



IT'S ALL ABOUT THE KIDS

First 5 Solano Children and Families Commission

Request for Proposals #2018-02: Early Childhood Mental Health Provider Training

Issued: February 6, 2018

Responses due: March 14, 2018, 5:00 PM PST

Mandatory Proposers' Conference

A Mandatory Proposers' Conference will be held:

Wednesday, February 21, 2018

1:00 PM – 2:00 PM PST

601 Texas Street, Conference Room B (First Floor), Fairfield CA 94533

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Section 1	Scope of Services	First 5 Solano RFP 2018-02 601 Texas Street, Suite 210 Fairfield, CA 94533
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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 21, 2018 2:00pm PST.
Attachment A: Proposal Form		
Attachment B: Solano County Standard Agreement		

1 SCOPE OF SERVICES

1.1 Background/Overview

First 5 Solano Children and Families Commission (First 5 Solano) is seeking proposals to offer provider training to a wide variety of service providers and professionals on topics related to early childhood mental health.

First 5 Solano recently approved its 2018-2023 Program Investment Plan and allocated \$8.6 million in programmatic investment to support the Commission's mission and vision for Solano's young children and generate tangible results for children and families. Early Childhood Mental Health (ECMH) provider trainings will be funded by First 5 Solano and with matching funds from Mental Health Services Act (MHSA). Between the two funding streams, \$100,000 is available annually for three years starting in FY2018/19 via this Request for Proposals (RFP).

Training on ECMH supports First 5 Solano's Strategic Priority area of Health and Well-Being and the Strategic Plan Results of *"Children and parents/primary caregivers access appropriate mental health services."* By providing training to providers and professionals in the community on topics relating to ECMH, they are more likely to recognize the signs that young children have a mental health need and react appropriately, either providing direct services or ensuring children get connected to the services they need.

The intent of this RFP is to fund a complement of trainings for a variety of types of providers on topics across the spectrum of ECMH, from prevention and early intervention to treatment. Proposer(s) may propose to provide one or more training topics in one or more geographic areas to one or more targeted provider groups. One or multiple Proposers may be selected.

1.2 Description Services and Outcomes

The selected Proposer(s) will provide training on topics related to ECMH across the spectrum from prevention and early intervention to treatment such as, but not limited to:

- Social emotional development and attachment
- Conducting the Ages and Stages and Ages and Stages-Social Emotional Questionnaires (ASQ; ASQ-SE)
- Understanding, recognizing, and treating toxic stress and trauma in young children; trauma-informed practice
- Diagnostic Classification of Mental Health and Developmental Disorders of Infancy and Early Childhood (DC:0-3R) crosswalk to Diagnostic and Statistical Manual of Mental Disorders (DSM-5) and/or International Statistical Classification of Diseases and Related Health Problems (ICD-10)
- Providing culturally appropriate early childhood mental health services.

Trainings are intended to be provided to providers of early childhood mental health services and/or providers and professionals who may come in contact with young children and families, such as, but not limited to:

- Mental health professionals and paraprofessionals
- Pediatricians and other health care professionals
- First responders
- Early care and education providers (including family child care home providers, center based providers, preschool providers, and/or kindergarten teachers).

- Other human service providers, such as staff at family resource centers, Women, Infants, and Children (WIC), home visitors, etc.

Trainings may be delivered in a variety of methods, including large classroom, small group, and one-on-one. Training may also include follow up with providers to ensure information was integrated into practice.

The selected Proposer(s) will be expected to measure outcomes of the trainings to show impact. Outcome measurement may include, but may not be limited to:

- Pre/post tests of change in knowledge
- Change in policies/procedures at organizations receiving the training
- Implementation of strategies by training attendees.

The selected Proposer(s) will be required to manage and provide all aspects of the trainings, including by not limited to:

- Outreach and recruitment
- Registration
- Logistics (location, AV, etc.)
- Provision of the trainings by qualified trainers (either on staff or hired trainers)
- Training materials.

1.3 Funding Availability

Funding is available through this RFP in the amount of \$100,000 annually for three years (FY2018/19 through FY2020/21). Initial contract(s) will be awarded for 3-years with an option to renew for 2 additional years based on program performance, continued availability of funding, and demonstrated community need.

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 Mandatory Proposers’ Conference

Potential Proposers must attend a Mandatory Proposers’ Conference on Wednesday, February 21, 2018 from 1:00pm to 2:00pm at 601 Texas Street, Conference Room B (1st floor). 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 merichards@solanocounty.com with the Subject line: **RFP #2018-02**.

All emailed inquiries must be received by February 21, 2018, 2:00pm PST. Emailed inquiries will be addressed along with all other inquiries at the Mandatory Proposers Conference on February 21, 2018. The County will provide written responses by February 28, 2018 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	February 6, 2018
2	Mandatory Proposer Conference 601 Texas St, Conference Room B Fairfield CA 94533	February 21, 2018 1:00-2:00 PM PST
3	Deadline for Submitting Written Questions to RFP Coordinator at merichards@solanocounty.com	February 21, 2018, 2:00pm PST
4	Written Responses to RFP inquiries issued	February 28, 2018
5	Deadline for Submitting a Proposal to: First 5 Solano RFP#2018-02 601 Texas St, Ste 210 Fairfield, CA 94533	March 14, 2018, 5pm PST Late submittals will not be accepted.
6	Notification of Recommendation of Funding	March 27, 2018
7	First 5 Solano Commission Approves Awards of Funding	April 3, 2018
8	Contract Development & Negotiations Period	April 4 – May 25, 2018
9	Completed Contract Signed by Contractor	June 1, 2018
10	Contract Approved by the County Administrator or Board of Supervisors (as appropriate)	June 26, 2018
11	Services Begin	July 1, 2018

2.5 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 copies must be submitted to the County in a sealed package and be clearly marked as: **“First 5 Solano – RFP #2018-02”**

Proposals shall be hand-delivered or mailed (hard copies only – no email or faxed Proposals will be accepted) by **5:00 PM PST on March 14, 2018** to:

**First 5 Solano Children and Families Commission
RFP #2018-02
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 March 14, 2018 as detailed in Section 2.4 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 2.5.

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 ECMH provider training 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
Description of Services/Scope of Work	45 Points
Qualifications and Experience	30 Points
Budget	25 Points
Total Maximum	100 Points

4.3 Proposal Review Criteria

Item	Possible Points	Points Total
Program Description/Scope of Work		45
Proposer provides a clear description of trainings, including target audience, location, rationale, rollout of knowledge, and demonstration of culturally appropriate practices.	15	
Proposer has an appropriate plan to outreach to and engage providers.	10	
Proposer has a plan to effectively measure the success and outcomes of the trainings.	10	
Proposer provides a clear scope of work/logic model which link the trainings activities, people served, and outcomes.	10	
Qualifications and Experience		30
Proposer clearly articulates the capacity of the organization to accomplish the trainings.	15	
Proposer has appropriate personnel and/or subcontracts to carry out the trainings.	15	

Budget		25
Requested resources are appropriate to carry out the project.	12.5	
Resources needed to carry out the project are adequately described and clearly connected to the training activities in the program description.	12.5	
Total Possible Points		100

Final selection is at the sole discretion of the County or its designee, which reserves the right to reject any or all Proposals, or to make no selection based on this RFP.

4.4 Best Value

First 5 Solano will select the proposal(s) that presents the best value and is most advantageous to the County and the public. Accordingly, First 5 Solano may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of First 5 Solano. First 5 Solano reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints and to award to a single or multiple proposers.

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Proposal form, page 1) that the Proposer has reviewed the Proposed Solano County Standard Contract (Attachment C) and has accepted it with or without qualification. If the Proposer makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Proposer makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

A contract that results from this RFP may be awarded for three (3) years (July 1, 2018-June 30, 2021). Contracts may be extended for up to 2 additional years through FY2022/23 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.

5.3 Funding and Payment Structure

As described in Section 1.3, First 5 Solano and Mental Health Services Act have up to \$100,000 annually available in this RFP for ECMH provider training FY2018/19-FY2020/21.

The contract to be negotiated will be a cost reimbursable contract. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

Funding is contingent upon availability of future years funding.

5.4 Budget Definitions

A. Personnel Costs must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Applicant and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses that are approved by First 5 Solano. These expenses are allowable when they are included in the grant award and are in accordance with the agency's approved written policies.

B. Salaries and Benefits of personnel involved in more than one grant or project must be charged to each grant based on the actual percentage of time spent on each grant or project. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the grant award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved grant award. Functional timesheets or an allocation plan must be maintained which support the time charged to First 5 Solano grants.

C. Operating Expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. First 5 Solano reserves the right to make the final determination if an operating expense is allowable and necessary.

D. Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. For this program, indirect costs cannot exceed 15% of the total of Salaries and Benefits, and Operating Expenses.

5.5 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 answers, 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 at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21595> 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