

**Designer & Facilitator for Stakeholder Input & Advisory Group Process RFQ  
Researcher to Develop Guaranteed Income Model & Evaluation Plan RFQ  
Questions and Answers Response  
Date Posted: November 15, 2023**

The following are the questions received during the Designer & Facilitator for Stakeholder Input & Advisory Group Process RFQ and Researcher to Develop Guaranteed Income Model & Evaluation Plan RFQ Informational Webinar on November 6, 2023, along with any additional questions and requests for information received by the deadline on November 8, 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 20, 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](mailto:grantsandcontracts@first5coco.org).

### Questions from the Informational Webinar

**1. What is the scope of providers that you envision including? (center-based, home-based, FFN)**

Response: We are currently focusing on licensed providers, which include both center-based and family child care providers. As of now, we are not considering Family Friendly and Neighbor (FFN) providers for inclusion in the scope.

**2. Do you anticipate that advisory sessions will be multi-lingual?**

Response: Yes, there is a high likelihood that advisory sessions will be conducted in multiple languages. First 5 Contra Costa is committed to providing the necessary interpretation services for both advisory meetings and input sessions to ensure inclusivity and accessibility for all participants.

**3. When would the scope of work need to be completed?**

Response: There is no timeline. Both RFQs are interrelated therefore, we anticipate trying to sync up both scopes of work. Our timeline will be dependent on how those two pieces mesh together. Ideally, we would hope that the work would be completed for both scopes within the next year.

**4. For the Designer & Facilitator for Stakeholder and Advisory Group - how important is it for the consultant/agency to be in person, or is virtual acceptable?**

Response: We anticipate the ECE input sessions to be conducted in a hybrid format, allowing for both in-person and virtual participation. While a

hybrid option will be available, it is important that the consultant/agency has the capability for in-person facilitation as a requirement for this role.

**5. How much funding is secured at this point for the pilot?**

Response: At this stage, we are primarily focused on the data gathering and design phase of the project. The funding we have secured thus far is allocated towards activities related to data collection, planning, and design. Moving forward, we will need to develop a strategic plan for securing additional funding to implement the guaranteed income model that will emerge from this initial phase.

**6. Is there an additional budget for stipends for stakeholders? Advisory group?**

Response: Yes, there is a separate budget allocated specifically for stipends for stakeholders who attend the input sessions and certain members of the advisory group. Any stipends for these groups will NOT need to be incorporated into the budget proposed by the consultant. First 5 will cover the costs.

**7. Will translation services be provided, or is that expected to be provided by a consultant/agency?**

Response: Translation and interpretation will be provided by First 5 Contra Costa and do not need to be included in the proposal or budget for the consultant.

**8. Are we aiming to discover if guaranteed income is the solution? Or make the case for it?**

Response: At this time, First 5 Contra Costa views the Guaranteed Income approach as an interim solution rather than a long-term one to provide stability for our ECE workforce. It's important to note that there are numerous Guaranteed Income programs and pilots both within the state and globally, which have already established a strong case for their effectiveness. Our project is distinct in its focus on ECE, specifically aimed at stabilizing the workforce here in Contra Costa County.

**9. For the ECE input sessions, will F5CC cover expenses of incentives/stipends for providers to participate, or do you anticipate that being built into the consultant's budget?**

Response: The incentives for participation in the ECE input sessions should NOT be included in the consultant's budget. First 5 Contra Costa will cover these expenses separately.

**10. What is the saturation of enrollment in the workforce registry among the fully licensed workforce?**

Response: The following are estimates based on the most recent data available from the statewide workforce registry:

**% of Facilities in Contra Costa County with Staff on the Registry**

Child Center/School - approx 71%

Family Child Care Homes- Large - approx 30%

Family Child Care Homes- Small - approx 89%

**11. If community stakeholders discover that there are OTHER solutions than guaranteed income — is there a place for that discovery?**

Response: Absolutely. At First 5 Contra Costa, we consider ourselves a learning organization and are committed to exploring new opportunities as they emerge. While we have outlined a preliminary scope with a focus on guaranteed income as a potential strategy, we are always receptive to other possibilities that may arise.

**12. Can California Secretary of State registration occur after selection and before finalizing the contract if we are located out of state?**

Response: It's important to note that all successful applicants are required to be registered with the California Secretary of State. If your business is required to be registered, it is imperative to complete this process to be eligible to do business in California. However, please be aware that registering can be a somewhat lengthy process, and you may not be able to complete it within the timeframe to apply for this RFQ. To learn more, visit the CA Secretary of State website [here](#).

**13. Is there a cap on indirect costs?**

Response: For consultant services, the hourly rate should be fully loaded and include your administrative expenses. Consultants cannot charge overhead expenses and additional administrative fees outside the fully loaded hourly rate. This guideline ensures that administrative costs remain

reasonable and proportionate to the overall project while allowing for flexibility in how our contractors and consultants structure their fees.

**14. When do you anticipate the release of the UC Berkeley report?**

Response: January 2024

**15. If the Secretary of State registration is submitted but not complete by the 11/20 deadline, is it appropriate to click yes on that question and submit a response?**

Response: If your registration is in progress but not yet complete and you don't have an active status in the California Secretary of State business database by the deadline, then it would be appropriate to answer "no" to that question, as you are not registered with the California Secretary of State.

**16. The RFQ states that the contractor requires at least 3 years of experience with guaranteed income or similar programmatic approaches. What do you consider "similar programmatic approaches" that would qualify an applicant?**

Response: Similar approaches would be a cash transfer program that doesn't meet all the definitions of guaranteed income considering the workforce and that focus population that we're focusing on. If there are other types of grant subsidy stipends, other sorts of ways to increase the resources of Early Care and Education Educators. Anything that fits in that genre of programmatic approach.

**Questions received via email**

**17. Under Required Qualifications, it lists "At least 3 years experience researching, evaluating, analyzing, or administering guaranteed income or similar programmatic approaches". Can you please say more or give some examples of "similar programmatic approaches"?**

Response: Cash transfer, significant stipend, or any other type of program that makes payments to a group of individuals.

**18. If you have the data, about how many licensed ECE providers are currently in Contra Costa County?**

Response: As of Sept 2023, there are 1,481 licensed providers in the county, including 124 school-age licensed providers.