



IT'S ALL ABOUT THE KIDS

## First 5 Solano Children and Families Commission

# Request for Qualifications #2021-05: Technical Assistance and Capacity Building Services

Issued: April 5, 2021

Responses due: May 10, 2021

CONTENTS		SUBMIT PROPOSALS TO:
Section 1	Scope of Services	Submit Proposals to: <a href="mailto:lfernandez@solanocounty.com">lfernandez@solanocounty.com</a>
Section 2	Request for Qualifications Process	
Section 3	Instructions to Proposers	Subject Line: RFQ #2021-05 Technical Assistance and Capacity Building Services Proposal Submission
Section 4	Evaluation, Selection, and Award Process	RFQ COORDINATOR:
Section 5	Contract Information	Lorraine Fernandez, Program Manager <a href="mailto:lfernandez@solanocounty.com">lfernandez@solanocounty.com</a>
Section 6	Terms and Conditions	Written questions regarding this RFQ may be submitted to the RFQ Coordinator no later than Friday, April 16, 2021, 5pm PST Subject line: RFQ #2021-05 Questions.
Attachment A: Proposal Form		
Attachment B: Solano County Standard Agreement		

## 1 SCOPE OF SERVICES

### 1.1 Overview

The First 5 Solano Children and Families Commission (First 5 Solano) funds an array of programs in Solano County for pregnant women, children ages 0-5, and their parents/caregivers. First 5 Solano funds are an integral part of the safety net for children's and family programs and our agency works closely with community partners to continue to find ways to ensure these critical community investments.

First 5 Solano is seeking to build a pool of highly-qualified consultants who can provide technical assistance and capacity building services for community agencies serving pregnant women, children ages 0-5, their parents/caregivers, and/or other providers of services to children ages 0-5 and their families in Solano County.

Individual consultants, for-profit organizations, non-profit organizations, and government entities are eligible to submit proposals.

### 1.2 Background

Over the last several years, First 5 Solano has provided opportunities to community partners to participate in capacity building activities and to apply for mini grants for technical assistance such as grant writing and training opportunities.

In December 2020, First 5 Solano approved a plan and budget to implement a Responsive Grant Fund beginning on July 1, 2021 which will include providing grants of up to \$7,500 in funding or services for community partners to receive technical assistance and build capacity of their organization. As part of this plan, First 5 Solano is seeking qualified consultants through this Request for Qualifications (RFQ) who can be available to provide services to grantees who are approved for projects under this grant program.

First 5 Solano has been engaging with service providers over the last few years to learn more about their capacity building needs. In 2017, through a collaboration between First 5 Solano and Solano County Health & Social Services, Learning for Action was hired to conduct an assessment of the capacity of Solano non-profit partners; and to provide a tailored analysis and recommendations for future action. The results of the assessment included key findings and recommendations were published in March 2018 in a report entitled ["Solano County Nonprofit Capacity Diagnostic Findings."](#)

In the self-reporting, nonprofits indicated the types of capacity-building supports that were most needed by their organization. The most frequently cited areas were:

Capacity Building Support	Percent of organizations who indicated this support in their top five needs
Fundraising	53%
Communications and Marketing	47%
Board Development	43%
Strategy development/strategic planning	33%
Technology	29%
Coaching/Leading/Managing Organization Change	26%
Developing internal capacity for data analysis and reporting	26%

First 5 Solano has provided training at no-cost to the attendees in the areas of *Fundraising and Volunteer Management*, *Vision and Impact*, and *Data and Evaluation* and plans are to offer additional cohort training opportunities in the future. However, the needs for each community partner vary and this new Responsive Grant Fund is being offered to allow community partners to apply for funding for technical assistance and capacity building services that will address their most urgent need.

Under this RFQ, First 5 Solano will establish a directory of qualified consultants who can be available to provide services to grantees. The requests will vary based on the needs of the applicant and could include requests for assistance including, but not limited to, the following:

- Advancing Equity
- Board Development
- Fundraising
- Grant Writing
- Data/Evaluation
- Implementing Trauma Informed Practices
- Marketing/Outreach
- Organizational Assessment
- Organizational Change
- Strategic Development/Strategic Planning
- Technology
- Volunteer Management

Community partners who are approved for technical assistance and capacity building funding will have the opportunity to match their organization's specific needs to an approved consultant established through this RFQ process.

### 1.3 Funding Availability

This RFQ establishes a list of qualified consultants who **may** be matched with community partners for contracts of up to \$7,500 per project. **Qualified consultants are not guaranteed a contract.**

## 2

## REQUEST FOR QUALIFICATIONS PROCESS

### 2.1 Eligible Proposers

"Proposer" is any individual or entity that submits a Proposal in response to this RFQ. Individual consultants, for-profit organizations, non-profit organizations and government entities are eligible to submit a proposal.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency or organization for any purpose.

### 2.2 RFQ Inquiries and Requests for Information

Questions regarding this RFQ must be emailed to the RFQ Coordinator at [lfernandez@solanocounty.com](mailto:lfernandez@solanocounty.com) with the Subject line: **RFQ #2021-05 Questions.**

**All emailed inquiries must be received by April 16, 2021, 5:00 PM PST.** The County will provide written responses to these inquiries and post them on the First 5 Solano website ([www.first5solano.org](http://www.first5solano.org)) no later than **the close of business on Wednesday, April 21, 2021.**

Note: Oral communications shall be considered unofficial and nonbinding on the County. The County will respond to all questions by posting the response on the County's website. These responses will constitute an amendment to the RFQ.

### 2.3 Schedule of RFQ 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 Solano County website. Proposers are responsible to view the website continually for any revisions. [www.first5solano.org](http://www.first5solano.org)

EVENT		DATE
1	County Issues RFQ Packet	April 5, 2021
2	Deadline for Submitting Written Questions to RFQ Coordinator at <a href="mailto:lfernandez@solanocounty.com">lfernandez@solanocounty.com</a> Subject line: RFQ #2021-05 Questions	Friday, April 16, 2021, 5:00PM PST
3	Written Responses to RFQ inquiries issued and posted on the First 5 Solano website	April 21, 2021
4	<b>Deadline for Submitting a Proposal to:</b> <a href="mailto:lfernandez@solanocounty.com">lfernandez@solanocounty.com</a> <b>Subject Line: RFQ #2021-05</b> <b>Technical Assistance and</b> <b>Capacity Building Services</b>	Monday, May 10, 2021, 5:00PM PST
5	List of Qualified Consultants Released	May 26, 2021

### 2.4 Proposal Submittal and Withdrawal

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

Proposals must be emailed to [lfernandez@solanocounty.com](mailto:lfernandez@solanocounty.com) with the subject line as **RFQ #2021-05 Proposal Submission** and must be received by **5:00 PM PST on Monday, May 10, 2021.**

Proposer must fully complete the Proposal in the format required by the County and respond to every question. Page 2 of proposal must be "wet-signed" and scanned or signed digitally using an eSignature program, such as DocuSign.

The County assumes no responsibility for delays caused by email delay or errors.

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 the County. 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 Solano County's website.

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

- Standard, 8 1/2" x 11" format, 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 "wet-signed" and scanned or signed digitally using an eSignature program, such as DocuSign.

### 3.4 Proposal Submittal

Proposals must be emailed to [lfernandez@solanocounty.com](mailto:lfernandez@solanocounty.com) with the subject line as **RFQ #2021-05 Technical Assistance and Capacity Building Services Submission** and must be received by **5:00 PM PST on Monday, May 10, 2021** 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 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 consulting services as described in Section 1 above. Proposals will be evaluated as set forth below.

An 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 RFQ. 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, References, Fee Structure) in the Proposal Packet as follows:

Proposal Elements	Maximum Score
Qualifications and Experience	70 Points
References	10 Points
Fee Structure	20 Points
<b>Total Maximum</b>	<b>100 Points</b>

## 4.3 Proposal Review Criteria

Item	Possible Points	Points Total
<b>Qualifications and Experience</b>		
Proposer provides approaches and practices which are appropriate for proposed services.	25	
Proposer clearly articulates the capacity of the organization to accomplish the proposed services.	25	
Proposer's qualifications of key personnel show that the staff are qualified and have the experience to provide the proposed services.	20	
<b>References</b>		
Proposer's client references and corresponding projects are similar to the proposed clients and services needed.	10	
<b>Fee Structure</b>		
The fee structure is adequately described and reasonable.	20	
<b>Total Possible Points</b>		<b>100</b>

The EC will rank all Proposals based on their scores and recommend that the consultants with the highest scores be added to the directory of consultants.

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

#### **4.4 Best Value**

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

This RFQ establishes a list of qualified consultants who may be matched with community partners for contracts of up to \$7,500 per project. Qualified consultants are not guaranteed a contract.

**The duration of contracts will be determined during the contract negotiation process.**

#### **5.3 Payment Structure**

Negotiated contracts will be cost reimbursable, unless another methodology is requested in the proposal and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the 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.

#### **5.4 Contract Award Process**

- A. After the evaluation of proposals and final consideration of all pertinent information available, Solano County will issue a list of qualified consultants.
- B. Qualified consultants may be matched with community partners for contracts of up to \$7,500 per project.
- C. This RFQ, its attachments, submitted questions and their answer, and the proposals shall be incorporated into the final contract.
- D. Should a contract be awarded, consultant should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this RFQ. Notwithstanding this, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.



- E. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- F. If a proposer fails to sign and return the contract drawn pursuant to this RFQ and final contract negotiations within 14 days of its delivery to the proposer, Solano County may cancel the award.

## **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 RFQ and wishes to protest the notice of intent to award may submit a protest in writing to the Director of General Services 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 intent to award. 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 Director of General Services 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 RFQ by this reference and governs this RFQ.

### **6.3 RFQ Amendment, Cancellation and Right of Rejection.**

- A. Solano County reserves the unilateral right to amend this RFQ in writing at any time by posting the amendment on the Solano County website. Proposers are responsible for viewing the website periodically for any amendments to the RFQ. Proposers shall respond to the final written RFQ and any exhibits, attachments, and amendments.
- B. Solano County also reserves the right, in its sole discretion, to reject any and all Proposals by canceling or reissuing the RFQ.
- C. Solano County reserves the right, in its sole discretion, to waive minor variances in Proposals provided such action is in the best interest of County. Where Solano County waives minor variances in Proposals, such waiver does not modify the RFQ requirements or excuse the Proposer from full compliance with the RFQ. Notwithstanding any minor variances, Solano County may hold any Proposal to strict compliance with the RFQ.

### **6.4 Confidentiality**

Solano County will retain a master copy of each response to this RFQ, 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. Solano County reserves the right to reject any and all bids, or to cancel this RFQ in part or in its entirety.
- B. Solano County reserves the right to waive minor variances in proposals provided such action is in the best interest of Solano County.
- C. Solano County reserves the right to amend this RFQ at any time. Solano County also reserves the right to cancel or reissue the RFQ at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFQ, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFQ.
- E. Solano County 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. Solano County 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. Solano County reserves the right to reject any and all proposals considered not to be in the best interest of Solano County.
- H. Solano County reserves the right to waive any and all minor irregularities in bids.
- I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR PROPOSALS