

**Planning Consultant for Early Intervention Services
Questions and Answers Response
Date Posted: 10/25/23**

The following are the questions received during the Planning Consultant for Early Intervention Services RFQ Informational Webinar on October 18, 2023, along with any additional questions and requests for information received by the deadline on October 20, 2023.

Submission Deadline: Please note that to respond to the RFQ, complete and upload your application along with all required documents via our Online Application Portal no later than 5:00 PM PT on November 3, 2023.

For any questions related to the First 5 Online Application Portal, kindly submit them via email to Lisa R. Johnson, Grants and Contracts Manager, at grantsandcontracts@first5coco.org.

Questions from the Informational Webinar

1. Will the slides be shared? Several of them were overlapping?

Response: We apologize for any inconvenience caused by the overlapping slides. The complete slide deck, along with the Informational Webinar recording, and audio recording will be made available on the RFQ Landing page for your reference. Thank you for your understanding.

2. Are you suggesting we leave space in the proposed scope of work for potential additional meetings/coordination/etc. as it may arise?

Response: It's advisable to incorporate some flexibility in the proposed scope of work to account for potential additional meetings, coordination efforts, or unforeseen needs that may arise. Given the comprehensive nature of the project, unexpected circumstances can occur, and having a bit of flexibility built in will contribute to a more adaptable and streamlined execution.

3. This might be later in the webinar, but is strategizing a plan for Medi-Cal redetermination part of this role?

Response: This project is not related to MediCal.

4. The RFQ says: "Design, coordinate, and conduct outreach for focus groups aiming for diverse representative participation from all target groups and demographics." Will F5CC support making introductions and sharing contacts with consultants for outreach? Or are we expected to use our own relationships to conduct the outreach?

Response: First 5 Contra Costa is more than willing to assist in making introductions to providers and individuals who could actively participate in this process. While we are happy to provide a list and facilitate warm handoffs, we also anticipate that there may be a need for additional outreach to engage with providers and other individuals beyond our initial contacts. We're committed to supporting you in this effort.

5. How much previous experience are consultants expected to have with existing practices, frameworks, and models for inclusion in early care and education settings?

Response: Consultants are required to have a minimum of 5 years of experience in facilitating similar community engagement processes at either the county or community level. In addition to this, there are several other specified minimum requirements detailed in the solicitation. For further information, please refer to pages 8 and 9 in the RFQ document for comprehensive details.

6. Do we need to write our responses directly into the actual forms or may we submit our responses in a different format in a Word doc?

Response: First 5 Contra Costa uses an online application portal for solicitation responses. Some attachments may require the designated First 5 form for typing responses, while others allow you to create your response in a Word document. However, please note that all attachments must be uploaded as PDF documents. For specific details on required documents and submission instructions, kindly refer to the RFQ documentation.

7. I think you shared but can you share again - how much flexibility is there on budget?

Response: The budget must be responsive to the RFQ requirements and support the scope of work. The flexibility in the RFQ budget largely depends on the specific terms and conditions outlined in the RFQ document. It's important to carefully review the RFQ documentation, to understand any and all requirements. As mentioned previously, it is also recommended to budget for potential additional meetings, coordination, or unforeseen needs that may arise during the project

8. But \$100k over 18 months is the max...

Response: First 5 Contra Costa's objective is to accelerate the project's completion so we can provide the needed services to the community. While the allocated budget is set at a maximum of up to \$100,000 over an 18-month period, it is our desire to conclude this project within a 9-month timeframe or as soon as possible. First 5 will negotiate a clear project timeline with the selected applicant.

9. How much of this project is about surfacing what children/families/educators need vs. what care facilities/school districts/regional center are willing or able to provide? In other words - how much knowledge about systems and local/state policy will the consultant need?

Response: The focus here is building the capacity of early care and education sites to include children with diverse developmental needs, including disabilities, in their sites.

10. Can you show the slide with the timeline again because it was blurry?

Yes. The timeline is the next slide and everything we are talking about today is also listed in the RFQ solicitation.

Questions Received via Email

- 11. At the Informational Webinar, there was mention that the consultant must have satisfactory performance on any contract(s) previously awarded by First 5 Contra Costa. Does this mean that the consultant needs to have contracted with First 5 Contra Costa in the past?**

Response: The RFQ Solicitation welcomes applications from individuals or entities who meet the specified qualifications, regardless of whether they have previously contracted with First 5 Contra Costa. If you have not engaged in a contract with us before, you are still eligible and encouraged to apply.

- 12. Budget Flexibility: How much flexibility is there in the budget for potential additional meetings, coordination, or unforeseen needs that may arise during the project?**

Response: The budget allocated for this RFQ is set at up to \$100,000 and is considered a fixed amount specifically aligned with the outlined scope of work in the RFQ Solicitation. This budget is expected to cover all anticipated expenses, including potential additional meetings, coordination, or unforeseen needs that may arise during the project.

- 13. Budget Handling: Is there a preferred approach for handling the budget, and can you provide examples of what would be considered reasonable and well-justified costs?**

Response: We encourage you to exercise your professional judgment when detailing the necessity and justification for each proposed cost. This approach allows for a flexible and tailored budgeting process that aligns with the unique requirements of the project. Ensure that all costs are well-explained and directly contribute to the successful execution of the project.

- 14. Policies and Guidelines: Are there any specific policies or guidelines that consultants should be aware of when engaging with early care providers and stakeholders?**

Response: To ensure inclusive and equitable community engagement, we recommend consultants refer to the Background & Overview information provided by First 5 Contra Costa. Additionally, it's important to adhere to our core values and your own facilitation standards when engaging with early care providers and stakeholders. These guidelines are designed to promote a collaborative and effective working relationship with all parties involved.

- 15. Public-Facing Report: Is there a preferred format for the public-facing report, and are there specific elements it should include?**

Response: First 5 Contra Costa will collaborate with the selected applicant to determine a format for the public-facing report that suits both parties. This ensures that the report meets the specific needs and preferences of all stakeholders involved in the project.

16. Reporting Requirements: Are there specific reporting requirements during the 18-month contract period, and if so, what is the frequency and format of these reports?

Response: First 5 Contra Costa will collaborate with the selected applicant to establish the frequency and format of reporting requirements during negotiations that aligns with the project's needs.