

# Guaranteed Income For Child Care Teachers Project RFQ Information Session

- Designer & Facilitator for Stakeholder Input & Advisory Group Process RFQ
- Researcher To Develop Guaranteed Income Model & Evaluation Plan RFQ

November 6, 2023  
1:00 PM

This webinar will be recorded and shared on the RFQ Landing Page on our website



# Welcome & Introductions



**Lisa R. Johnson**

Grants & Contracts Manager



**Sandra Naughton**

Policy, Strategy &  
Evaluation Director



**Ruth Fernandez**

Executive Director

# Q&A During Webinar

Please submit **ALL QUESTIONS** via the chat box during this presentation.

All questions and answers submitted in the chat will be included in the Q&A response document posted on our website as listed in the RFQ solicitation timeline.



# Agenda

- Introduction & Timeline for Submission
- About First 5 Contra Costa and Project Overview
- Scope of Services
- Eligibility & Submission Criteria
- Online Application & Submission Instructions
- Evaluation Criteria and Selection Process
- How to Apply
- Deadlines, Updates & Addenda
- Q&A



# We Are Seeking

## 1. **Designer & Facilitator for Stakeholder Input & Advisory Group Process**

to design and facilitate a stakeholder input and advisory group process related to its Guaranteed Income for child care teachers

## 2. **Researcher To Develop Guaranteed Income Model & Evaluation Plan**

to research, analyze and develop a guaranteed income for child care teachers model and evaluation plan.

# Timeline For Selection Process

ACTIVITY	DATE
Application Released	October 23, 2023
Informational Webinar (Online)	November 6, 2023
Questions Submittal Deadline	November 8, 2023
Response to Questions	On or before November 15, 2023
Deadline for RFQ to be Submitted	November 20, 2023
Review Period	November 21-December 1, 2023
Oral Interviews (if necessary)	TBD
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*The above dates are subject to change as deemed necessary by First 5 Contra Costa.*



## Why Focus on Ages 0-5?

Research shows that a child's brain develops most dramatically during the first five years of life. During this critical period, a window of opportunity exists to help shape how a child's brain matures and to lay the foundation for the years that follow.



## Mission

To foster the development of our community's children, prenatal through 5 years of age.



## Vision

Contra Costa's young children are healthy, ready to learn, and supported in safe, nurturing families and communities.



## Core Values

Diversity and Inclusion, Equity, Cultural Humility, and Community Partnership

# Our Focus Areas



## Early Childhood Education

Our Early Childhood Education efforts help ensure children have high-quality early learning experiences that help them succeed in school and in life.



## Early Intervention

Our Early Intervention efforts ensure that families have access to prevention and supports that foster the optimal development of all children.



## Strengthening Families

Our Strengthening Families efforts help families access the information and services needed to help their children thrive.



# Our Core Strategies



**Capacity  
Building**



**Research**



**Resource  
Connection**



**Advocacy &  
Community  
Engagement**

# Early Childhood Education

High quality early learning programs impact children's future.

## Why we focus on Early Childhood Education:

- The years between birth and age 5 are critical for brain development.
- The ways in which parents and others interact with children during this time makes a difference in their future learning, behavior, and health.
- High quality early learning programs impact children's academic and emotional well-being in the short and long-term.

# Early Childhood Education

High quality early learning programs impact children's future.

What we do:



Professional development opportunities for early educators to enhance quality.



Reform systems and services with an emphasis on school readiness.



Understand and respond to the county's early learning educator workforce crisis.

# Context for Project

## Goal:

- All children have high-quality early learning

## Yet in our county:

- 19,400 children birth to age 5 from low-income families not enrolled due to low supply
- Low wages in child care and teachers make less than counterparts in TK in school districts
- Our ECE workforce predominantly women of color



# Guaranteed Income for Child Care Teachers

## Project Goals:

Explore Guaranteed Income as a short-term strategy to:

- Address child care shortage
- Address workforce stability
- Better understand how stabilizing well-being of child care teacher improves availability and quality of early learning

## Guaranteed Income:

- Regular cash payments without requirements
- Approach to address poverty and center equity
- Grounded in values of trust and respect
- Research shows positive impact on financial stability, health, productivity, and quality of life

# Project Components

- Study of county child care workforce with UC Berkeley's Center for the Study of Child Care Employment
- Advisory Group of experts and stakeholders
- Stakeholder input process regarding fiscal challenges and guaranteed income as an approach
- Propose a feasible pilot



# Two Different Scopes

## Designer & Facilitator for Stakeholder Input and Advisory Group Process

- Up to \$58,800

## Researcher to Develop Guaranteed Income Model & Evaluation Plan

- Up to \$67,400



# Designer & Facilitator for Stakeholder Input and Advisory Group Process

## Scope:

1. Co-design Advisory Group, meet up to 7 times
2. Co-design, facilitate, and document 3 ECE provider input sessions
3. Write a report on child care teacher compensation, conditions & wellbeing in our county based on:
  - Survey completed by Center for the Study of Child Care Employment
  - Information gathered at provider input sessions
4. Co-design, facilitate, and document convening on proposed pilot



# Designer & Facilitator for Stakeholder Input and Advisory Group Process

## Required Qualifications:

- At least 3 years experience leading community/stakeholder engagement sessions
- At least 3 years experience synthesizing data to generate findings
- Ability to design inclusive opportunities to support full participation

## Desired But Not Required:

- Experience working with early care and education providers and/or guaranteed income or related models
- Experience working with BIPOC and low-income communities

# Researcher to Develop Guaranteed Income Model & Evaluation Plan

## Scope:

1. Propose a guaranteed income pilot for our county that aims to support the stability and well-being of the workforce and enhance our understanding of how that improves availability and quality of child care. Proposal to include, but not limited to:
  - Pilot design
  - Implementation guidelines
  - Evaluation and data collection approach
  - Funding and budget
  - Policy and communications suggestions
2. Adjust the proposed model and evaluation plan based on input
3. Present the proposal model at a convening coordinated by First 5 Contra Costa

# Researcher to Develop Guaranteed Income Model & Evaluation Plan

## Required Qualifications:

- At least 3 years experience researching, evaluating, analyzing, or administering guaranteed income or similar programmatic approaches

## Desired But Not Required :

- Experience working with early care and education providers or other early childhood service providers
- Experience working with BIPOC and low-income communities

# Questions

# Eligibility Requirements

- Must meet the required qualifications outlined in the RFQ solicitation.
- Must be in compliance and good standing with all local, county, state, and federal government entities, including but not limited to the Internal Revenue Service (IRS), California Secretary of State-Business Programs, and the Franchise Tax Board.
- If your entity is required to register with the California Secretary of State, First 5 Contra Costa will verify an “active” status via the California Secretary of State’s website:  
<https://bizfileonline.sos.ca.gov/>.
- Satisfactory performance on any contract(s) previously awarded by First 5 Contra Costa.

# Terms of Project

- First 5 Contra Costa expects to enter into a contract with the selected contractor for a not-to-exceed amount and anticipated start date as listed in the RFQ solicitation, and subject to approval by the First 5 Contra Costa Commission.
- A schedule of regular reports and any additional contract management requirements will be determined by First 5 Contra Costa and the selected Contractor during negotiations.
- This will be a fixed-fee contract based on negotiated rates between First 5 Contra Costa and the selected contractor.

# Submission Instructions

**Exhibit A** is an Application Checklist to help you understand the required documents you need for submission, and it also provides guidance on how to set up your First 5 Online Application Portal account.



## EXHIBIT A

### APPLICATION CHECKLIST & HOW TO COMPLETE THE ONLINE APPLICATION

The following checklist outlines all required documents to be provided in response to the First 5 Planning Consultant for Early Intervention Services Request for Qualifications (RFQ). This checklist is for applicant use only and does not need to be submitted to First 5 Contra Costa. Instructions on how to set up the account and how to access the online application are listed below.

#### *Required Documents For Submission*

- Online Application** - Applicants must complete an online application form and submit all required documents specified below through the online application system. Applicants must set up an online account to access the application form. See the instructions below.
- Experience and Qualifications Narrative (ATTACHMENT A)** - Please provide a narrative of no more than **five (5) pages**, (1.5 line spacing, Arial font size 11) to describe your responsiveness to the qualifications listed in this RFQ. Include a response to the following questions. **Required attachments do not count toward the page limitations.**
- Budget (ATTACHMENT B)** - Include a budget/fee schedule outlining expected compensation for the proposed services.
- Work Sample (ATTACHMENT C)** - Please provide up to 2 complete work samples of a project plan of a similar project that highlight your ability to complete the tasks outlined in the Scope of Work.
- Compliance and Litigation Questionnaire (ATTACHMENT D)** - Please read and complete the requested information on the required Compliance and Litigation Questionnaire. If you checked "Yes" to any of the questions on this form, please explain whether this will impact the project on this solicitation. Upload the completed form to the online application portal.
- Resumes, Curricula Vitae (ATTACHMENT E) maximum of 3 pages per team member** - Include resumes or curricula vitae for key personnel, including proposed subcontractors who will be the core team for this project and will play a role in carrying out the work. There is no First 5 form for ATTACHMENT E. Please upload it as a single PDF.
- References (ATTACHMENT F)** - Provide three references of current and/or past clients with knowledge of the consultant's ability to manage projects similar in nature and scope to this project. Upload the completed form to the online application portal.

# Evaluation Criteria

- A review panel comprised of First 5 Contra Costa staff and its partners, as deemed appropriate, will evaluate applications/qualifications/proposals.
- **Applicable experience:** The extent to which applicants demonstrate experience and expertise related to the scope of work as outlined in the RFQ.
- **Demonstration of understanding:** The extent to which the applicant communicates an understanding of the needs described here with documented samples of success.
- **Demonstration of capacity:** The proposal will be evaluated for feasibility, completeness, and capacity to address the scope of work as outlined in this RFQ.
- **Cost/Budget:** The extent to which the costs are reasonable and well justified.



# Review & Selection Process

- **Phase 1 Internal Review:** First 5 Contra Costa will evaluate all proposals for completeness, eligibility, and minimum requirements.
- **Phase 2 Application Review:** A review panel will evaluate the Qualifications/Proposals in accordance with the criteria and procedures set forth in this RFQ.
- **Phase 3 Interviews (if needed):** Applicants will be notified via email for the scheduled interview. Further information about the interview will be provided to interviewing applicants at that time.
- **Reference Checks:** First 5 Contra Costa must be able to contact three (3) references provided by the applicants. Otherwise, First 5 Contra Costa may deem the applicants ineligible for this opportunity.
- **Award Contract:** The most responsive applicant that aligns with the mission, vision, and needs of First 5 Contra Costa will be awarded the contract or recommended to the First 5 Contra Costa Commission for award of the contract.

# Award, Appeals, Contracting & Insurance

- **Award Notification:** The Commission's "Notice of Intent to Fund" will be published via our website and emailed to all applicants who responded to this RFQ, notifying them of the selected organization(s).
- **Appeals:** Grounds for appeals are limited to the following: The RFQ evaluation and eligibility criteria were not appropriately applied to the proposal/application; and/or First 5 Contra Costa failed to follow the RFQ process/procedures.
- **Contracting:** A successful applicant must execute the contract without substantive alteration. We have included [EXHIBIT C - a First 5 Sample Contract](#) for your review
- **Insurance:** As described in [EXHIBIT B - First 5 Contra Costa Insurance Requirements](#), The Applicant shall provide a Certificate of Insurance and required endorsements to comply with the First 5 Contra Costa insurance requirements prior to the commencement of work under the contract. The insurance certificate shall state that First 5 Contra Costa will be given 30 days' notice of any material change or cancellation in coverage.

# Funding Opportunities Hub



[ABOUT US](#) [WHAT WE DO](#) [RESEARCH & DATA](#) [FOR FAMILIES](#) [ESPAÑOL](#)

- WHO WE ARE About Us
- HOW WE WORK
- OUR TEAM
- OUR COMMISSION
- FUNDING OPPORTUNITIES
- JOB OPPORTUNITIES
- STRATEGIC PLANS & REPORTS
- NEWS & UPDATES

Our Future



## Funding Opportunities

First 5 Contra Costa makes strategic investments to change systems that support families and children during their first five years—the most important time in children's development. We award contracts to organizations for services and programs that align with our Strategic Plan.

### Open Opportunities:

- [Planning Consultant for Early Intervention Services \(RFQ\)](#)
- [Qualified Vendor Services Request For Vendors \(RFV\)](#)

### Closed Opportunities:

- [First 5 Center Program Implementation RFQ](#)
- [Food Catering Services for Community Engagement events](#)

[Sign up to be notified about future funding opportunities](#)



# Questions

# Online Application Portal & How to Apply



# Online Application

**FIRST 5**  
CONTRA COSTA  
CHILDREN AND FAMILIES COMMISSION

Exit

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail  [New Applicant?](#)

Password  [Forgot Password?](#)

Login

The portal requires a 12 character password with a mix of upper and lower case letters, numbers, and symbols. Be sure to save your password for future use.

# Online Application (Eligibility Quiz)

## Eligibility Quiz

**Applicants must meet the following minimum requirements to apply for funding under this solicitation.**

1. Do you meet the subsequent minimum qualifications corresponding to the service category for which you/your organization) are applying?

-Select One- ▾

2. Is your organization in compliance and good standing with all local, county, state, and federal government entities, including but not limited to the Internal Revenue Service (IRS), California Secretary of State-Business Programs, and the Franchise Tax Board? Note: If your entity is required to register with the California Secretary of State, First 5 Contra Costa will verify an "active" status via the California Secretary of State's website.

-Select One- ▾

Submit

**Your organization must be able to answer "YES" to all questions to move forward with the application process.**

# Online Application (Organization Information)

**Organization Information** | Attachments | Review My Application

Organization Information Printer Friendly Version | E-mail Draft

\* Required before final submission

**First 5 Qualified Vendor Services RFV**

\* Organization Legal Business Name \*\*\*   \* Organization Type - Select One -   \* Tax ID

\* Service Categories  
Check the Service Category or Categories for which you wish to pre-qualify.  
 Event Planning    Graphic Design    Meeting Facilitation (Virtual/Hybrid)    Photography    PR, Media Outreach, Strategic Communications  
 Translation/Interpretation/American Sign Language    Video Production    Grant Writer

\* Address

\* City   \* State   \* Zip Code

CA Secretary of State Registered Name  
If your entity is required to register with the California Secretary of State's website, please provide the exact name your agency is registered under. First 5 Contra Costa will verify an "active" status via California Secretary of State's website: <https://tuffeeonline.sos.ca.gov/>

**Organization Primary Contact Information**

Prefix   First Name   Last Name

Title \*\*\*   Office Phone   Mobile Phone

E-mail

**Application Primary Contact Information**

Same as Organization Primary Contact

Prefix   \* First Name   \* Last Name

## Organization Information

all **red \*** are required...



# Online Application (Attachments)

Organization Information | **Attachments** | Review My Application

Attachments

Printer Friendly Version | E-mail Draft

Required before final submission

Please upload the following documents (PDF files accepted as indicated). Required documents that consist of multiple pages must be combined into one PDF document and then uploaded. For example, if you are submitting multiple Licenses and Certifications you must save all Licenses and Certifications into one document and then upload as a single PDF. This is also the case for excel files (.xlsx) with multiple sheets, be sure to upload the document in its entirety. Please submit ONLY what is requested.

**Required Attachments**

Note: Some Attachments have designated First 5 forms and others require you to upload the documents requested. Use ATTACHMENT A Application Checklist & How to Complete The Online Application as your guide. Failure to submit all required attachments may constitute an incomplete application and may be grounds for disqualification. Note: Attachments do not count toward the page limits.

**Attachment B - Experience and Qualifications Narrative**  
Please provide a narrative of no more than five (5) pages with 1.5 line spacing, Arial font size 11, and 8.5 x 11-inch paper with 1-inch margins to describe your responsiveness to the qualifications listed in this RFV. Include a response to the following questions for EACH scope of work/subject matter expertise you are applying for. Designated F5 form. Upload as one PDF.  
Choose File | No file chosen  
Upload

**Attachment C - Work Sample**  
For each scope of work/subject matter area you are applying for, please provide up to two (2) complete work samples that highlight your ability to complete the tasks outlined in the Scope of Work. Please also include a brief paragraph for each work sample summarizing how the work sample relates to your ability to complete the tasks outlined in the Scope of Work. For video production, please include links to videos available online. For Event Planning and Virtual & Hybrid Meeting Facilitation/Logistics Coordination, please include some planning documents used to produce the events/meetings. No designated F5 form. Upload as one PDF.  
Choose File | No file chosen  
Upload

**Attachment D - Compliance and Litigation Questionnaire**  
Please read and complete the requested information on the Compliance, Litigation, and Fiscal Questionnaire. If you check yes to any of the questions on this form, please explain how this will impact the project in this solicitation. Save the designated F5 form as a PDF and upload the complete designated F5 form to the online application portal.  
Choose File | No file chosen  
Upload

**Attachment E - Resumes or Curricula Vitae**  
Include resumes or curricula vitae for key personnel, including proposed subcontractors who will be the core team for this project and will play a role in carrying out the work. There is no First 5 form for ATTACHMENT E. Resumes must be submitted as a single PDF. No more than 3 pages per team member.  
Choose File | No file chosen  
Upload

**Attachment F - References**  
Using (ATTACHMENT C), provide three references of current and/or past clients with knowledge of the applicant's ability to manage projects similar in nature and scope to this RFV. If you have completed this type of work for First 5 Contra Costa in the past, you can list First 5 Contra Costa as a reference. Use designated F5 form. Upload as a PDF.  
Choose File | No file chosen  
Upload

## Attachments

the interface to submit the required documents

## Review My Application

this is a big-picture view of the application to ensure you have uploaded all attachments and completed all the Organization Information

# Online Application (Submit)



**Review before you press submit.**

You can't undo this or make any changes to your application once you press the submit button.

# Online Application Tips

- **Save Your Password** in an accessible location for reuse as needed.
- Make sure you gather everything you need before you begin the application.
- Complete your required documents and store them in an accessible folder on your desktop before attempting to complete your application.
- Compress the Attachments for each section into a **single PDF prior to upload**.
- **Don't wait until the last minute to apply.**



# Deadlines & Important Dates

ACTIVITY	DATE
Application Released	October 23, 2023
Informational Webinar (Online)	November 6, 2023
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# Questions

# Thank you

Questions and requests for additional information related to this RFQ must be submitted in writing to:

Lisa R. Johnson  
Grants & Contracts Manager

[grantsandcontracts@first5coco.org](mailto:grantsandcontracts@first5coco.org)



[first5coco.org](http://first5coco.org)