity will be furnished by Contractor and in compliance with Federal Law.
- vi. Contractor warrants they are screening employees for criminal background.
- vii. Contractor agrees to defend, indemnify and hold harmless the County, First 5 Yolo, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty. The criminal background search must be performed by a third-party consumer reporting agency and include a county criminal search in each county in which the individual has lived or worked in the last seven years, social security validation and trace, along with a search against the National Sex Offender Registry. If the background check reveals any convictions or charges pending adjudication, aside from minor driving violations, Contractor must immediately notify First 5 Yolo.

INSURANCE

The successful Contractor will be required to provide and maintain insurance as required and listed in Exhibit A before commencing work on the contract.

AVAILABLE FUNDS/FUNDING TERMS

The total maximum funding available for providing all services outlined in this RFQ is **three-hundred twenty-five thousand dollars (\$325,000)**, for the period May 6, 2024 through June 30, 2025. With maximum compensations by fiscal year as follows:

May 6-June 30, 2024 not to exceed \$73,000

July 1, 2024-June 30, 2025 not to exceed \$252,000 and contingent upon funding

Upon selection of a qualified Contractor, First 5 Yolo will award a contract covering contract start through June 30, 2024 with the option to extend through June 30, 2025. Funding for the period July 1, 2024-June 30, 2025 is subject to the State of California, the County of Yolo, and the Commission appropriating sufficient funds for this project.

Only one provider will be selected to deliver services under this RFQ.

First 5 Yolo funds contracts on a reimbursement of actual expenditures basis. Allowable expenditures include personnel, operating, consultant, and program costs that are directly attributable to the program and not otherwise covered by First 5 Yolo or another funding source. Additionally, contractors may seek reimbursement for indirect expenses for costs that are not directly attributable to the implementation of the program in an amount up to 10% of direct costs.

All contracts are subject to the final approval of the First 5 Yolo Commission.

SUPPLANTING OF PROP 10 FUNDS

Prop 10 funds received from First 5 Yolo will be used only to fund new or expand existing levels of service. Moneys are prohibited to be used to fund any existing levels of service. No moneys shall be used to supplant state or local General Fund money for any purpose, pursuant to the Revenue and Taxation Code Section 30131.4.

LETTER OF INTENT

All organizations intending to submit an application are **required** to submit a Letter of Intent (Exhibit C) by **5:00pm on April 12, 2024** to the RFQ Coordinator via email.

While submitting a Letter of Intent does not obligate an organization to submit an application, applications will not be accepted from organizations that do not submit a Letter of Intent.

SUBMISSION OF AN APPLICATION

1. Statement of Qualifications

In **five pages or less**, respond to the following:

- A. Describe your qualifications, including past and current experience implementing the scope of work (or similar services) in Yolo County as well as past and current performance in delivering grant-funded programs (can include experience as a First 5 Yolo funded partner), particularly those focused on young children and their families.
- B. Describe your experience in delivering culturally and linguistically responsive services to highly vulnerable populations including those who may be difficult to engage.
- C. Describe your experience with performance measure data collection, analysis, and reporting and how you will use your data for the continuous quality improvement of the program as well as protecting client records, privacy, and confidentiality.
- D. Describe your proposed strategies for implementing Objective 1 of the Scope of Work within the timeline prescribed including identification of staff/consultants to ensure agency can begin Objective 2 by July 1, 2024.
- E. Describe your proposed strategies for implementing Objective 2 of the Scope of Work including meeting all deliverables and milestones.
- F. Describe any barriers that you anticipate or foresee and how they may be addressed.

2. Proposed Budget and Narrative (no page limit)

Include a budget for implementing the scope of work as described above, using the budget template provided in **Exhibit B. A separate budget covering each fiscal year period must be included (i.e., May 6-June 30, 2024 and July 1-June 30, 2025)** All proposed line items must include a summary description to justify the budgeted expense. Budget pages do not count for the page limit.

Budgeted costs should reflect actual projected direct costs to deliver the Scope of Work in the time frame required. Maximum allowable indirect costs rate is 10% of direct costs. All line items of the proposed budget are subject to review and negotiation prior to final contract approval.

To support budget development, the following are provided as estimated costs associated with certain required components of this RFQ:

- ParentChild+ Training and Materials (Site Coordinator Training (~\$12,000 per person), Program Materials/Toys (~\$350 per family), Data System Access Fees (~\$500)
- CalWORKs HVP allows providers to disburse up to \$1,000 in material goods to enrolled families needing support. Material goods funding is cumulative **per**

unique family and does not reset annually or otherwise, even if the family closes and re-enrolls with new children. These funds can never be issued directly to participants and must be administered in compliance with the approved Material Goods Policy.

3. Copy of Most Recent Financial Audit (no page limit)

Include a copy of the Agency's most recently completed financial statement Audit. For Agencies not required to complete and independent financial audit, include a copy of the Agency's most recent 990 filing.

4. Copy of Most Recent Annual Report (no page limit)

Include a copy of the Agency's most recently completed annual report, outcome report, impact report or other report covering agency activities and outcomes.

TERMS AND CONDITIONS

A. QUALIFICATIONS/INSPECTION

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The F5Y reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform. The RFQ Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

B. NON-WAIVER

F5Y's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFQ by F5Y.

C. FEDERAL, STATE, AND LOCAL LAWS

The successful applicant must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded proposer to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

D. GOVERNING LAW

If an award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

E. NON-DISCRIMINATION

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

H. EXTENSIONS

F5Y reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

J. COMPLIANCE

Late, incomplete, incorrect deliveries or excessive milestone delays will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the First 5 Yolo) may be cause for F5Y to cancel the balance of the awarded contract.

K. DEFAULT

In case of default by the awarded proposer, F5Y may procure the services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected proposer, or by any other legal means available to F5Y. F5Y may also ban selected proposer up to two years from future solicitations for default.

L. TERMINATION FOR CONVENIENCE

F5Y reserves the right, in its best interest as determined by F5Y, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

M. CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of F5Y for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

N. ASSIGNMENT/TRANSFER/SUBCONTRACTING

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFQ, and the monies, which may become due hereunder, are not assignable without the prior written approval of F5Y.

O. PROTESTS

F5Y encourages Contractors to resolve issues regarding requirements or the procurement process through written correspondence and discussions. F5Y is committed to fostering relationships with its Contractors to encourage an ongoing pursuit to fulfill requirements.

1) Protest Procedures:

All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. Protests may be submitted by mail or by electronic mail not more than five (5) working days after the Notice of Intent to Award is posted. All protests must be addressed and submitted to both the RFQ Coordinator of this solicitation and the Executive Director. All protests shall include at a minimum the following information:

- a. The name, address, and telephone number of the Protester;
- b. The signature of the Protester or Protester's representative;
- c. The solicitation title and due date;
- d. Name of Commission employee designated as the RFQ Coordinator;
- e. Identification of the statute or procedure that is alleged to have been violated;
- f. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor's position;
- g. The form of relief requested.

The contact information for the Executive Director is as follows:

Gina Daleiden, Executive Director
First 5 Yolo
2779 Del Rio Pl, Unit A
Davis, CA 95618
gdaleiden@first5yolo.org

Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFQ Protest and shall constitute a failure to exhaust administrative remedies.

The Executive Director will review the materials in connection with the protest, assess the merits of the protest, and provide a written decision on the protest within 30 working days after the date of which the protest was received. The Executive Director's decision is final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

2) Protest of RFQ Specifications/Requirements/Terms & Conditions:

Supplies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of F5Y. Notice shall be provided prior to the closing date and time of the designated "question and answer period" of the proposal noted above, Deadline to Submit Questions and Answers.

Notice must be clearly marked "**Notice of Protest of Specifications/ Requirements/Terms & Conditions.**" No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms, or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied, and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

3) Protest of Award of Contract:

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than 4:00 PM Pacific Time five (5) business days after the notice of the proposed contract. Notice must be clearly marked “**Notice of Protest of Award of Contract**”. A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

Throughout the review process, F5Y has no obligation to delay or otherwise postpone an award of a contract based on a protest.

APPLICATION FORMAT REQUIREMENTS

Applications must be typed, and not hand-written, using 11-point font on 8 ½” x 11” paper, 1-inch margins. The name of the applicant agency should appear at the top of each page. Pages must be consecutively numbered, including all attachments. All required application documents must be included at time of submission. Incomplete applications will not be accepted.

APPLICATION EVALUATION PROCESS & SELECTION CRITERIA

A review panel will be responsible for reviewing all full applications, evaluating them against the established criteria, and making funding recommendations. The review committee will use the following selection criteria to evaluate applications received in response to this RFQ. A minimum score of 70 points will be required for an application to be eligible for funding. A score of 70 points or higher, however, does not guarantee that an application will be selected for funding. First 5 Yolo Executive Director will make a recommendation to the Commission. Funds are awarded at the discretion of the Commission.

Scoring Criteria and points:

- A. Describe your qualifications, including past and current experience implementing the scope of work (or similar services) in Yolo County as well as past and current performance in delivering grant-funded programs (can include experience as a First 5 Yolo funded partner), particularly those focused on young children and their families. (15 points)
- B. Describe your experience in delivering culturally and linguistically responsive services to highly vulnerable populations including those who may be difficult to engage. (15 points)

- C. Describe your experience with performance measure data collection, analysis, and reporting and how you will use your data for the continuous quality improvement of the program as well as protecting client records, privacy, and confidentiality. (15 points)
- D. Describe your proposed strategies for implementing Objective 1 of the Scope of Work within the timeline prescribed including identification of staff/consultants to ensure agency can begin Objective 2 by July 1, 2024. (20 points)
- E. Describe your proposed strategies for implementing Objective 2 of the Scope of Work including meeting all deliverables and milestones. (20 points)
- F. Describe any barriers that you anticipate or foresee and how they may be addressed. (5 points)
- G. Budget and Financial Health (10 points)

ANTICIPATED AWARD/CONTRACT START DATE

May 6th, 2024

AWARDS/NOTIFICATION OF INTENT TO AWARD

Written notification of First 5 Yolo's intent to award will be sent to all applicants on or before **April 30, 2024**, by e-mail.

SELECTION OF CONTRACTOR

Contractor will be selected primarily on the responsiveness of the application to implement the requested scope of work, the proposed strategies for completing the work, and the applicant's qualifications to do so. Applications will also be evaluated based on expertise and experience of the organization. Cost, although a significant factor, may not be the dominant factor, but cost will be particularly important when all the other evaluation criteria are relatively equal.

First 5 Yolo may, at its sole discretion, reject any or all applications submitted in response to this RFQ. First 5 Yolo also reserves the right to cancel this RFQ at its sole discretion, at any time prior to execution of an agreement or contract. First 5 Yolo shall not be liable for any costs incurred in connection with the preparation of any application submitted in response to this RFQ.