



## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **EARLY INTERVENTION SERVICES ASSESSMENT**

**Release Date: February 19, 2021**

**Due Date: March 19, 2021 by 12:00 noon**

**Proposed Funding Amount: Up to \$40,000.00**

For more information, please contact:

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Grants and Contracts Manager  
First 5 Contra Costa  
[grantsandcontracts@first5coco.org](mailto:grantsandcontracts@first5coco.org)

**Due to COVID-19 First 5 Offices are closed and staff are working remotely. If you have any questions or need additional information, please use email. DO NOT contact any other person from First 5 for information about this RFQ.**

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.

## EARLY INTERVENTION SERVICES ASSESSMENT 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 assist with assessing, examining, analyzing and mapping the current landscape as it relates to **Early Intervention (EI) services** for children and families in Contra Costa County.

**Individuals, consultant teams and firms are eligible to apply.**

Up to \$40,000.00 has been allocated for this project for a one-year period. Costs should be reasonable and well justified. **Please review the following materials for scope of work, submission instructions and the criteria for selection.**

**DO NOT contact any other person from First 5 for information about this RFQ.**

RFQ responses are due no later than **March 19, 2021 by 12:00 noon**. Complete responses must be signed by an authority able to legally bind the organization. Due to COVID-19, First 5 Contra Costa is accepting **only** email submissions. Please email your complete RFQ packet to: [grantsandcontracts@first5coco.org](mailto:grantsandcontracts@first5coco.org).

RFQ submissions received (email timestamp) after the 12:00 noon deadline will NOT be accepted or considered for selection.

### 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 \$120 million in local programs and activities.

To learn more about First 5 Contra Costa, visit [www.first5coco.org](http://www.first5coco.org)

Since First 5 Contra Costa was established in 1999, we have been unrelenting in our vision that Contra Costa’s youngest children have what they need to be healthy, ready to learn, and supported in safe, nurturing communities. Throughout the 20+ years of doing this work, First 5 has helped make this possible for many Contra Costa children and families through the systems and community partners we have supported.

To that end, First 5 is in year one of its three-year Strategic Plan (see: <http://www.first5coco.org/wp-content/uploads/2019/12/First-5-Contra-Costa-Strategic-Plan-FINAL-11-15-19-UPDATED2.pdf>) which looks towards future financial viability through the lens of driving systems change within Contra Costa County. Our strategic direction is to maximize resources by investing in models that are sustainable, measure long-term impact, and diversify funding to maximize and leverage other local and state resources. This is meant to broaden our reach to ensure more children and families receive services.

One key strategic goal of the Plan is to strengthen the integration of early childhood systems that foster equitable opportunities and outcomes for all children and their families. One means of realizing this goal is to fully understand the current landscape of early intervention services that support children. We understand this landscape to be highly complex and difficult to navigate for families (see: <https://first5center.org/eii-flowchart>). In working toward greater integration among service providers in the early intervention landscape in Contra Costa County, we hope to make it easier for families to get the services they need for their children, when they need them.

We know from years of research that the first five years of a child's life are critical for brain and nervous system development. During this time, the brain is rapidly developing the foundation for learning and behavior. This is also the time when early identification and intervention services are proven to make a long-term impact on a child's development and improve outcomes for the child, their families, and communities.

### SECTION 3: SCOPE OF WORK

This endeavor is a multi-faceted approach, which includes taking stock and mapping the early intervention services that are available in Contra Costa County. This research process will include engagement with our partners and community members to ensure a multi-layered approach to information gathering and evaluation. Elements of the mapping and assessing include the following:

1. Services: an inventory of current early intervention services in the county and immediate surrounding areas.
2. Services: an inventory of current prenatal to age five mental health services in the county and immediate surrounding areas.
3. Access: Who are these services reaching, and are those groups representative of the county population?
4. Funding: an understanding of how those services are funded with particular attention on braided and leveraged funds.

5. Frameworks and theories of program design: An understanding of the framework by which these programs operate and within these frameworks the elements of research and evaluation to gauge efficacy of the programs.
6. Services coordination: the extent of which programs and services are coordinated with other service providers.
7. Neighboring county assessments: a determination whether there has been neighboring or nearby county assessments similar in nature.
8. Identify EI evidence based or promising practices absent from the current Contra Costa landscape.
9. Recommendations for future potential funding and areas of focus for First 5 based on the following:
  - a. Identified community need
  - b. Current gaps in service
  - c. Opportunities to build integration and collaboration
  - d. Feasibility and future sustainability of First 5 investment

We are open to responses that adhere to the overall goals but would organize the work differently or reprioritize what we have included here, based on consultants' understanding of the work and/or the realities of our budget and timeline.

#### **SECTION 4: QUALIFICATIONS & PROPOSAL INSTRUCTIONS**

First 5 is seeking a consultant to assist with assessing, examining, analyzing and mapping the current landscape as it relates to **Early Intervention (EI) services** for children and families in Contra Costa County. The following are the goals of this RFQ:

1. Understand existing services, identify models, and partnerships and their key characteristics within the county.
2. Understand where gaps in services are apparent and needed to develop a comprehensive coordinated system of care.
3. Determine what First 5 can sustain or expand through leveraged funding and partnerships to maximize an early intervention system of care.

#### **Minimum Qualifications**

First 5 seeks consultants with:

- Demonstrated expertise working with local government, county, public or non-profit organizations.
- Ability to collect and synthesize data from a variety of stakeholders

- Excellent written and verbal communication skills, and the ability to synthesize complex information into digestible and well-designed reports.

### **Deliverables for the project**

- A report that synthesizes the current landscape for Early Intervention services for children and families in Contra Costa County and other themes that emerge from this research.

### **I. Project Requirements and Staff Qualifications**

1. Describe the extent of your consulting experience. For groups, please identify the names and titles of each individual who will support this work and descriptions of the individual's experience. Please identify the individual(s) who will have primary responsibility for contact and communications with First 5.
2. Describe your knowledge of the experience in the field of early intervention and/or early childhood.

### **II. Approach and Timeline**

Include a work plan and timeline for performing the scope of work services required.

### **III. Budget (ATTACHMENT B)**

All responses must include a budget/fee schedule (not to exceed the contract payment limit and include all expected expenses. 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 and respective hourly rates. 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 the included format is not required, but all information must be included, if a different format is used.)**

### **IV. References (ATTACHMENT C)**

All responses must include references from at least three clients.

### **V. Sample Work**

Please include a sample timeline and a sample of a finished report similar to the scope of this project. If there are any examples of network mapping please include them.

### **Selection Process**

All responses will be reviewed using a ranking tool. Candidates selected for the second phase of the 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.

A review panel comprised of First 5 staff will evaluate qualifications/proposal. The criteria by which each response will be evaluated 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.

## SECTION 6: APPEALS

Only respondents who have submitted a response in accordance with this RFQ process may appeal the RFQ process and must be submitted **within five (5) business days after the “Notice of Intent to Fund” has been posted on First 5 Contra Costa’s website at <http://www.first5coco.org/about-us/apply-for-funding/>**. Grounds for appeals are limited to the following:

- 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 in writing and specifically state the grounds on which the appeal is based. Oral appeals will not be accepted. Letters of appeal must be submitted electronically to: [grantsandcontracts@first5coco.org](mailto:grantsandcontracts@first5coco.org) and addressed to Ruth Fernandez, Executive Director with a subject line: APPEAL- EARLY INTERVENTION SERVICES ASSESSMENT RFQ

The Commission’s Executive Committee will handle all appeals. At this time, all decisions by the Executive Committee will be final and cannot be appealed further. Notification of the final decision on the appeal shall be made in writing to the applicant.

Appeals will only be considered if received by the appeal deadline.

**SECTION 7: OTHER REQUIREMENTS AND INFORMATION**

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

1. 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;
2. Satisfactory performance on any contract(s) previously awarded by the Commission.

If selected for funding, Contractor will also 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.
- If using a Federal Tax ID Number Contractor will need to submit a copy of Employer Identification Number determination letter from the IRS.
- If Contractor’s status is a Non-profit Contractor will need to submit a copy of 501c3 status letter from the IRS.
- If Contractor’s status is a sole proprietor Contactor will need to submit a copy of Driver’s License and if using a social security number Contractor will need to submit a copy of social security card.

**SECTION 8: RFQ SCHEDULE**

Task	Date
Application Released	February 19, 2021
Deadline for RFQ to be Submitted	March 19, 2021
RFQ Appeal Deadline	<b>TBD</b> within 5 business days after the Notice of Intent to Fund has been posted.
Contract Begins on or before	<b>April 15, 2021</b>



**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, references and budget do not count toward the page count limitations) and additional information as listed below:

A.	<input type="checkbox"/>	Cover Letter/Checklist ( <b>ATTACHMENT A</b> ) – The cover letter must be signed by an individual authorized to bind the proposing organization.
B.	<input type="checkbox"/>	My organization meets the minimum qualifications of the this RFQ
<b>RFQ Requirements are attached:</b>		
C.	<input type="checkbox"/>	Project Requirements and Staff Qualifications
D.	<input type="checkbox"/>	Approach and Timeline
E.	<input type="checkbox"/>	Budget ( <b>ATTACHMENT B</b> )
F.	<input type="checkbox"/>	References ( <b>ATTACHMENT C</b> )
G.	<input type="checkbox"/>	Sample Work

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 \$40,000. 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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**REFERENCES (ATTACHMENT C)**

ORGANIZATION/ LEGAL NAME: \_\_\_\_\_

Please list three references for contracts your agency was awarded to implement similar type of services within the last three years. The references listed below may be contacted by the Commission to substantiate your agency's experience in the identified area of service delivery.

<b>REFERENCE</b>					
ORGANIZATION:					
CONTACT PERSON:					
ADDRESS:					
CITY:		STATE:		ZIP CODE:	
PHONE:		AMOUNT:	\$	EMAIL:	
Brief Description of Services Provided:					
<b>REFERENCE</b>					
ORGANIZATION:					
CONTACT PERSON:					
ADDRESS:					
CITY:		STATE:		ZIP CODE:	
PHONE:		AMOUNT:	\$	EMAIL:	
Brief Description of Services Provided:					



REFERENCE					
ORGANIZATION:					
CONTACT PERSON:					
ADDRESS:					
CITY:		STATE:		ZIP CODE:	
PHONE:		AMOUNT:	\$	EMAIL:	
Brief Description of Services Provided:					