



IT'S ALL ABOUT THE KIDS

First 5 Solano Children and Families Commission

Request for Proposals #2018-04: Evaluation Services

Issued: January 18, 2018

Responses due: February 27, 2018, 5:00 PM PST

CONTENTS		SUBMIT PROPOSAL TO:
Section 1	Scope of Services	First 5 Solano RFP 2018-04 601 Texas Street, Suite 210 Fairfield, CA 94533
Section 2	Request for Proposals Process	
Section 3	Instructions to Proposers	
Section 4	Evaluation, Selection, and Award Process	RFP COORDINATOR:
Section 5	Contract Information	Megan Richards, Deputy Director merichards@solanocounty.com
Section 6	Terms and Conditions	Questions regarding this RFP may be submitted to the RFP Coordinator no later than February 2, 2018 5pm PST.
Attachment A: Proposal Form		
Attachment B: Proposed 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, countywide 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 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 an assessment of Solano’s early care and childhood education landscape and systems change work.

First 5 Solano Children and Families Commission recently approved its 2018-2023 Program Investment Plan (PIP) outlining \$8.4 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 \$67,000 annually for core evaluation activities. In addition, up to \$35,000 annually is available to support systems change activities, and one-time funding of up to \$20,000 is available in FY2018/19 for an early care and education landscape assessment. A total amount is available of \$530,000 over 5 years. An initial contract will be awarded for 3-years in the amount \$326,000 with an option to renew for \$102,000 annually for 2 additional years.

1.2 Description of Services and Outcomes

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 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 primary objectives and activities of each component of the evaluation services sought in this RFP are as follows below. The plans referenced in the descriptions (2016 Strategic Plan Update; 2018-2023 Program Investment Plan; and the Systems Change Action Plan) can be found on the Commission’s website at www.first5solano.org under *Plans and Reports*.

Component 1: Core Evaluation Services

On-going evaluation is a required and valuable component of First 5 Solano funded activities. Up to \$67,000 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 funding on the expectant parents, children ages birth to five and their families, caregivers and community providers served;
- Document the contribution of First 5 Solano funding to improved outcomes across the early childhood system and the County as a whole;
- Provide technical assistance to improve grantee organizations’ ability to conduct and use evaluation processes and results generated to improve service/program design and delivery;
- Design and implement a process for generating dashboards to monitor program indicators;
- Conduct cost-benefit analyses, needs assessments, or other program evaluations with specific focus on First 5 Solano priority areas (approximately one/year);
- Utilize a variety of data collection methods, including, but not limited to key informant interview, literature review, surveys/questionnaires, observations;
- Assist First 5 Solano in making funding and planning decisions consistent with its vision, mission and guiding principles;
- Conduct annual review of First 5 Solano Strategic Plan and community indicators;

- Provide onsite presentations to Commission at Commission and/or Committee meetings approximately 4-6 times 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 (Persimmony) with which the selected Proposer will be expected to work closely in implementing the evaluation. First 5 Solano grantees operate with "Logic Model" scopes of work and evaluation plans and (in most cases) report service counts monthly and performance measures quarterly. Grantees also submit written progress reports. It is the intention of First 5 Solano that the selected Proposer will maintain a level of continuity that will allow for analysis of longitudinal information, as requested and appropriate.

Component 2: Support of 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. In 2016, the Commission adopted a Systems Change Action Plan to support Goal 7 of their Strategic Plan: early childhood systems are strengthened, integrated, expanded, and sustained. This Action Plan includes an example measurement 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. Services sought may include, but may not be limited to:

- Support for local collective impact effort "Solano Kids Thrive"
- 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.

Component 3: Early Care and Education Landscape Assessment

Lastly, in FY2018/19, selected Proposer will be expected to conduct an assessment of the early care and education landscape in Solano. In Solano, only 17% of children (ages 0-12) with working parents have a licensed child care slot available, a rate that is lower than in neighboring counties. In addition, the availability of licensed child care for working parents in Solano decreased by 20% from 2012 to 2014. In recent years, California Department of Education has released opportunities to provide subsidized preschool slots, but Solano providers have not applied. The goal of the landscape assessment is to identify limiting factors in expanding early care and education availability, including applying for subsidized slots and make recommendations to support expansion.

Up to \$20,000 in FY2018/19 (one year only) is available for the landscape assessment activities which include, but may not be limited to:

- Utilize a variety of information collection methods, which may include analysis of local data, key informant interviews, survey, etc.
- Work closely with the local experts in early care and education, including Solano's Local Childcare Planning Council, Resource and Referral Agency, Quality Counts Consortium, and providers
- Provide analysis of where and the types of care available versus the need for care
- Identify the links between care availability and employment and transportation

- Identify limiting factors for increasing the amount of licensed care available, including state-funded slots
- Make recommendations on changes or capacity building activities that could increase the availability of care and access to state-funded slots.

1.3 Funding Availability

The Commission has allocated up to \$67,000 annually for core evaluation activities for up to 5 years (FY2018/19-FY2022/23). In addition, up to \$35,000 annually is available to support implementation and evaluation of systems change activities during that same time period. One-time funding of up to \$20,000 is available in FY2018/19 for the early care and education landscape assessment for a total available amount of \$530,000 over 5 years. An initial contract will be awarded for 3-years in the amount \$326,000 with an option to renew for \$102,000 annually for 2 additional years.

	Core Evaluation	Systems Change	ECE Assessment	Total Amount Available	
FY2018/19	67,000	35,000	20,000	122,000	Initial 3-year Contract= \$326,000
FY2019/20	67,000	35,000		102,000	
FY2020/21	67,000	35,000		102,000	
FY2021/22	67,000	35,000		102,000	Potential for 1-year renewal
FY2022/23	67,000	35,000		102,000	Potential for 1-year renewal

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

Funding is contingent upon availability of future years funding. 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. Activities funded under this RFP must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

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 RFP Inquiries and Requests for Information

Inquiries regarding the RFP may be made by email to the RFP Coordinator at merichards@solanocounty.com with the Subject line: **RFP #2018-04**.

All emailed inquiries must be received by February 2, 2018, 5pm PST. The County will provide written responses to these inquiries and post them on the First 5 Solano website (www.first5solano.org) no later than February 9, 2018.

2.3 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 18, 2018
2	Deadline for Submitting Written Questions to RFP Coordinator at merichards@solanocounty.com	February 2, 2018, 5pm PST
3	Written Responses to RFP Inquiries Issued and Posted on the First 5 Solano website	February 9, 2018
4	Deadline for Submitting Proposals to: First 5 Solano RFP#2018-04 601 Texas St, Ste 210 Fairfield, CA 94533	February 27, 2018, 5pm PST Late submittals will not be accepted.
5	Notification of Recommendation for Funding	March 28, 2018
6	First 5 Solano Commission Approves Award of Funding	April 3, 2018
7	Contract Development & Negotiations Period	April 4 – May 25, 2018
8	Completed Contract Signed by Contractor	June 1, 2018
9	Contract Approved by Board of Supervisors	June 26, 2018
10	Services Begin	July 1, 2018

2.4 Proposal Submittal and Withdrawal

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

One (1) “wet-signed” (in blue ink) Proposal Packet, plus five (5) additional complete copies must be submitted to the County in a sealed package and be clearly marked as: “**First 5 Solano – RFP #2018-04**”

Proposals shall be hand-delivered or mailed (hard copies only – no email or faxed Proposals will be accepted) by **5:00 PM PST on February 27, 2018** to:

**First 5 Solano
RFP #2018-04
601 Texas Street, Suite 210
Fairfield, CA 94533**

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Proposals must be actually received no later than the Proposal Deadline time of 5:00 PM February 27, 2018 as detailed in Section 2.3 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

Notwithstanding the hard-copy format imposed by the Proposal Form in Attachment A, all Proposers must follow additional formats set forth herein:

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Proposal pages (including attachments) sequentially numbered
- 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

All signatures must be handwritten, legible and written in BLUE ink. Signature stamps are prohibited.

3.4 Proposal Submittal

One (1) "wet-signed" (in blue ink) original of the Proposal, plus five (5) additional complete copies must be submitted to the County in accordance with Section 2.4.

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 RFP. Incomplete Proposals may disqualify the Proposer from further consideration in this process.

4.2 Evaluation Process

The evaluation process is designed to identify the Proposers(s) that can best provide Evaluation services as described in section 1, above. 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 as detailed in the Proposal Review Criteria.

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 1.2 of the RFP and demonstrates an understanding of the work.	15	
The proposed scope of work for systems change activities is consistent with the required services under 1.2 of the RFP and demonstrates an understanding of the work.	15	
The proposed scope of work for early care and education landscape assessment activities is consistent with the required services under 1.2 of the RFP and demonstrates an understanding of the work.	10	
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 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 B) 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, 2018-June 30, 2021) with an option to renew annually for two (2) additional years.

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 1.3, the Commission has allocated up to \$67,000 annually for core evaluation activities for 5 years (FY2018/19-FY2022/23). In addition, up to \$35,000 annually is available to support systems change activities during that same time period, and one-time funding of up to \$20,000 is available in FY2018/19 for the early care and education landscape assessment for a total available amount of \$530,000 over five (5) years.

The contract 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 award the contract to a proposer submitting a timely proposal. The notice shall identify the apparent best evaluated proposal. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated proposer.
- B. This RFP, its attachments, and the proposal from the best evaluated proposer shall be incorporated into the final contract.
- C. The apparent best evaluated proposer 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 B 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 at <http://webstart/civica/filebank/blobdload.asp?BlobID=5014> 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 IFB 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