



REQUEST FOR QUALIFICATIONS (RFQ)

FIRST 5 CENTERS

East County, Delta, Monument and West County

PROGRAM IMPLEMENTATION

Due Date: September 1, 2017 by 12:00 noon

For more information, please contact:

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The Commission may, at its sole discretion, reject any or all applications submitted in response to this document. The Commission also reserves the right to cancel this offer at its sole discretion at any time before execution of a Contract Agreement. Any applications, including attached materials, submitted in response to this document shall become property of the Commission.

I. INTRODUCTION AND OVERVIEW

A. Purpose

First 5 Contra Costa Children and Families Commission (hereafter “the Commission” or “First 5 Contra Costa”) is seeking a qualified community-based organization to partner with the Commission to operate First 5 Centers (F5C) in sites listed below. The Commission has allocated up to \$5,534,033.00 for a two-and-a-half year period with up to two (2) one-year renewals thereafter. Applicants may apply to operate up to four sites. The maximum funding award for each site is as follows:

	Jan 2018-Jun 2020 (30 months)	Annual Renewal (12 months)
Delta	\$1,500,000	\$600,000
East County	\$1,500,000	\$600,000
Monument	\$1,034,033	\$413,613
West County	\$1,500,000	\$600,000

All potential applicants are invited to attend an online bidders’ Q&A webinar in which Commission staff will provide clarification and answer questions related to the RFQ for prospective applicants. First 5 will be hosting a Q&A Webinar on Monday, August 7, 2017 at 1pm. Potential applicants are encouraged to participate. Login information will be posted on our website www.first5coco.org on Monday, July 31, 2017 by 5:00PM. The bidder’s webinar is optional and will be recorded for prospective applicants to view.

The completed proposal is due on or before **September 1, 2017 no later than 12:00 noon**. There is no expressed or implied obligation for the Commission to reimburse responding organizations for any expenses incurred in preparing a response to this RFQ.

B. Background

First 5 Contra Costa allocates Contra Costa County’s share of the Proposition 10 tobacco tax to fund programs for children ages 0 to 5. First 5 Contra Costa is governed by an eighteen-member Commission appointed by the county Board of Supervisors. The vision of the organization is that Contra Costa’s young children will be healthy, ready to learn, and supported in safe, nurturing families and communities. Since its inception, First 5 Contra Costa has invested over \$130 million in local programs and activities. For further information about the First 5 Contra Costa Strategic Plan, please visit www.first5coco.org, located under the “about us” tab.

C. Family Support Initiative

First 5 Contra Costa’s Family Support Initiative focuses on strengthening families with children birth to age three, the most critical time in a child’s development. Built on fourteen years of experience funding home visiting programs and First 5 Centers, this initiative is rooted in the belief that early, nurturing relationships lay the foundation for children’s life-long and healthy development.

D. Other First 5 Initiatives

The Family Support Initiative also has a key role in supporting First 5's Early Intervention Initiative, specifically Help Me Grow, an early intervention system to assist families with children ages 0 to 5 identify developmental and/or behavioral needs as early as possible.

E. First 5 Centers (Family Resource Centers) Overview

First 5 Centers are safe and welcoming hubs serving families with young children primarily ages 0 to 3 in three regions of Contra Costa County. Programming is flexible and responsive to the unique and emerging needs of families and the community. Programming for preschool-aged children is limited and focuses on transitions and school readiness. First 5 Centers provide opportunities for staff, parents and children to learn and grow together through activities that build on families' strengths and honor their diverse beliefs, values and customs. Leadership and volunteer opportunities include a role for families in decision making that influences First 5 Center program design, implementation of services, advocacy and civic engagement.

First 5 Centers serve the community as an early childhood resource by lending their early childhood expertise and support of early childhood community initiatives, collaborations, partnerships, advocacy efforts, events, celebrations, and/or special projects.

F. First 5 Center Brand and Funding

First 5 Centers are a "brand" of First 5 Contra Costa where families and providers have come to expect quality services and activities. First 5 Contra Costa has been and continues to be the sole funder of its First 5 Centers. The Commission relies on the Centers to maintain and reinforce the reputation of the First 5 Center brand.

G. Public Relations, Social Media and Program Promotional Materials

The First 5 Center brand is preserved by the Commission in partnership with First 5 Centers through public relations, social media and program promotional materials. First 5 Contra Costa provides expertise and assistance in identifying and promoting stories to multiple media sources, and publishes and highlights First 5 Center successes on its website, newsletter, blogs, and Commission reports. In an effort to maintain a positive social media presence, First 5 Contra Costa offers design and monitoring of social media content, and serves as account administrator for Facebook pages maintained by each Center. First 5 Center brochures are designed and printed by First 5 Contra Costa for distribution by the Centers.

I. Philosophy and Approach to Services

The First 5 Centers produce high quality programs with positive child outcomes by adopting and incorporating the following philosophy and approach to services proven to be effective in the Family Support field.

The Principles of Family Support Practice has served as the foundation of quality for family resource centers since 1996. The Principles were developed by the Family Resource Coalition of America as outlined in their *Guidelines for Family Support Practice and more recently in the Family Resource Centers Vehicles for Change Volume I*. More information can be found at <http://cdss.ca.gov/inforesources/OCAP/Resources>.

Family Strengthening is an approach that recognizes the inherent strengths, resilience and abilities of families. Through mutually respectful partnerships, families enhance their own capacity to understand how to promote the optimal development (cognitive, social, emotional, and physical) of all family members.

The **Five Protective Factors**, which form the foundation of the **Strengthening Families** framework developed by the Center for the Study of Social Policy, include parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children. Research shows that these protective factors serve to build family strengths and create an environment that promotes optimal child and youth development. More information can be found at <http://www.cssp.org/reform/strengtheningfamilies>.

The **Standards of Quality for Family Strengthening and Support** are guidelines utilized to implement family-based programs developed by the California Network of Family Strengthening Networks (2013). There are 17 standards with corresponding indicators of quality categorized within five areas that actualize the principles of family support and the protective factors. More information can be found at <http://www.cnfsn.org/standards-of-quality.html>.

Reflective Practice, Leadership and Supervision is a learning process taught to professionals to enhance their abilities to communicate and make informed and balanced decisions. Reflective leadership is characterized by self-awareness, observation, respectful, flexible responses that result in relationship-based programs. Reflective practice aims to develop and sustain quality relationships characterized by trust, support, and growth among supervisors, staff, parents, and children. Reflective Supervision supports the process of examining, with someone else, the thoughts, feelings, actions, and reactions evoked in the course of working closely with young children and their families. More information can be found at <https://www.zerotothree.org/resources/415-what-is-reflective-leadership>.

Trauma Informed Practice and Adverse Childhood Experiences (ACEs)

Trauma informed practice includes training staff on concepts of trauma impact and resilience and the needs of affected young children and their families; creating safe and supportive environments; assessing and planning responsive services; involving families; and adapting policies. The **Adverse Childhood Experiences (ACEs)** study conducted by the Center for Disease Control and Kaiser Permanent first made the connection between exposure to childhood trauma and its impact on health outcomes by linking the ACE score to chronic diseases in adulthood. The higher the ACE score,

the greater the likelihood of developing heart disease, diabetes, substance abuse, depression and other chronic diseases. For more information on ACEs <https://www.cdc.gov/violenceprevention/cestudy/>

Cultural Humility

Cultural humility is an approach to honoring the cultural and ethnic diversity of the children and families we serve. It is part of our ongoing commitment to provide accessible and relevant service to families and to promote equity and social justice in Contra Costa. It incorporates the following principles: a commitment to self-reflection and lifelong learning; recognition of power and privilege as undeniable factors in relationships; honoring that each individual or community group is the expert and teacher on the content and nature of their culture; and a commitment to naming biases, suspending judgement and redefining our assumptions and cultural norms through a practice of cultural humility. For more information about the principles of Cultural Humility, view the [Cultural Humility](#) video.

J. Definitions

Family

Throughout this RFQ any reference to “family” is defined broadly to include at least one adult and one child who are related biologically, emotionally, or legally. Families raising children may consist of one parent, two parents, grandparents, foster parents, legal guardians, or arise from the need for mutual support.

Parent

Throughout this RFQ any reference to “parent” refers to a child’s adult primary caregiver(s).

II. SERVICES TO BE FUNDED

Organizations awarded this RFQ will be expected to have existing capacity to meet the operation specifications outlined below:

A. OPERATION SPECIFICATIONS

Facilities

The Commission owns or will maintain a lease for all property that houses a First 5 Center site. First 5 Contra Costa will provide an occupancy agreement that outlines the expectations and requirements associated with occupying a designated First 5 Center site.

First 5 Center Temporary and Permanent Locations

First 5 Centers are strategically located to serve Contra Costa County’s communities with greatest need. The permanent locations of the First 5 Center sites were prioritized by prevalence of: child density of children under the age of 6; preschool aged children not enrolled in a formal early childhood education; African American children; and child poverty.

Delta First 5 Center is temporarily located in the city of Brentwood and will be relocated to a permanent location in the city of Antioch, to serve Pittsburg, Antioch and Far East County. The Contractor awarded the Delta First 5 Center contract will participate in the planning, coordination and implementation associated with relocating the Center, ideally within the first 18 months of the contract.

Antioch First 5 Center

The First 5 Center currently known as the Antioch First 5 Center located in downtown Antioch will not continue to operate as a First 5 Center. The awardee of the Delta First 5 Center will provide satellite services in or near this location until a new Delta First 5 Center is open. Satellite services to commence no later than 45 days after the start of the Contract.

East County First 5 Center is temporarily located in the city of Bay Point and will be relocated to a permanent location in the city of Pittsburg, to serve Bay Point, Pittsburg and Antioch. The Contractor awarded the East County First 5 Center contract will participate in the planning, coordination and implementation associated with relocating the Center, ideally within the first 6 months of the Contract.

Bay Point First 5 Center

The First 5 Center currently known as the Bay Point First 5 Center located in the city of Bay Point, will continue to operate at this location as the Bay Point First 5 Center until First 5 Contra Costa secures a new location.

Monument Community First 5 Center has a permanent location in the city of Concord serving the Monument community.

West County First 5 Center has a permanent location in the city of San Pablo, serving San Pablo and Richmond.

Satellite Programming

Satellite programming, the utilization of a smaller permanent or semi-permanent location for the purpose of providing Center activities to a specific community or population, is permitted when there are sufficient resources available, services are justified, and satellite services will not negatively impact services offered at the main First 5 Center site.

Leased property secured for the purpose of providing First 5 Center satellite programming will be the responsibility of the Contractor. First 5 Contra Costa must approve any site to be used for First 5 Center activities prior to a Contractor entering into any legal or fiscal obligation utilizing First 5 funds.

Off-Site Programming (excluding satellite programming)

Limited off-site programming that offers Center activities at locations other than the permanent site of the First 5 Center may be utilized as a strategy to target and engage specific families and children 0-5 within the service area.

Site Use for First 5 Funded Programs

First 5 Contra Costa may request a First 5 Center to allow another First 5-funded program or partner to have use of the site.

Hours of Operation

First 5 Centers are open a minimum of 40 hours at least five days a week, which must include a minimum of four hours every Saturday. Scheduled programming of Core Services Areas will be offered during the morning, afternoon and at least one evening a week.

Population to be Served

First 5 Center services are voluntary and offered free of charge to any pregnant or parenting adult actively raising a child aged 0 to 5 who resides in Contra Costa County. Parents in the process of reuniting with a child who have regular visits with their child are welcome to participate in Center activities.

B. SERVICE COMPONENTS

Organizations awarded this RFQ will be expected to implement the service components outlined below:

Outreach to Underserved Populations

Center staff will initiate outreach through strategic partnerships to engage and offer specific programming to meet the needs of underserved populations (e.g., fathers, African American families).

African American Families Assessment

First 5 Contra Costa is currently conducting an assessment process to better understand how to meet the needs of low-income African American families in Contra Costa County. This process is projected to be complete in the Fall of 2017. It is anticipated that the outcome of the assessment will result in new and different approaches to outreach and service delivery at the First 5 Centers and/or in the community to meet the needs of this population.

Father Engagement

First 5 Contra Costa supports and prioritizes father engagement, by encouraging staff to explore different approaches and strategies for engaging fathers. Best practices and research support that the presence and involvement of fathers are important to healthy child development, thriving families and communities. When fathers are engaged in the well-being of their children, mothers tend to experience less stress and have better outcomes during and beyond pregnancy. Children also exhibit better functioning in terms of cognitive and social skills, self-control, self-esteem and empathy and are less likely to experience negative outcomes.

Family Orientation, Registration, and Class Enrollment

Center staff will implement and manage a system to orient, register and enroll families in classes at the First 5 Center. The system must maximize equity and prioritize families

new to the Center, expecting parents, fathers, families eligible or enrolled in First 5 home visiting and African American families and/or other target populations as determined. Registration materials are produced by First 5 Contra Costa. Family orientation and class enrollment materials developed by the Center minimally include a parent handbook, class catalog detail, Center activity calendar and class enrollment form.

Core Service Areas

Center staff will be required to implement a minimum number of program hours, sessions and/or units of service in each Core Service Area, which are defined below.

Goals

The goals of the Core Service Areas are to:

- increase parents' knowledge, skills and opportunities to meet the needs of their young children as they grow and develop;
- support and promote positive parenting practices that strengthen parent-child relationships;
- help parents facilitate their child's learning and readiness for school;
- connect parents to needed community resources; build community and expand families' social networks of support;
- prepare parents to be advocates for children, and
- promote civic engagement.

Quality Programs

First 5 Centers will effectively engage parents and children in the Core Service Areas by maintaining a safe and supportive learning environment that prioritizes quality interactions and experiences. Classes are designed and led by qualified Center staff, community partners, sub-contractors, volunteers and/or parents secured by the Contractor or First 5 Contra Costa. Centers supplement programming with in-kind and sub-contracted providers who provide an array of specialized services that diversify participants' learning experiences. Inexperienced staff, volunteers and/or parents are closely supervised and supported by an experienced Center staff person. All classes will solicit feedback from participants to assess satisfaction, quality of experience and areas to be improved.

Incentives and Food

Offering incentives and food are acceptable strategies to recruit and encourage ongoing participation in programming. Use of gift cards requires a defined tracking system that collects signatures of recipients.

Child and Sibling Care

Child and sibling care will be offered to parents participating in programs or activities designed for adults or limited to children of a certain age. Parents must remain on the premises while their child is in childcare. Centers are required to have and adhere to child care guidelines and protocols to maximize the safety and wellbeing of all children.

Definitions of Core Service Areas

Learning and Peer Support for Parents

Opportunities in this Core Area include classes, workshops and peer support groups designed to be informative, interactive, reflective and fun. Classes and workshops require curriculum with identified goals and outcomes that can be evaluated; incorporate different adult learning styles, family beliefs, values and customs; promote cultural humility; social connections; child advocacy and civic engagement.

Parent Education and Support for Adults with Children Ages 0-3

Programming addresses multiple topics relevant for pregnant and parenting adults with infants and toddlers. Topics include but are not limited to: parenting; early childhood development; child health and nutrition; child safety; mental health and wellness; prenatal/post-partum education; financial management/asset building; child advocacy and civic engagement.

Evidence-Based Parent Education for Adults with Children ages 0-5

Research-based curricula primarily addresses parenting topics relevant to pregnant and parenting adults with infants, toddlers and preschool aged children.

Curricula that meet the definition of “evidence-based” have proven research that predicts effectiveness when utilized with a specific target audience for whom the curriculum was designed. Evidence-based curricula may have one or all of the following: implementation specifications and guidelines; instructor requirements; specific program materials; an evaluation design; and clearly defined positive outcomes. Instructors are often required to receive specialized training and/or are required to have specific qualifications and/or certification prior to implementation.

Approved evidence-based programs will be implemented with the support of First 5 Contra Costa in one or more of the following ways: partnership with evidence based program vendors, program providers, purchase of materials, curriculum, staff training, and/or evaluation.

Centers will maintain capacity to offer evidence-based programming independently, in partnership with First 5 Contra Costa and/or other program providers. First 5 Contra Costa must approve any new evidence-based parent education curriculum prior to implementation. A sample of approved evidence-based programs include: *Nurturing Parent*; *Parents Raising Safe Kids*; *Incredible Years*; *Dare to Be You*; *Parenting Counts*; *Happiest Baby on the Block*, *Abriendo Puertas* and *Triple P*.

Level 4 – Group Triple P

Centers will offer annually a minimum of two sessions of Level 4 - *Triple P* (<http://www.triplep.net/glo-en/the-triple-p-system-at-work/the-system-explained/level-4/>). Currently, this program is offered at the Centers through a contractual agreement First 5 Contra Costa holds with a Triple P provider. Centers will be required to support the implementation of Triple P with a Community Resource Specialist or other approved

Center staff person. Center staff will schedule and coordinate Triple P in partnership with Triple P provider to include recruitment, screening, registration and retention of families, co-facilitation, evaluation activities, food, childcare and incentives.

Experiential Learning and Exploration for Children and their parents

Opportunities include classes or workshops designed to engage and expose children to an array of positive learning experiences with their peers, parents and other adults. Parents learn to observe, assess, understand, respond to and support their child's behavior and learning in social settings and at home. Classes require curriculum with identified goals and outcomes for both children and adults, include age appropriate activities, with instruction and consultation to guide parents' participation during and outside the class.

Early Learning and Literacy for children ages 0-3 and their parents

Opportunities include classes or workshops that engage infants and toddlers with their parents through a multitude of activities like science, technology, engineering, math, literacy, art, music, and movement. This core service area incorporates the California Infant/Toddler Learning & Development Foundations (www.cde.ca.gov/sp/cd/re/documents/itfoundations2009.pdf) designed specifically to enhance children's social emotional development; language development; cognitive development; and perceptual and motor development.

Help Me Grow Developmental Playgroups

Centers will offer a minimum number of Help Me Grow Developmental Playgroups. Currently, this program is offered at the Centers through a contractual partnership that First 5 Contra Costa-Help Me Grow holds with two providers. Centers will be required to support the implementation of the developmental playgroups with a Community Resource Specialist or other approved Center staff person. Center staff will determine child eligibility by utilizing ASQ scores and coordinate groups in partnership with one or both providers, to include recruitment, screening, registration, retention of families, evaluation activities and incentives.

(www.first5coco.org/blog/2014/08/27/developmental-playgroups-help-kids-catch-up/).

School Readiness for Children Ages 3-5 and their Parents

Opportunities include classes, workshops, or special events that engage preschool aged children (priority given to those not enrolled in preschool) and their parents in school readiness activities with an emphasis on transitions. This Core Service Area incorporates the California Preschool Learning Foundations Volume 1 by focusing on the domains of social-emotional development, language and literacy, English-language development and mathematics

www.cde.ca.gov/sp/cd/re/psfoundations.asp#psfoundvol1.

Road Map to Kindergarten (RMTK)

Centers will implement the school readiness curriculum that utilizes A Road Map to Kindergarten© developed by the Contra Costa County Office of Education www.cccoe.k12.ca.us/edsvcs/roadmap/RoadMapUsersInformationFinal.pdf. This curriculum was developed through an inclusive process with First 5 Center staff. The

program is offered over the course of one school year and requires two classes be offered simultaneously, one for parents and one for children. Parents receive important information about school readiness indicators and transitions, while children are offered a preschool like experience.

Community Resource Information, Library and Access to Services

Services include workshops, presentations by community providers, individual consultation, and eligibility assessment and application assistance to inform, educate and/or facilitate access to available community resources for families. Resource and referrals to programs and services most commonly requested by families address basic needs (food, housing, and clothing), health care, mental health, early intervention services, childcare, preschool, and immigration services. Programming in this Core Service Area is provided by Community Resource Specialist (CRS). Additionally the CRS is responsible for managing a resource library to help assist families with common parenting and early childhood issues.

Universal Child Developmental Screening

Centers will implement universal child developmental screening, provide specialized programming to promote healthy development and coordinate the necessary resources and referrals to meet the developmental needs of children. Centers will utilize the Ages and Stages Questionnaire 3 (ASQ 3) to offer screening to every child participant who meets the minimum age requirement of the tool. Screening is provided and coordinated by the Community Resource Specialist. Centers will maintain capacity to train and support staff in administering and scoring the ASQ 3, to work with families to provide referrals, guidance and support in partnership with First 5 Contra Costa Help Me Grow and/or other program providers.

Community Events

Centers will regularly host special events, holiday celebrations, festivals, and community gatherings for the purposes of building community and strengthening social connections among the First 5 Center families within and outside the Center.

Parent Leadership

Centers will offer leadership opportunities for parents.

Community Advisory Council (CAC)

The Community Advisory Councils (CAC) provide opportunities for parents to develop leadership skills while conducting an annual needs assessment, which determines recommendations to guide Center planning and programming. CACs are comprised of parent and community volunteers who reside in the Center's service area. Each First 5 Center has a CAC supported by the Center Director in partnership with First 5 Contra Costa. First 5 Contra Costa supports CAC activities by providing training and technical assistance, in accordance with established CAC Guidelines [CAC Guidelines](#). First 5 Center Directors provide ongoing administrative support, align CAC activities with Center priorities, participate in meetings and provide leadership development and coaching to increase capacity of individual CAC members and the CAC group as a whole.

Drop-in Program Availability

Centers will be open to families during regular hours of operation for drop-in opportunities that include activities facilitated by staff and/or access to the Center play areas. Drop-in opportunities are offered on a first come first serve basis.

Civic Engagement and Advocacy

Families will be provided opportunities to learn how to effectively advocate for themselves and their children. Centers will promote individual and collective action to identify and address issues of public interest. Actions range from creating avenues for families to volunteer, to participate, to vote and/or influence an elected official on a particular issue, among others. Essential to these activities is that individuals have the ability, encouragement, and opportunity to participate.

C. FIRST 5 CENTER STAFFING

Overview

First 5 Center staff are generalists and specialists. They are proficient in the knowledge and skills of family support, and adhere to the philosophy and approach to First 5 Center services. Staff focus on family well-being from the perspective of the child, conduct outreach and family engagement, partner with families and know the people in their neighborhoods. They know the local conditions in which they live, and the key organizational partners whose work and lives intersect with them. They are apprised of current research that is applied in their daily practice. Centers employ diverse staff who are able to meet the language and cultural needs of the community. They represent a mix of full-time and part-time staff that fall into the following three classifications:

- 1) Professional – Full Time; Masters and/or BA degree in social service related field or equivalent; early childhood expertise; Center Directors have at least 3 years of management and supervisory experience;
- 2) Program - BA and/or AA in early childhood education or equivalent that includes a minimum of 6 ECE units, related work experience, early childhood specialized training and/or certifications, teaching or group facilitation experience; and
- 3) Support - high school degree; 6 ECE units and related work experience.

Professional Staff

First 5 Center Director The First 5 Center Director works in collaboration with other First 5 Center Directors, First 5 Contra Costa, their staff, community partners, and their Lead Agency to develop and maintain the Center's capacity to meet the expectations outlined in this RFQ while maintaining the integrity of the program. This position requires an experienced manager to effectively implement the Commission's vision for the First 5 Centers and oversee the Center's day-to-day operations, including overseeing and supporting the Community Advisory Council. A detailed scope of work and sample job description are available [Sample Director Job Description](#).

Bilingual Community Resource Specialist (CRS) The CRS works in collaboration with other First 5 Center CRSs and First 5 Contra Costa. The CRS provides a level of

expertise to help families successfully navigate systems and access community resources and services available to them. The CRS also provides oversight of the Center's universal developmental screening efforts and facilitates evidence-based parent education and financial education. This position may also serve as the Center's certified Car Seat Technician. This position maintains key relationships with organizations and service providers throughout the County by participating in community collaborative efforts that address a variety of issues relevant to families with young children. This position requires extensive knowledge of community resources, initial and ongoing training in a wide range of topic areas. A detailed scope of work and sample job description are available [CRS Sample Job Description](#) and [CRS Scope of Work](#).

Non-staff Content Specialists Centers will utilize professionals with a certain level of expertise to enhance programming or diversity. This may include the utilization of Professional volunteers or subcontractors who specialize in a multitude of disciplines, such as family health & wellness, family economics and self-sufficiency, community development etc.

Program Staff

Educators/Facilitators Staff in this category are responsible for all aspects of program implementation from curriculum design to teaching or group facilitation. Depending on qualifications and expertise, staff in this category primarily serves as teachers or class coordinators.

Non-staff Content Specialists Centers will utilize content specialists with special knowledge and/or skills to enhance programming or diversity. This may include the utilization of qualified, trained and/or experienced volunteers or subcontractors who have the ability to work with parents and/or children in groups.

Support Staff

Administrative Support Administrative staff interface with families, operationalize the Center's registration process, provide administrative support for all Center activities and data entry.

Due to the large amount of data entry required to operate a First 5 Center, it is highly recommended that Centers have a dedicated staff person who can maintain the integrity of program and client data.

Childcare Staff Childcare staff are experienced providers who engage with and supervise children while parents are present and engaged in Center activities like a Parent Education class.

Staff Development and Training

First 5 Centers provide and/or seek out training and capacity building opportunities to enhance program delivery, leadership and management, impact assessment, and civic engagement. Staff development includes ongoing training, coaching and technical assistance to address all aspects of Center operations, service delivery, and family

engagement.

First 5 Contra Costa provides opportunities for specialized training, conference attendance, resource materials, and individualized consultation and technical assistance to help Centers implement high-quality programs that are reflective of early childhood best practices and standards. The level of support a Center receives commensurate with level of need and available resources.

Training provided to First 5 Center staff with First 5 funding is for the sole purpose of enhancing First 5 Center programming and not for staff's own financial gain. Staff who receive specialized training in association with their employment status at a First 5 Center are not permitted to receive compensation by any First 5-funded program while actively employed.

Staff Competencies

Organizations seek to hire and develop staff with the following competencies:

Core Competencies in the field of Family Support which includes the following 8 domains: Child and Lifespan Development; Dynamics of Family Relationships; Family Support and Parenting Education: Principles, Methods, and Approaches; Guidance and Nurturing; Health and Safety; Diversity in Family Systems; Relationships among Family, School and Community; Professional Practice and Self Care. For more information <http://wctf.state.wi.us>

Zero to Three Critical Competencies for Infant-Toddler Educators which includes the following 8 domains: Early Childhood Development; Family Centered Practice; Relationship Based Practice; Health and Developmental; Protective and Risk Factors; Cultural and Linguistic Responsiveness; Leadership to Meet Family Needs and Improve Services and Systems; Professional and Ethical Practices; Service Planning, Coordination and Collaboration. For more information www.zerotothree.org/CriticalCompetencies.

III. FIRST 5 CONTRA COSTA CENTER EXPECTATIONS FOR CONTRACTORS

Administrative Capacity

First 5 Contra Costa expects that contracting agencies will have the administrative capacity to:

- Fully implement a First 5 Center according to First 5 Contra Costa vision and specifications, including fiscal, administration, facility management, Center operations, program service delivery and personnel oversight and management;
- Negotiate, implement, and monitor multiple subcontracts to meet required program service delivery hours;
- Develop and produce a calendar of programming that is balanced to meet the needs of families in context of negotiated contract deliverables;
- Have capacity to support and ensure the First 5 Center data system (ETO) is used by staff to enter all required data in a timely and efficient manner;

- Complete required reports in a timely and accurate manner using the Commission's online reporting system, First 5 Reports;
- Have the capability to assign Commission funds into a separate general ledger cost center for reporting and auditing purposes;
- Prepare and submit required quarterly budget expenditure reports and;
- Support a process for managing and sustaining Center inventory that remains the property of First 5 Contra Costa;

Agency Leadership and Center Oversight

Agencies must have the organizational capacity to manage, supervise and monitor First 5 Center performance in context of the expectations outlined in this RFQ.

Organizations have at least one dedicated agency representative responsible for learning the First 5 Center model of service delivery well enough to provide the necessary leadership and oversight, including meeting the Center's needs should there be a vacancy in the Center Director position.

First 5 Contra Costa is committed to ensuring organizations have what they need to successfully oversee a First 5 Center. Dedicated agency personnel receive initial orientation and ongoing training and support as needed, including an open invitation to attend First 5 Center meetings and training. Over time, agencies are expected to build internal capacity to oversee the Center specifically in the event that a change in leadership requires new staff be oriented and trained to oversee the First 5 Center.

First 5 Center Strategic Planning and Quality Improvement

Agencies will be expected to facilitate an annual Strategic Planning process with First 5 Center staff utilizing the Standards of Quality for Family Strengthening and Family Support. The process will minimally include a program assessment process and the development and implementation of a quality improvement plan.

Partnership with First 5 Contra Costa

Centers ensure staff are qualified and sufficiently trained to implement the First 5 Center model as specified, are responsive to community and families' needs, and collect and utilize data to evaluate the effectiveness of the Center.

First 5 Contra Costa supports Contractors to achieve high quality implementation of the First 5 Center service delivery model and engages Contractors to improve and refine the First 5 Center model, develop enhancements and new services. Center leadership and staff are regularly convened to systematically address elements of program and services, family engagement, Center policies and procedures, operations, and evaluation. First 5 provides the use of a First 5 Center data system and program evaluation tools. Programs have a close working relationship with the First 5 Program Officer and other First 5 Contra Costa staff as necessary.

Professional Standards

All staff, volunteers, consultants and subcontractors conduct services according to professional standards to include, but not limited to, maintaining client confidentiality.

Safety

First 5 Centers adhere to all federal, state, and county laws and regulations, early childhood industry standards, and best practices to protect clients and staff (e.g. client confidentiality, child abuse reporting and clearances, CPR training for staff, maintaining appropriate client/staff relationships, and professional boundaries, documentation, cleaning and sanitizing, and emergency preparedness. Centers participate in an annual Healthy and Safety Inspection conducted by First 5 Contra Costa.

Evaluation

First 5 Centers have specific requirements for the delivery of services and programs. By design, these activities are intended to achieve a set of program outcomes related to mission and contractual obligations, which First 5 Contra Costa assesses in coordination with Center staff. For more information see **(ATTACHMENT A)**.

Computer System and Internet Accessibility

Minimum hardware requirement

- 256 MB memory (1 GB of memory recommended)
- Intel Pentium II processor, 500 MHz or above
- PC running Microsoft Windows 7 or higher (recommended)
- Macs can only be used through a “parallels” program with Windows
- Windows 7 Starter is not currently supported (this is a stripped down version of Windows 7 that is typically only found on netbooks)

Internet Connection

- 9 mbps up/11 mbps down minimum requirements.
- Optimal: 15 mbps up/17 mbps down
- Microsoft Internet Explorer 10 or above

First 5 Center Data System: All Centers use a database operating on Social Solutions’ ETO platform. Center staff enter data into ETO which they may then use to report program activities, store registration information and assessments, produce class descriptions and calendars, record class attendance, and store information necessary for First 5’s quarterly monitoring and annual evaluation.

First 5 Reports System: All First 5-funded programs enter quarterly narratives and progress on milestones utilizing First 5 Reports, which operates on a Persimmony platform. Computers must have the ability to run Citrix to access this system.

First 5 Contra Costa will provide training and technical support so that Center staff can enter complete and accurate data, and resolve any data discrepancies in ETO prior to reporting.

IV. PROPOSAL SUBMISSION, REVIEW AND AWARD PROCESS

A. Eligible Applicants

To be eligible to apply for funding under this RFQ the applicant must meet the following criteria:

1. Public Agencies or 501(c)3 designated non-profit agencies in operation for at least the past three **(3) years**.
2. **Have an operating budget of no less than the equivalent of three times the total amount requested but not less than \$1 million dollars excluding First 5 Contra Costa funding for each of the last three (3) years.**
3. Be in compliance and good standing with all local, county, state, and federal government entities including but not limited to the to the IRS, California Secretary of State-Business Programs and the Franchise Tax Board.
4. Must have had annual audits conducted by an outside accounting firm for the last three **(3) consecutive years which do not indicate significant financial concerns**.
5. Have sufficient current resources (assets) to cover current liabilities.
6. Satisfactory performance on any contract(s) previously awarded by the Commission.

First 5 Contra Costa also reserves the right to take into consideration an agency's previous experience and track record as a First 5 Contra Costa contractor (if applicable), and any other agency characteristics that speak to an agency's capacity to carry out this program.

B. Bidder's Q&A Webinar

A bidder's conference has been scheduled for Monday, August 7, 2017, from 1:00 p.m. to 3:00 p.m. Potential applicants are encouraged to participate. Login information will be posted on our website www.first5coco.org on Monday, July 31, 2017 by 5:00PM. At this time Commission staff will provide further clarification on this RFQ and answer questions of prospective applicants. **Please note, the Q&A Webinar is optional and a recorded version will be made available online for viewing.**

C. Mandatory Letter of Intent (LOI)

Organizations planning to submit qualifications in response to this RFQ must submit a mandatory letter of Intent to apply for Commission funding no later than Monday, August 28, 2017. Respondents may apply to operate up to (4) four First 5 Center sites.

D. Written Questions

The Commission will accept written questions regarding this RFQ sent by email to mnevarez@first5coco.org until **August 14, 2017 by 5:00 PM**. The questions will be answered by Commission staff and forwarded to all prospective applicants no later than

Monday, August 21, 2017. No additional questions will be responded to after the Written Questions due date listed above.

E. Submission Criteria/Deadline

To be considered for this RFQ, qualifications must be received by Friday, September 1, 2017 no later than 12:00 noon. **Faxed or email submissions will not be accepted.** Mail or deliver 10 copies (1 original and 9 copies) of the **complete packet** to the following address. **Please do not bind qualification/proposal.** Please note only (1) one set of audits are required and should be attached to the original RFQ application.

First 5 Contra Costa Children & Families Commission
Attn: Lisa R. Johnson, Grants and Contracts Manager
RFQ First 5 Center Program Implementation 2017
1485 Civic Court (formerly Enea Court), Suite 1200
Concord, CA 94520

The submission of qualifications shall be deemed a representation and certification that your organization:

- Has carefully read and fully understands the information provided in the RFQ and any subsequently issued addenda, including Commission responses to RFQ questions posed by the respondents.
- Has the capacity, ability, and experience to complete the project as specified in the RFQ and your proposal.
- Represents that all the information provided in the proposal is true and accurate.
- Did not in any way collude; conspire to agree with any person, organization, corporation, or other proposer, directly or indirectly, in regard to the amount, terms, or conditions of the proposal.
- Agrees that the Commission reserves the right to make any inquiry it deems appropriate to substantiate information provided in the proposal.

F. Proposal Withdrawal

Proposals may be withdrawn or modified before the due date for submission of proposals by delivering a written and signed request by the due date. A request for modification of the proposal after the due date will not be considered, including a representation that the proposer was not fully informed regarding any information pertinent to the proposal or the offer. The Commission shall not be responsible for or bound by any oral instructions, interpretations, or information provided by the Commission or its employees other than the RFQ contact, Lisa R. Johnson, Grants & Contracts Manager.

The Commission reserves the right to reject any or all proposals submitted, correct any technical errors in the RFQ process, waive any irregularities in any proposal, negotiate with any of the proposers, or enter into a subsequent agreement with another proposer if the originally selected proposer fails to execute its agreement with the Commission. The Commission's primary consideration will be to examine the quality and

comprehensiveness of each proposal.

During the evaluation process, the Commission reserves the right, where it may serve the Commission's best interest, to request additional information or clarification from bidders or to allow correction of errors and omissions.

Any agreement shall not be binding unless it is executed by authorized representatives of the Commission and the selected proposer. Proposing organizations are solely responsible for any expenses incurred in preparing proposals in response to this RFQ.

G. Review Process

A review Panel comprised of Commission staff, Commissioners and Initiative Experts will review the Qualifications/Proposals in accordance with the criteria and procedures set forth in this RFQ. The Commission reserves the right without prejudice to reject any and all submitted qualifications/proposals.

H. Scoring Criteria

Only completed packets as outlined in the RFQ requirements will be eligible for review and selection. Qualifications/Proposals will be evaluated and scored using a ranking tool.

I. Oral Interview

Identified organizations **may** be invited to participate in an oral interview process. Those who are requested by the Review Panel for oral interviews must make themselves available to meet with the Review Panel on or about September 18, 2017.

Applicants will be notified via telephone for the scheduled interview. Further information about the interview will be provided to interviewing applicants at that time.

J. Award Notification

The Commission's intent to award will be posted at its office, and website and emailed to all applicants who responded to this RFQ notifying them of the selected organization(s).

K. Appeals

Only respondents who have submitted a response in accordance with this RFQ process may appeal the RFQ process. Appeals must be in writing and shall be limited to the following grounds:

- The RFQ evaluation and eligibility criteria were not appropriately applied to the proposal; and/or
- The Commission failed to follow the RFQ process/procedures.

Appeals must be submitted in writing by September 20, 2017 or within five (5) business days after the "Notice of Intent to Award" has been posted in the Commission's Office. Oral appeals will not be accepted. Appeals should be addressed and submitted as

follows:

APPEAL: RFQ First 5 Center Program Implementation 2017

Attn: Lisa R. Johnson, Grants and Contracts Manager
 First 5 Contra Costa Children & Families Commission
 1485 Civic Court (formerly Enea Court), Suite 1200
 Concord, CA 94520

The Commission’s Executive Committee will handle all appeals. A duly noticed public hearing of the Committee will be held regarding final funding decisions and to resolve all timely protest. At this time, all decisions by the Commission will be final and cannot be appealed further. Notification of the final decision on the appeal shall be made in writing to the applicant.

L. Timeline

Activity	Date
Release RFQ	July 25, 2017
Bidder’s Conference Webinar	August 7, 2017
Q&A due to First 5	August 14, 2017
Q&A back to respondent	August 21, 2017
LOI due to First 5	August 28, 2017
RFQ Due to Commission	September 1, 2017
Review Period	Week of September 11, 2017
Oral Interviews (if necessary)	On or about September 18, 2017
Notice of Intent to Award	On or before September 20, 2017
Appeal Deadline	On or before September 27, 2017 by noon or within 5 business days after the Notice of Intent to Award has been posted.
Contract begins	January 1, 2018

VI. QUALIFICATION/PROPOSAL

The application must be responsive and meet all of the requirements of this Request for Qualifications application in order to be considered for funding.

A. Format of the Proposal

The narrative portion of the proposal (excluding attachments, forms and appendices) must be limited to no more than 10 double-sided pages with 1.5 line spacing, 12-point

font, and 8.5 x 11 inch paper with 1-inch margins. All pages, excluding attachments must be numbered sequentially with the name of the applicant at the top of each page. **The application material must not be bound (do not use binders), although a heavy clasp is acceptable.**

B. Proposal Required Documents and Narrative

Proposal must include the Cover Sheet/Checklist (Attachment B).

Responses should follow the Arabic numerals and letters below however, the order or inclusion of the lettered item is left to the applicant, and additional content areas are permitted, within the **10-page double-sided limit**.

The proposal must include the information requested below in the applicant narrative or with the completion of the referenced forms included as attachments.

Agency General Qualifications

1. State your agency's mission, vision, guiding principles or service philosophy.
2. Please provide the requested information about your Agency's Contracts and Grants using **(Attachment E)**.
3. Please provide a maximum of three references that can speak to your performance on contracts awarded to implement Family Support Services within the last three to five years. References will be used to substantiate Agency's experience in fiscal and administrative management and quality of service delivery **(Attachment C)**.
4. Briefly Describe:
 - A. The general population(s) your agency serves. Include basic demographic and geographic information for clients served over the last 3 years.
 - B. Your agency's experience recruiting, serving and retaining underserved families and communities in Contra Costa.
5. Please attach an organization chart that includes your current staffing pattern and the proposed location of the First 5 Center Program(s) in your organization. Include total FTEs, number of employees, demographic composition and resumes for persons who will be the core team for this project. **(Organization chart and resumes do not count toward page limit)**.
6. In your experience, what kind of support is necessary for your agency to provide staff operating a Family Resource Center or center based services?
7. Please provide the requested information about your Agency's Board of Directors using **(Attachment D)**.

Agency Fiscal Management

Please submit the requested documents and information about your Agency's fiscal administration using (**ATTACHMENT F**)

A. Briefly describe your agency's finance department and accounting system. **Please attach the resume of the person who oversees the fiscal system detailing his/her fiscal experience and the length of time with your organization. (Resume will not count toward page limit).**

B. Do you have any financial commitments or potential financial commitments, which may impact assets, lines of credit or otherwise affect your agency's ability to act as fiscal sponsor for the Commission funded program? If yes, please explain.

C. Has your agency been cited for being out of compliance with any federal and state regulations? If yes, please explain. FY17/18

D. Has your agency failed or refused to complete any contract? Has your agency had any contract discontinued due to non-performance? If yes, please explain

E. Has your agency been under investigation by any state or federal agency within the last 5 years? If yes, please explain.

F. Has there been any litigation in connection with contracts for services involving your agency or any principal officer of the agency? If yes, briefly explain and elaborate on any outcomes where a claim or settlement was paid by your organization.

G. Provide a copy of the agency's overall budget for the current fiscal year (FY17/18). **(Documents will not count toward page limit).**

H. Provide a copy of any federal, state or county licenses or certifications held by the agency (Non-Profit IRS letter, Tax Identification number documentation). **(Documents will not count toward page limit).**

Program Implementation Experience (Narrative)

How is your agency qualified to:

- A. Implement family support programs.
- B. Provide leadership opportunities for families in the implementation of a Family Resource Center?
- C. In your agency's experience, what is needed to ensure families have quality learning experiences that meet their individual needs and build on their strengths?
- D. Provide a brief description and an example to illustrate effective strategies for achieving positive outcomes related to the following selection of Core

Services Areas goals listed below:

- a. Support and promote positive parenting practices that strengthen parent-child relationships;
 - b. Help parents facilitate their child's learning and readiness for school;
 - c. Build community and expand families' networks of social support.
 - d. Prepare parents to be advocates for children
- E. Utilizing the attached perpetual calendar template (**ATTACHMENT I**), create a 4-week calendar of Center programming and activities that best reflect the service components outlined in this RFQ. Your calendar should include general descriptor that identifies the type and duration of the activity, audience, and responsible party.

Please consider the following information when building your calendar: *Your First 5 Center has three classrooms and a designated play area that can be used for childcare and/or by families. You have 6 full-time equivalent staff, which includes 2 full-time Instructors and administrative assistant, 1 part-time instructor and 2 child care providers. The Center is open 45 hours per week. Class registration, a CAC meeting and a small community event are scheduled this month.*

- F. Please include a brief narrative to accompany your calendar outlining the variables that influence programming schedule.

Evaluation

- A. How is your agency qualified to oversee and support data collection activities to support the evaluation design as outlined in **EXHIBIT A**?

Program Budget

- A. Please complete a proposed budget and budget narrative to reflect the costs associated with operating each First 5 Center for which you are applying. Budget should reflect the required elements and program activities reflected in this RFQ using (**Attachment G**).

Facility lease expenses do not need to be included in the budget, unless you are required or proposing to offer satellite programming.
The budget does not count as part of the 10-double sided page application narrative maximum.

Regional Expertise

- A. Please complete a Regional Supplemental Questionnaire for each First 5 Center for which you are applying. (**Attachment H**)

ATTACHMENTS

ATTACHMENT B - COVER SHEET/CHECKLIST

Organization/ Legal Name:								
Contact Person:								
Address:								
City:		State:		Zip Code:				
Phone:		Fax:		Email:				
Proposed Budget Amount (per year):	\$	Antioch	\$	Bay Point	\$	Monument	\$	West County
Federal Tax Identification Number:								

A complete qualification/proposal has no more than **10 double-sided pages with 1.5 line spacing, 12pt font, and 8.5 x 11 inch paper with 1-inch margins plus any required Attachments** and additional information as listed below:

1. Submit Letter of Intent (**Attachment A**) LOI to the Commission no later than **Monday, August 28, 2017 by 5:00 p.m.**
2. Cover Letter/Checklist (**Attachment B**) – The cover letter must be signed by an officer authorized to bind the proposing organization.
3. References listing three funding references (**Attachment C**)
4. List current Board of Directors (**Attachment D**)
5. List Primary Sources of Contract and Grant Support for the last 3 years (**Attachment E**)
6. Fiscal Questionnaire (**Attachment F**)
7. Budget and Budget Narrative (Commission forms required) (**Attachment G**)
8. Regional Supplemental Questionnaire (**Attachment H**)
9. Complete Perpetual Calendar template (**Attachment I**)
10. Copy of the current Agency annual budget FY 17/18
11. Provide a copy of any federal, state or county licenses or certifications held by the agency (Non-Profit IRS letter, Tax Identification Number documentation, etc.).
12. Copies of the agency's **three most recent annual audits** conducted by an outside accounting firm within the last three **Only one set of audits are required for each RFQ submitted.**
13. Sample Contract – used to contract with agencies for services
14. Resumes – for persons who will be the core team for this project.

Name: Title:

AUTHORIZED SIGNATURE: Date:

ATTACHMENT C REFERENCES

Organization/Agency Legal Name: _____

Please list three references for contracts your agency was awarded to implement Family Support Services within the last three to five years. If three references cannot be provided, please explain why on an attached sheet of paper. The references listed below may be contacted by the Commission to substantiate your agency's experience in the area of financial/administrative management and social service delivery.

REFERENCE 1							
Name of Funding Organization							
Address		City		State		Zip	
Contact Person				Telephone Number			
Contract Period				Funded Amount:	\$		
Brief Description of Service Provided:							
REFERENCE 2							
Name of Funding Organization							
Address		City		State		Zip	
Contact Person				Telephone Number			
Contract Period				Funded Amount:	\$		
Brief Description of Service Provided:							
REFERENCE 3							
Name of Funding Organization							
Address		City		State		Zip	
Contact Person				Telephone Number			
Contract Period				Funded Amount:	\$		
Brief Description of Service Provided:							

ATTACHMENT D

CURRENT BOARD OF DIRECTORS

Agency Name: _____ Funding Strategy: First 5 Center (Program Implementation) _____

1. List the number of Board members required by your agency's bylaws: _____
2. Number of members on current Board: _____
3. When and how often does the Board meet: _____
4. Provide us with a current Board member listing below in the following format:

Name of Member	Board Position	City of Residence	Occupation/Affiliation

If you attach a separate board listing please make sure it contains the above requested information. Duplicate this form as necessary.

ATTACHMENT E CONTRACTS & GRANTS

Agency Name: _____ Funding Strategy: First 5 Center (Program Implementation)

Please list current and previous contracts and grants for the last 3 years for similar or related services.

Source of Contracts Contact Person/Number	Contract Grant Amount	Contract/Grant Period	Brief Description of Services Provided Under the Contract including the County where the service is being provided.

Duplicate this form as necessary

Applicant agrees to allow the Commission to contact contractors for information relative to applicants' performance. Sign below.

 Name Title Signature Date

 Name Title Signature Date

ATTACHMENT F – FISCAL QUESTIONNAIRE

Agency Name: _____ Funding Strategy: First 5 Center (Program Implementation)

- | | | |
|----|---|---------------|
| A. | Briefly describe your agency's finance department and accounting system. Please attach the resume of the person who oversees the fiscal system detailing his/her fiscal experience and the length of time with your organization. (Resume will not count toward page limit). | |
| B. | Do you have any financial commitments or potential financial commitments, which may impact assets, lines of credit or otherwise affect your agency's ability to act as fiscal sponsor for the Commission funded program? If yes, please explain. | YES

NO |
| C. | Has your agency been cited for being out of compliance with any federal and state regulations? If yes, please explain. | YES

NO |
| D. | Has your agency been under investigation by any state or federal agency within the last 5 years? If yes, please explain. | YES

NO |
| E. | Has your agency failed or refused to complete any contract? Has your agency had any contract discontinued due to non-performance? If yes, please explain. | YES

NO |
| F. | Has there been any litigation in connection with contracts for services involving your agency or any principal officer of the agency? If yes, briefly explain and elaborate on any outcomes where a claim or settlement was paid by your organization. | YES

NO |
| G. | Provide a copy of the agency's overall budget for the current fiscal year (FY17/18). (Documents will not count toward page limit). | |
| H. | Provide a copy of any federal, state or county licenses or certifications held by the agency (Non-Profit IRS letter, Tax Identification number documentation). (Documents will not count toward page limit). | |

ATTACHMENT G – BUDGET FORM AND BUDGET NARRATIVE

		FILL OUT GREEN & YELLOW CELLS ONLY		FIRST 5 BUDGET FORM	
Contractor:		Contractor		Program Activity:	
Contract Number:		Contract Number			
Contract Period:		Contract Period			
Commission Initiative:		Commission Initiative			
1	DIRECT PROGRAM PERSONNEL	FTEs	TOTAL Program Activity BUDGET (for reference only)	FTEs	FIRST 5 BUDGET
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
Total Wage Expenses			\$ -		\$ -
Fringe Benefits				0%	\$ -
TOTAL PERSONNEL			\$ -		\$ -
2	DIRECT PROGRAM COSTS				
Subcontractors, Consultants and Collaborative Partners					
a					
b					
c					
d					
e					
Total Subcontractors			\$ -		\$ -
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
TOTAL DIRECT PROGRAM COSTS			\$ -		\$ -
3	SHARED COSTS				
a					
b					
c					
d					
e					
f					
TOTAL SHARED COSTS			\$ -		\$ -
TOTAL PROGRAM COSTS			\$ -		\$ -
4	INDIRECT (Agency Administration)				
Total Agency Administrative Allocation				\$ -	Total First 5 Agency Administrative Allocation*
TOTAL PROGRAM ACTIVITY BUDGET			\$ -	\$ -	TOTAL FIRST 5 BUDGET
5	FUNDING SOURCES other than FIRST 5 for this program				
a	Administrative Costs above First 5 Indirect Allowance		\$ -		
b	Your Agency Contributions				
c					
d					
e					
f					
TOTAL OTHER FUNDING STREAMS			\$ -		
Submitted By:				Date:	
Title:					

*Note: May request up to 15% of First 5 Budget Amount for Agency Administration Costs



BUDGET NARRATIVE

A **Budget Narrative** for program expenses must accompany the First 5 Budget Form. For each line item in the Budget, please provide an narrative description of how the requested funds will be used and how the dollar figures were calculated. If subcontractors (Consultants, Collaborative Partners) are hired to do any of the work under a Commission Contract, the Contractor will be required to provide a copy of the subcontractor's budget and budget narrative on the Commission required forms no later than the close of the 1st Quarter. **Insert additional rows below as necessary.**

FILL OUT GREEN CELLS ONLY

Contractor:	Contractor
Contract Number:	Contract Number
Contract Period:	Contract Period
Commission Initiative:	Commission Initiative

1 DIRECT PROGRAM PERSONNEL

	Total Program Activity Budget	FT Salary	FTE	Total	Narrative
a	0	\$ -	0.00	\$ -	
b	0	\$ -	0.00	\$ -	
c	0	\$ -	0.00	\$ -	
d	0	\$ -	0.00	\$ -	
e	0	\$ -	0.00	\$ -	
f	0	\$ -	0.00	\$ -	
g	0	\$ -	0.00	\$ -	
h	0	\$ -	0.00	\$ -	
i	0	\$ -	0.00	\$ -	
j	0	\$ -	0.00	\$ -	
k	0	\$ -	0.00	\$ -	
l	0	\$ -	0.00	\$ -	
Total Wage Expenses					
Fringe Benefits					
FICA					
Worker's Compensation					
Unemployment					
Health and Dental					
Retirement					
Fringe Benefit Percent					

2 DIRECT PROGRAM COSTS

a	0	\$ -	
b	0	\$ -	
c	0	\$ -	
d	0	\$ -	
e	0	\$ -	
f	0	\$ -	
g	0	\$ -	
h	0	\$ -	
i	0	\$ -	
j	0	\$ -	
k	0	\$ -	
l	0	\$ -	
m	0	\$ -	
n	0	\$ -	
o	0	\$ -	
p	0	\$ -	
q	0	\$ -	
r	0	\$ -	
s	0	\$ -	
TOTAL DIRECT PROGRAM COSTS			

3 SHARED COSTS

(shared cost pools/categories)

a	0	\$ -	
b	0	\$ -	
c	0	\$ -	
d	0	\$ -	
e	0	\$ -	
f	0	\$ -	
TOTAL SHARED COSTS			

4 INDIRECT (Agency Administration)

a	Total Agency Administrative Cost		
b	Total non-administrative cost		
c	Agency indirect cost rate (a divided by b)		
d	Total Program Cost	\$ -	
e	Total First 5 Agency Administration Allocation	\$ -	

5 FUNDING SOURCES other than FIRST 5 for this program

a	TOTAL OTHER FUNDING STREAMS	\$ -	
b	Your Agency Contributions	\$ -	
c	0	\$ -	
d	0	\$ -	
e	0	\$ -	
f	0	\$ -	

ATTACHMENT H – REGIONAL SUPPLEMENTAL QUESTIONNAIRE

Please complete a Regional Supplemental Questionnaire for each applicable center location for which you are applying. Applicants may apply to operate up to four sites.

Delta <input type="checkbox"/>	East County <input type="checkbox"/>	Monument <input type="checkbox"/>	West County <input type="checkbox"/>
Organization/ Legal Name:			
Contact Person:			

1. What makes your agency uniquely qualified to meet the needs of the community and families in this region?

2. What challenges do parenting families have in this region? How have you or would you successfully overcome these challenges?

3. What partnerships do you have, or could you establish, in this region and for what purpose?

4. How do or would you approach civic engagement with parents in this region?

ATTACHMENT I – PERPETUAL CALENDAR

Organization/Legal Name:

First 5 Center Activity Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							

EXHIBITS

EXHIBIT A

Data Collection Tool	Administration	Submission
Monthly Program Calendar with class information	Staff enters detailed class information into the ETO database to maintain monthly calendar.	Calendars and class descriptions are updated and entered into the ETO database prior to the 15 th of each month.
F5C Registration Form	Staff asks families to complete at intake.	Staff enters accurate and complete information into the ETO data system in a timely manner.
F5C Family Survey Form	Staff asks families to complete at intake.	
F5C Parent Survey	Staff asks families to complete at intake.	
Enrollment and Attendance records	Staff records participant enrollment (signing up for a class, etc.) and attendance at every class session, workshop, support group, and resource consultations.	
Special Events	Staff records name, date and purpose of event with estimated number of attendees, including fathers.	
Ages and Stages Questionnaire 3 (ASQ-3)	Staff administers ASQ-3, reviews results with family, and completes an ASQ-3 Summary Sheet. Children scoring in the "Monitoring" zone on at least one domain receive a follow-up screening at the appropriate interval. Staff maintains a record of families who decline an ASQ-3 screening at time of registration.	
Annual Survey	Staff distributes and collects an Annual Survey for each family one year after they first registered, and each year thereafter.	
Contact Update Form	Staff requests that families update their contact information when it changes or when a family has a new family member who will participate in Center activities.	
Parenting Class Evaluation forms	Staff distributes and collects an evaluation form for all Parenting and Evidence-Based Parenting classes that have a specified curriculum. If the curriculum does not specify an evaluation tool, the Parenting Ladder or other tool agreed upon by F5 and Center staff is used	Evaluation forms are sent to the First 5 external evaluator
CAC Activity Report	Staff completes the CAC Activity Report Template each quarter	Staff submits the Activity Report each quarter to Program Officer or designee.
<i>The following reports are entered by program staff into the online First 5 Reports system.</i>		
Routine Reports	Completed by Contractor.	Staff enters quarterly contractual milestones and narratives into the First 5 online database (First 5 Reports) which are due by 10/15, 1/15, 4/15 and 7/30 each year.
This evaluation design may change as the Commission's needs for information change, and data collection / evaluation requirements from Contractors may change accordingly. Contractor will make reasonable efforts to enable First 5 evaluation staff to assess outcomes of this program.		