



REQUEST FOR QUALIFICATIONS (RFQ)

Collective Impact Research Consultant for East County Project

Due Date: November 20, 2018 by 12:00 noon

Proposed Funding Amount: Up to \$30,000.00

For more information, please contact:

**Lisa R. Johnson
Grants and Contracts Manager
First 5 Contra Costa
1485 Civic Court (formerly Enea Court), Suite 1200
Concord, CA 94520
(925) 771-7314
lrjohnson@first5coco.org**

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.

COLLECTIVE IMPACT RESEARCH CONSULTANT FOR EAST COUNTY PROJECT

REQUEST FOR QUALIFICATIONS (RFQ)

SECTION 1: INTRODUCTION

First 5 Contra Costa Children and Families Commission (hereafter “the Commission” or “First 5 Contra Costa”) is seeking a qualified consultant to help the agency’s initial efforts to convene community stakeholders to advocate for systems and services for young children and their families. This RFQ is for a review of successful practices in other community-driven processes addressing similar issues.

Up to \$30,000.00 has been allocated for this project. Costs should be reasonable and well justified.

Please review the following materials for scope of work, instructions and the criteria for selection. Interested consultants must submit their complete proposals by **12:00 noon on November 20, 2018** to First 5 Contra Costa, 1485 Civic Court (formerly Enea Court), Suite 1200, Concord, CA 94520. If you have questions about the RFQ, please contact: Lisa R. Johnson, Grants and Contract Manager: (925) 771-7314 or lrjohnson@first5coco.org.

SECTION 2: 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 \$80 million in local programs and activities. For additional information about the First 5 Contra Costa Strategic Plan, please visit www.first5coco.org, located under the “about us” tab.

Community involvement and advocacy focus

First 5 Contra Costa plans to increase community engagement around early childhood development in the eastern portion of the county, specifically in areas with relatively few service providers and low rates of school achievement. First 5 hopes to identify new and unconventional early childhood champions and stakeholders to form a long-term coalition focused on increasing systems and services for young children in East County. Participants in the coalition will likely include families, childcare providers, other non-profits that serve families, school districts, business leaders, faith-based organizations, local elected officials, and others.

Before First 5 embarks on this process, however, it hopes to learn from other communities that have led successful, robust community-stakeholder initiatives and ensure that its approach is informed by the success of others, including those using a collective impact model. To that end, it seeks a consultant to review the practice and literature regarding successful community coalition processes, and structure to produce a report that will guide First 5 in its work.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

First 5 is seeking qualified consultant to submit a proposal that describes their qualifications to:

- Review the literature related to local, regional, and state-level collaborative efforts and their outcomes, particularly those related to school readiness and student success.
- Interview 3 to 5 representatives from communities that have engaged in community engagement projects about their approach, the scope of the work, the role of the convener, the input of the participants, the outcomes, and the timing needed for a thorough process.
- Synthesize the literature and interview data into a short report, with recommendations about the best approaches that First 5 should employ when enlisting the community to join them in its work.
- Analyze publicly available data sources and conduct a literature review of research and news articles that describe the various communities within East County, including prevalent and hidden social, political and economic dynamics within the region.

Deliverables for the project include:

- A short report that describes the findings of a literature review and stakeholder interviews that describes promising or proven approaches to convening community members that leads to long-term engagement and policy change. The report should include recommendations for how First 5 should convene and maintain a group of stakeholders.
- A short synopsis of the findings of analysis and research about the communities within East County that will help guide and inform the community engagement process.

Please complete the attached budget form and explain your proposed budget in a brief narrative including estimated amounts of time to carry out contract activities. Specifically detail staff to be assigned to project, respective hourly rates and submit staff resumes. It is assumed that the costs will include the salary for dedicated staff and benefits and

related expenses. Costs should be reasonable and well justified. (The use of this format is not required, but all information must be included, if a different format is used.)

SECTION 4: QUALIFICATIONS & APPLICATION INSTRUCTIONS

Interested applicants should submit their qualifications/proposal on or before **Tuesday, November 20, 2018 no later than 12:00 noon** to First 5 Contra Costa, 1485 Civic Court (formerly Enea Court), Suite 1200, Concord, CA 94520: Attention Lisa R. Johnson. Qualifications/proposal must be received by mail or be hand delivered by the deadline. There is no exception to the deadline. Please submit eight (8) copies of the qualification/proposal, including resumes of staff as appropriate and required budget attachments. We will not accept faxed or emailed copies. Please do not bind qualification/proposal.

Minimum Qualifications

First 5 seeks a consultant with:

- Experience as a researcher or consultant on projects using a collective impact approach.
- Experience conducting literature reviews, interviews and data analysis projects like those described here.
- Ability to collect and synthesize perspectives from a variety of stakeholders.
- Excellent written and verbal communication skills.

SECTION 5: CRITERIA FOR SELECTION

A review panel comprised of Commission Staff will evaluate qualifications/proposal. The criteria by which each response will be judged are as follows:

1. **Applicable experience:** The extent to which applicants demonstrate experience and expertise related to the scope of work as outlined in the RFQ.
2. **Demonstration of understanding:** The extent to which the applicant communicates an understanding of the needs described here with documented samples of success.
3. **Demonstration of capacity:** The proposal will be evaluated for feasibility, completeness and capacity to address the scope of work as outlined in this RFQ.
4. **Cost/Budget:** The extent to which the costs are reasonable and well justified.

Selection Process

All applications will be reviewed by Commission Staff using a ranking tool. Applicants selected for the second phase of the application process may be invited for an oral interview.

First 5 Contra Costa reserves the right to approve and verify the qualifications and experience of all staff working under the contract.

SECTION 6: 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 **no later than 12:00 noon on December 7, 2018, or within five (5) business days after the “Notice of Intent to Fund” has been posted in the Commission’s Office.** Oral appeals will not be accepted. Appeals should be addressed and submitted as follows:

APPEAL: Collective Impact Research Consultant for East Co. Project RFQ 18/19

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.

SECTION 7: OTHER REQUIREMENTS AND INFORMATION

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

- Be in compliance and good standing with all local, county, state, and federal government entities including but not limited to the IRS, California Secretary of State-Business Programs and the Franchise Tax Board;
- Satisfactory performance on any contract(s) previously awarded by the Commission;

If selected for funding, Contractor will be required to

- Show proof of general liability and worker’s compensation insurance (if applicant has employees).
- Indemnify First 5 Contra Costa Children and Families Commission.

SECTION 8: RFQ SCHEDULE

Application Released	October 30, 2018
Deadline for RFQ to be Submitted	November 20, 2018 by 12:00 noon
Review Period	November 21 through 30, 2018
Appeal Deadline	December 7, 2018 by 12:00 noon or within 5 business days after the Notice of Intent to Fund has been posted
Contract Fully Executed/Work Begins	January 2, 2019
Contract Expected to be Completed	June 30, 2019

COVER SHEET /CHECKLIST (ATTACHMENT A)

ORGANIZATION/ LEGAL NAME:					
CONTACT PERSON:					
ADDRESS:					
CITY:		State:		Zip Code:	
PHONE:		Fax:		Email:	
Proposed Budget Amount:	\$				
Federal Tax Identification Number:					

A complete qualification/proposal has no more than **10 single-sided pages with 1.5 line spacing, 12pt font, and 8.5 x 11 inch paper with 1-inch margins plus any required Attachments** (Resumes and budget do not count toward the page count limitations) and additional information as listed below:

A.	<input type="checkbox"/>	Cover Letter/Checklist (ATTACHMENT A) – The cover letter must be signed by an individual authorized to bind the proposing organization.
E.	<input type="checkbox"/>	Budget (ATTACHMENT B)
F.	<input type="checkbox"/>	Resumes – for persons who will be the core team for this project.

Name: _____ Title:

AUTHORIZED SIGNATURE: _____ Date:

BUDGET (ATTACHMENT B)

The use of this format is not required, but all information must be included, if a different format is used.

The proposed budget should not exceed \$30,000. All costs should be reasonable and justified.

Task	Person or persons conducting this task	Est. number of hours	Month of completion
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Hourly Rates:

Name	Hourly Loaded Rate

Other Expenses (please explain)	

Total proposed budget	
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