Early Childhood Mental Health Consultation

REQUEST FOR PROPOSALS (RFP)

INFORMATION SESSION

November 5, 2024

10:00 AM

This webinar will be recorded and shared via the Early Childhood Mental Health Consultation RFP Landing Page on our website

The images of exhibits and attachments in this presentation are illustrative examples and may not reflect the specific exhibits or attachments in the current RFP. Please refer to the official RFP documents for complete and accurate information.

FIRST 5 CONTRA COSTA

WELCOME & INTRODUCTIONS

Sandra Naughton

Deputy Director

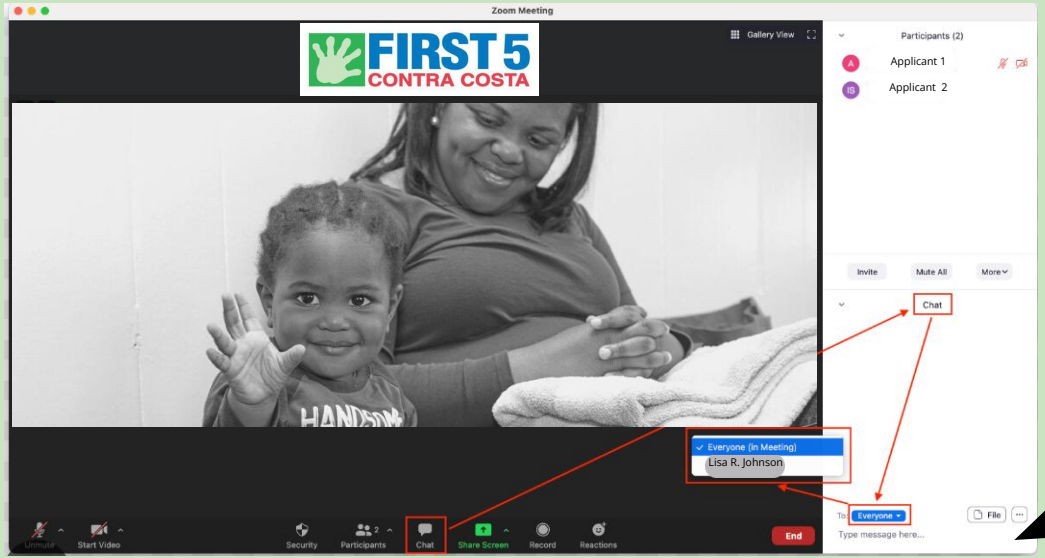
Lisa R. Johnson

Grants and Contracts Manager

Liliana Gonzalez Sanchez

Early Childhood Program Officer

Q&A DURING THIS WEBINAR



Please submit

ALL QUESTIONS

via the chat box to All Panelist during this presentation

NOTE: Answers to questions submitted in writing will be posted on our website by November 18, 2024

TODAY'S AGENDA

- Introductions & Timeline for Selection Process
- Background and Project Overview
- Scope of Work and Services to Be Funded
- Eligibility & Submission Criteria
- Online Application & Submission Instructions
- Evaluation Criteria & Selection Process
- Award Notification, Appeals & Contractual Considerations
- How to Access the First 5 Online Application Portal and Complete Application
- Deadlines, Updates, & Addenda
- Q&A

INTRODUCTION & TIMELINE FOR SELECTION PROCESS

WE ARE SEEKING…

Qualified organization(s) or consultant to provide early childhood mental health consultation services focused on improving the capacities of early childhood education providers to address the social and emotional needs of children ages 0-5.

TIMELINE FOR SELECTION PROCESS

ACTIVITY	DATE
Application Released	October 29, 2024
Informational Webinar (Online)	November 5, 2024 at 10 AM
Questions Submittal Deadline	November 12, 2024
Response to Questions	On or before November 18, 2024
Deadline for RFP to be Submitted	December 2, 2024
Review Period	December 9-19, 2024
Post Notice of Intent to Fund	On or before December 20, 2024
Appeal Deadline	January 3, 2025 or 5 business days after the notice has been posted.

The above dates are subject to change as deemed necessary by First 5 Contra Costa.

BACKGROUND AND OVERVIEW

ABOUT FIRST 5 CONTRA COSTA

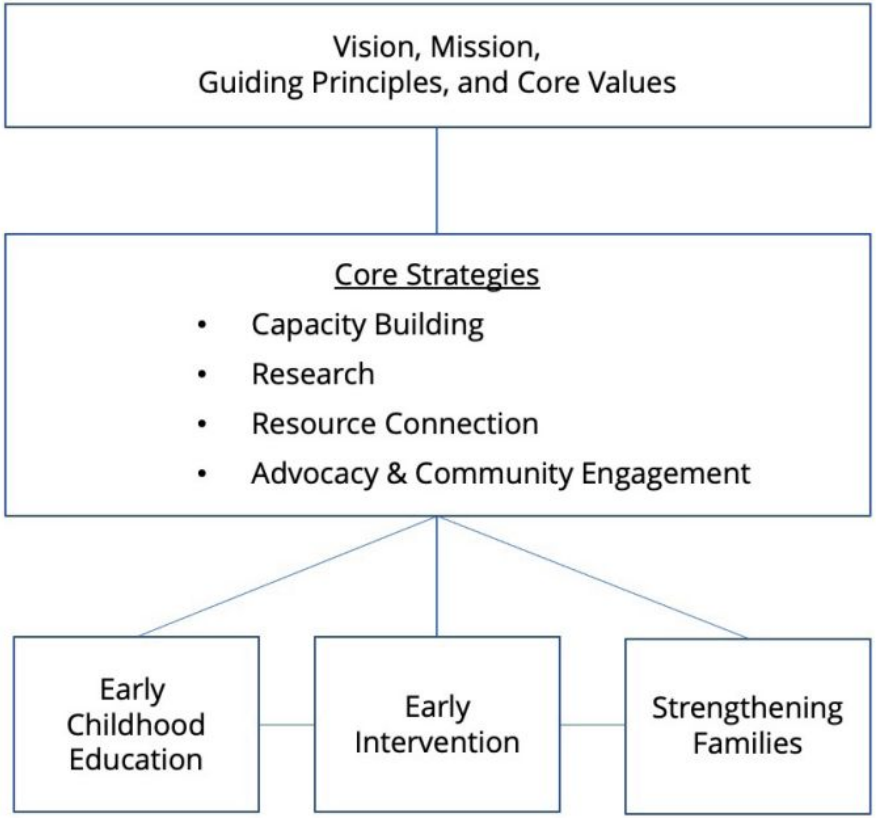
First 5 Contra Costa is a public agency focused on maximizing the first five years of children's lives, and helping the adults in their lives - their parents, caregivers, educators, and pediatricians - understand the opportunity in these critical early years.

We focus on prevention, center our work around equity, and play many roles to reach our vision: funder, convener, and advocate.

OUR COMMITMENT

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

STRATEGIC ROADMAP



PROJECT OVERVIEW

- First 5 Contra Costa is working to foster more inclusive early care and education (ECE) for children with diagnosed or undiagnosed disabilities, or with developmental concerns, and social emotional delays ages 0-5.
- Through a community engagement process, parents, educators and services providers identified Early Childhood Mental Health Consultation as a high priority need that builds capacity of inclusive early care and education programs.
- First 5 Contra Costa is seeking a qualified organization(s) or consultant to provide early childhood mental health consultation services focused on capacity building of ECE providers.

* Private and non-profit organizations are eligible to apply.

SCOPE OF WORK

SCOPE OF WORK

First 5 Contra Costa is seeking a qualified applicant to provide program-level Mental Health Consultation to Early Care and Education (ECE) programs through:

- Classroom observations
- Reflective practice meeting(s) with all classroom staff and/or site staff (teachers, administrative staff as appropriate)
- Reflective practice meeting(s)/coaching with individual staff
- Referral and connection to additional supports and community resources– for both families and ECE providers
- Parent training(s) or workshop(s) to support with managing challenging behavior, social emotional development and strategies, or other topics related to goal of enhancing quality of care and promoting best practices
- Referring ECE providers to trainings related to increasing inclusion such as training on universal designing, implementing developmental screenings, and other relevant topics
- Support implementation and adaptations of policies and practice that support social emotional needs of all children

SCOPE OF WORK

Mental Health Consultation activities should target capacity building of program staff. In addition, consultation services will be prioritized for the following licensed child care providers:

- Providers with a currently enrolled child(ren) experiencing social-emotional or behavioral difficulties
- Quality Matters Program participants (for more information on the program, visit this webpage)
- Family-Child Care/Education Programs and Center-based Programs whose enrollment is not completely funded by either the California State Preschool Program (CSPP) or Head Start; centers who accept enrollments using publicly funded vouchers are eligible

  *(Note:*programs partially funded by CSPP or HS are eligible)*

SCOPE OF WORK

Data Collection and Reporting

Applicants will be required to track and report on a variety of data points, and will be asked to participate in the development of evaluation frameworks and continuous quality improvement processes.

Required data reporting will include, but not be limited to, the following:

- number and demographic data of
  - children with socio-emotional needs in the programs served
  - the parents/caregivers of children in programs served and
  - ECE providers/teachers/administrators served
- number and descriptors of ECE classrooms/sites/programs served
- hours and type of consultation provided by ECE site

SCOPE OF WORK

Data Collection and Reporting continued

Required data reporting will include, but not be limited to, the following:

- number and demographic data of children referred for further assessment by ECE site
- number and demographic data of children that remained in the ECE site and that were removed from the ECE site
- number and type resource linkage and referrals provided to ECE site staff and parents/caregivers by ECE site
- number and type of capacity building/ training provided and referred to ECE site staff and parents/caregivers

ELIGIBILITY & SUBMISSION CRITERIA

ELIGIBILITY REQUIREMENTS (QUIZ)

- Must meet the required qualifications outlined in this RFQ.
- 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.

Applicants who do not meet the requirements above will not pass the first phase of review and are not eligible for funding.

TERMS OF PROJECT

- The selected contractor must be able to commit to working on the project as described by Section III. Scope of Work. This also includes regular check-ins with the First 5 Contra Costa Team, preparing meeting materials, and attending events or presenting at meetings as requested.

- First 5 Contra Costa intends to enter into an 18-month contract with the selected contractor for a not-to-exceed amount of up to $375,000, with an anticipated start date on or after 1/14/25, subject to approval by the First 5 Contra Costa Commission. At the sole discretion of First 5 Contra Costa, any subsequent contracts will be determined by available funds and needs of this project.

TERMS OF PROJECT

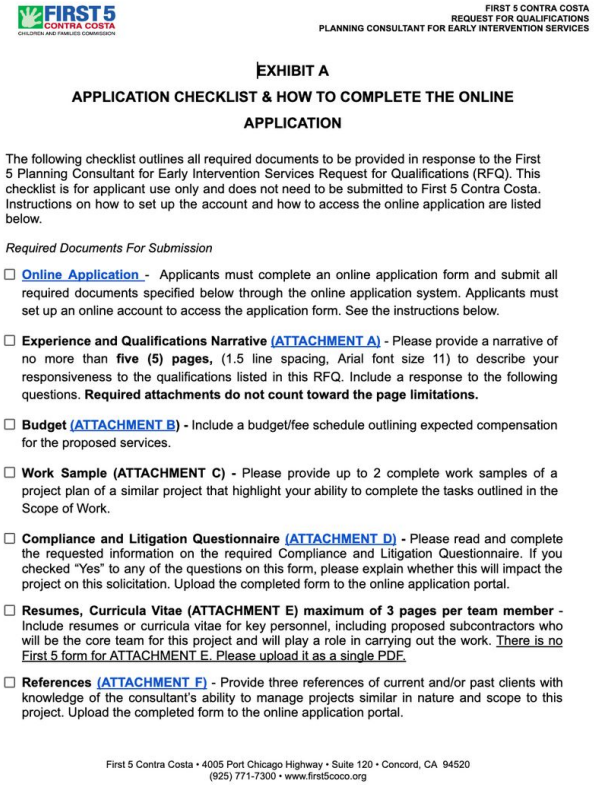
- A schedule of regular reports and any additional contract management requirements will be determined by First 5 Contra Costa and the selected Contractor during negotiations. The selected applicant shall have technological capabilities for efficient phone and email communication to facilitate interaction with First 5 Contra Costa staff and other partners as necessary. The selected contractor will be required to have access to a reliable internet connection with knowledge of video conference platforms (Zoom, Microsoft Teams), and other basic software programs.

- This will be a fixed-fee contract based on negotiated rates between First 5 Contra Costa and the selected contractor. Payments will be based on a fixed price that is not subject to any adjustment by reason of costs experienced by the applicant in the performance of the contract. First 5 Contra Costa will negotiate a final budget after the selected contractor is awarded. The selected contractor is responsible for supplying all business equipment needed to carry out its duties (e.g., computer, printer, fax, internet access, etc.)

ONLINE APPLICATION & SUBMISSION INSTRUCTIONS

SUBMISSION INSTRUCTIONS

- Using Exhibit A as a guide, Applicants must set up an online account to access the application form.
- Applicant must complete an Online Application form and submit all required documents specified through the First 5 Contra Costa Online Application portal



FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

FIRST 5 CONTRA COSTA
REQUEST FOR QUALIFICATIONS
PLANNING CONSULTANT FOR EARLY INTERVENTION SERVICES

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.

First 5 Contra Costa • 4005 Port Chicago Highway • Suite 120 • Concord, CA 94520
(925) 771-7300 • www.first5coco.org

REQUIRED DOCUMENTS

- Online Application
- Experience and Qualifications Narrative Attachment A
- Budget/Pricing Attachment B
- Compliance and Litigation Questionnaire Attachment D
- Resumes or Curricula Vitae (no form) Attachment E
- References Attachment F

EVALUATION CRITERIA & SELECTION PROCESS

EVALUATION CRITERIA

A review panel comprised of First 5 Contra Costa staff and its partners, as deemed appropriate, will evaluate applications/qualifications/proposals. The criteria by which each response will be evaluated are as follows:

1. Experience & capacity (weighted at 35%): The extent to which the applicant demonstrates experience, expertise, and capacity to deliver effectively on the scope of work as outlined in the RFP.

2. Cultural responsiveness (weighted at 20%): The extent to which the applicant demonstrates experience working with culturally, socially and economically diverse families and staff.

3. Service approach (weighted at 30%): The extent to which the proposed service approach meets the desired outcomes outlined in this RFP.

4. Cost/Budget (weighted at 15%): 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. Applications with omissions of any required documentation are subject to disqualification. First 5 Contra Costa will also conduct a due diligence review which includes a review of Attachment D: Compliance and Litigation Questionnaire, a review of previous and current contract awards to see if the applicant is in good standing and verify “active” status via California Secretary of State (if applicable).

- **Phase 2 Application Review:** A review panel will evaluate the Qualifications/Proposals in accordance with the criteria and procedures set forth in this RFQ.

- **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 NOTIFICATION, APPEALS & CONTRACTUAL CONSIDERATIONS

AWARD, APPEALS, CONTRACTING

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 RFP, notifying them of the selected organization(s). The selected applicant will be recommended to the Commission for the award of the contract.

APPEALS

Grounds for appeals are limited to the following:

- The decision violated applicable law, F5 policies or terms of solicitation.
- The RFP evaluation and eligibility criteria were not appropriately applied to the proposal; and/or
- First 5 Contra Costa failed to follow the RFP process/procedures

CONTRACTING

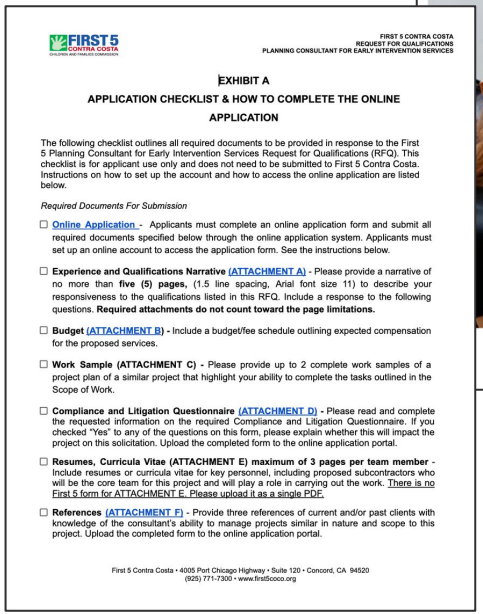
A successful applicant must execute the contract without substantive alteration. We have included Exhibit C - a First 5 Sample Contract for your review

INSURANCE REQUIREMENTS

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.

HOW TO APPLY

ACCESS THE ONLINE APPLICATION AND RFP INFORMATION



FIRST 5 CONTRA COSTA
REQUEST FOR QUALIFICATIONS
PLANNING CONSULTANT FOR EARLY INTERVENTION SERVICES

EXHIBIT A

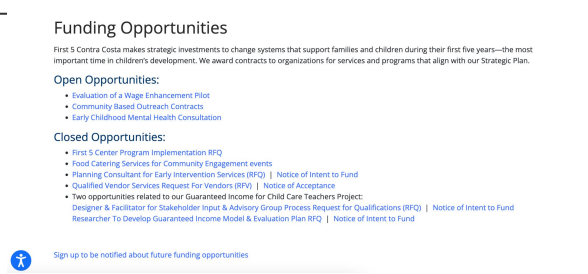
APPLICATION CHECKLIST & HOW TO COMPLETE THE ONLINE APPLICATION

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.

First 5 Contra Costa • 4005 Port Chicago Highway • Suite 120 • Concord, CA 94520
(925) 771-7300 • www.first5cocco.org



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:

- Evaluation of a Wage Enhancement Pilot
- Community Based Outreach Contracts
- Early Childhood Mental Health Consultation

Closed Opportunities:

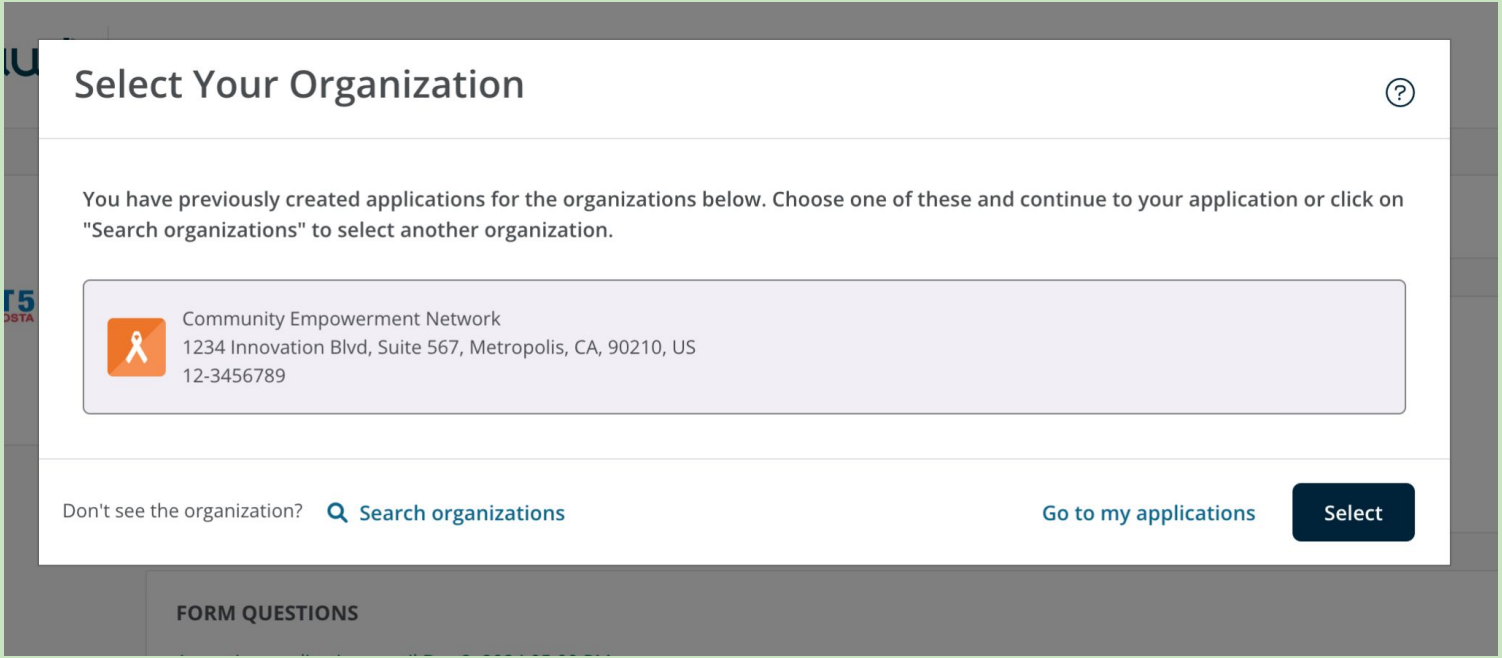
- First 5 Center Program Implementation RFQ
- Food Catering Services for Community Engagement events
- Planning Consultant for Early Intervention Services (RFQ) | Notice of Intent to Fund
- Qualified Vendor Services Request For Vendors (RFV) | Notice of Acceptance
- Two opportunities related to our Guaranteed Income for Child Care Teachers Project:
  Designer & Facilitator for Stakeholder Input & Advisory Group Process Request for Qualifications (RFQ) | Notice of Intent to Fund
  Researcher To Develop Guaranteed Income Model & Evaluation Plan RFQ | Notice of Intent to Fund

Sign up to be notified about future funding opportunities

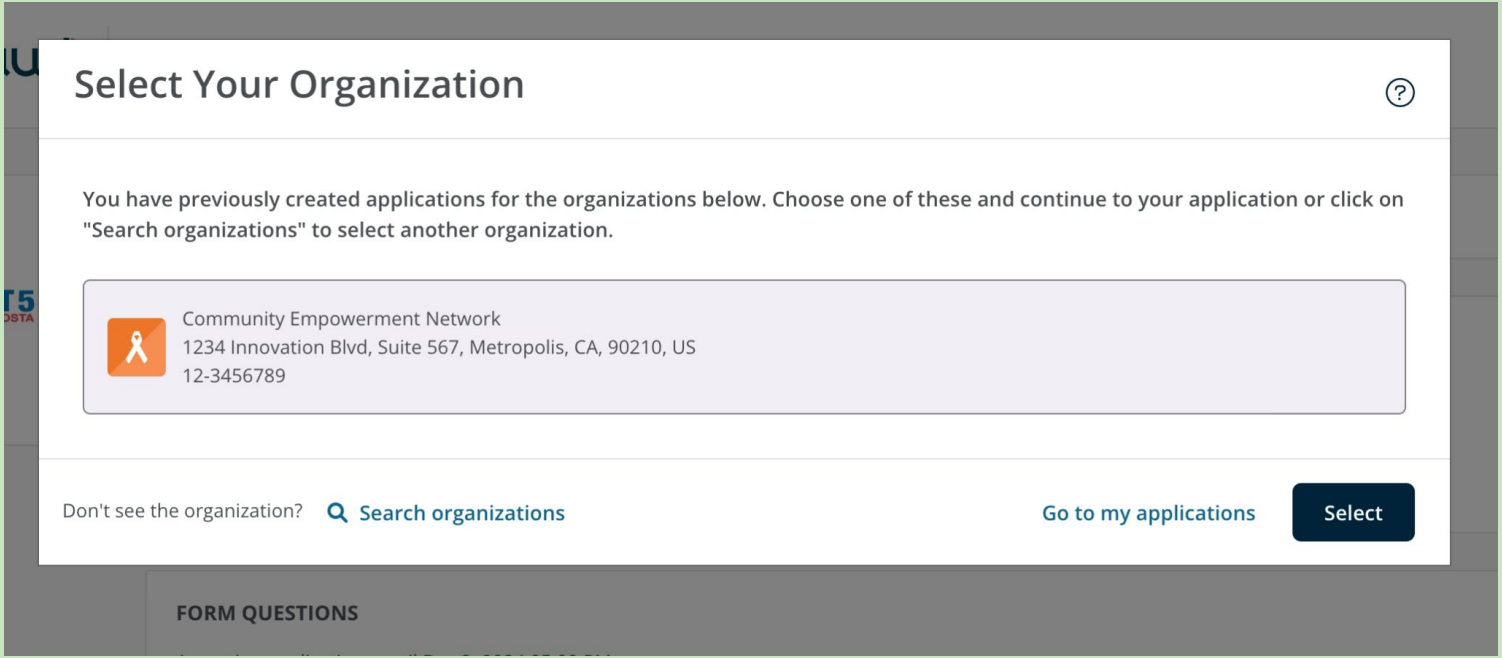
ONLINE APPLICATION

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

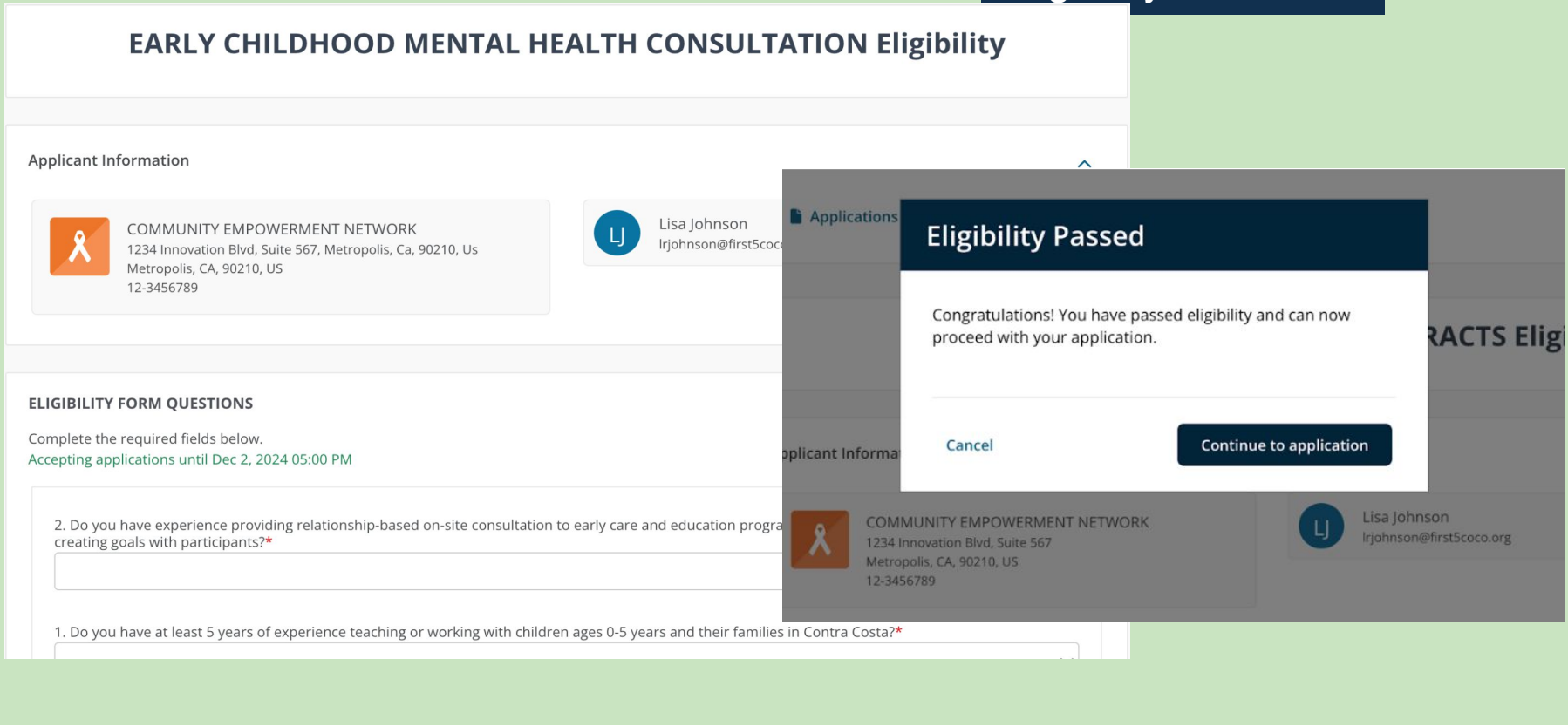


ONLINE APPLICATION



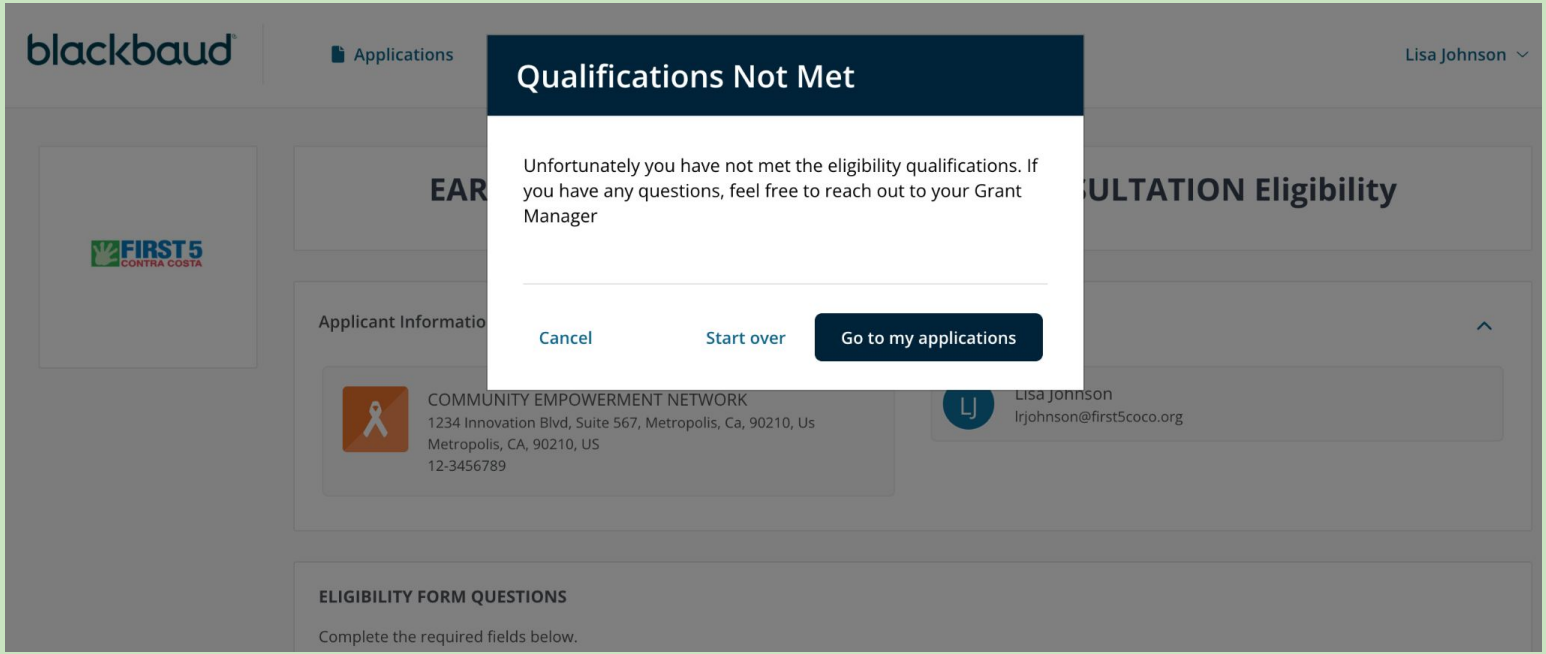
ONLINE APPLICATION

Eligibility Questions



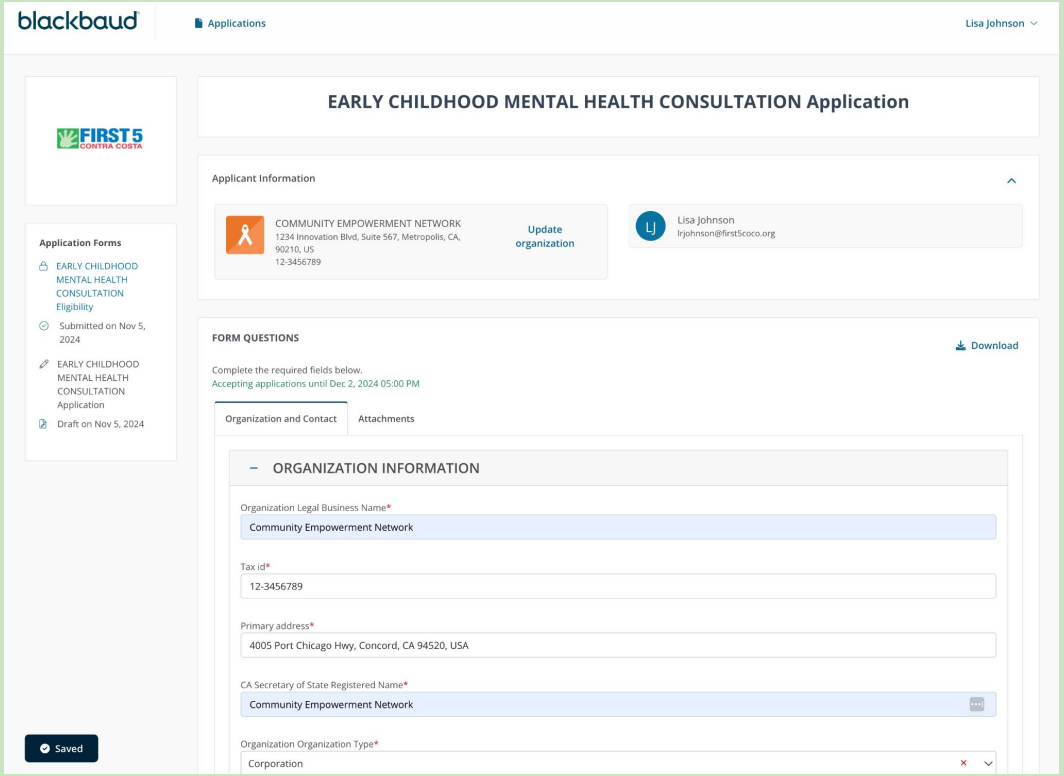
ONLINE APPLICATION

Eligibility Questions



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

ONLINE APPLICATION

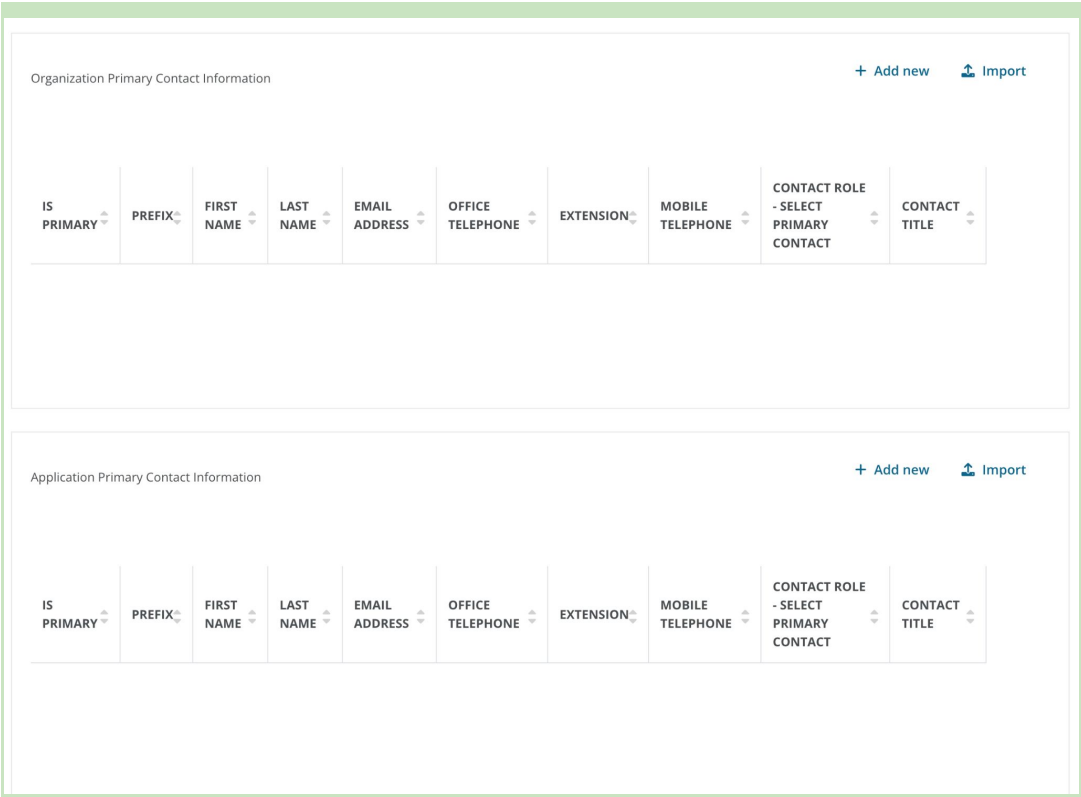


Organization & Contact Information

all red * are required...

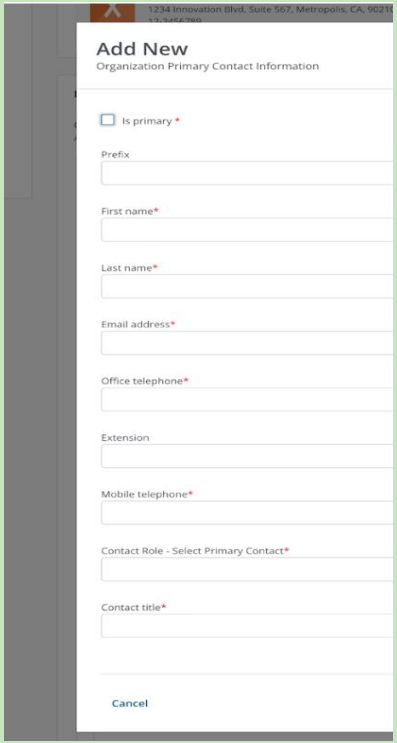
FIRST 5 CONTRA COSTA

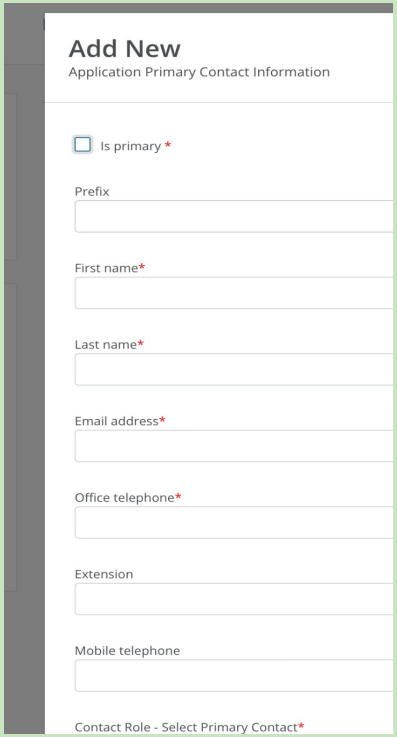
ONLINE APPLICATION



Click +Add new in upper right corner

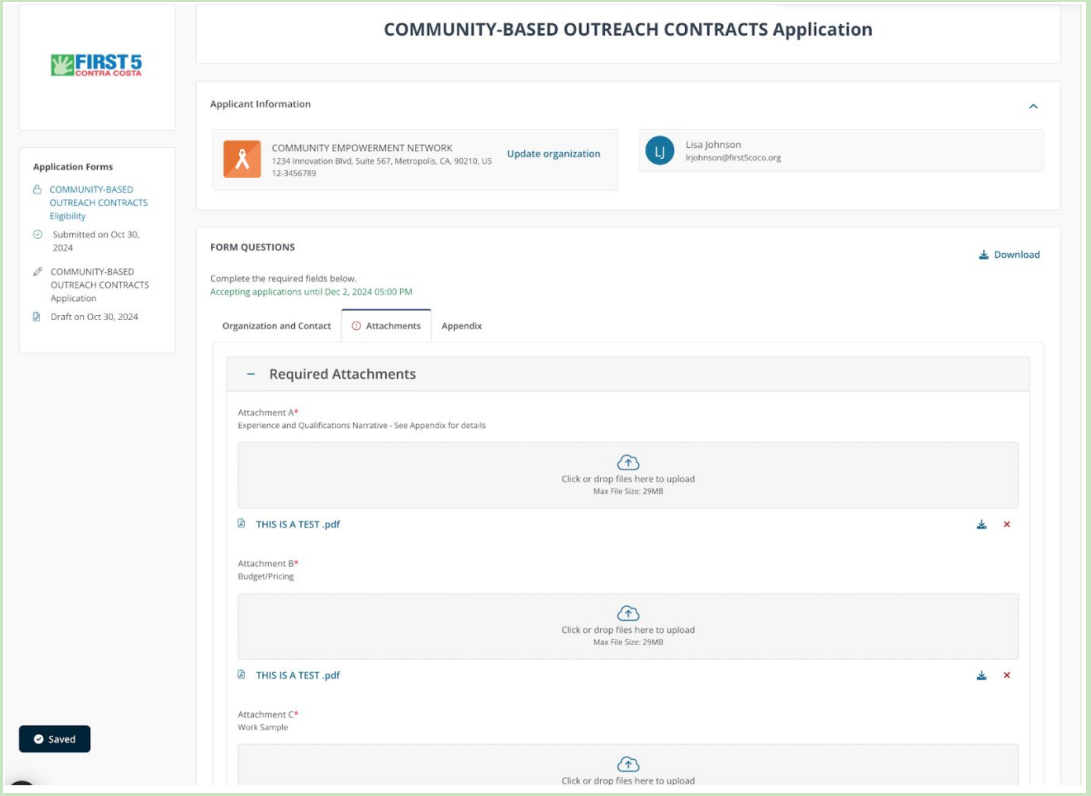
ONLINE APPLICATION





Click +Add new in upper right corner for Organization and Application Primary Contact

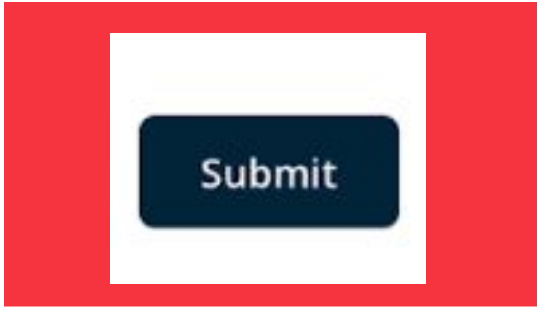
ONLINE APPLICATION

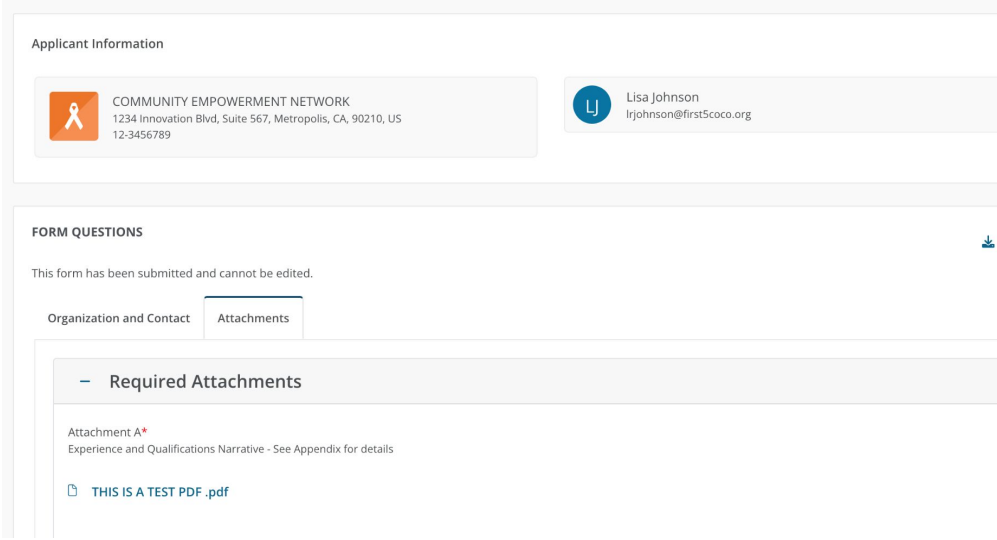


Attachments

the interface to submit the required (PDF) documents

ONLINE APPLICATION





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

ONLINE APPLICATION TIPS

- 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.
- Don’t hit the final Submit button on the Attachment page until you are sure your application is complete. This cannot be undone.

DEADLINES, UPDATES & ADDENDA, Q&A

DEADLINES & IMPORTANT DATES

ACTIVITY	DATE
Application Released	October 29, 2024
Informational Webinar (Online)	November 5, 2024 at 10 AM
Questions Submittal Deadline	November 12, 2024
Response to Questions	On or before November 18, 2024
Deadline for RFP to be Submitted	December 2, 2024
Review Period	December 9-19, 2024
Post Notice of Intent to Fund	On or before December 20, 2024
Appeal Deadline	January 3, 2025 or 5 business days after the notice has been posted.

The above dates are subject to change as deemed necessary by First 5 Contra Costa.

QUESTIONS

Questions and requests for additional information must be submitted in writing attention to:

Lisa R. Johnson,
Grants & Contracts Manager

grantsandcontracts@first5coco.org

UPDATES & ADDENDA

- Check the First 5 Funding Opportunity page often. This is the hub for the most up-to-date information regarding this RFQ.

- Applicants are responsible for any errors and omissions in their applications. The applicant is responsible for ensuring that, before submission, the application reflects the most recent information and RFQ requirements.

- Applications received after the deadline will not be accepted or considered.

Q&A

Lisa R. Johnson

grantsandcontracts@first5coco.org

FIRST 5 CONTRA COSTA