

COMMUNITY BASED OUTREACH CONTRACTS RFP

Questions and Answers Response

Date Posted: November 19, 2024

The following are the questions received during the Community Based Outreach Contracts RFP Informational Webinar on November 5, 2024, along with any additional questions and requests for information received by the deadline on November 12, 2024.

Submission Deadline: Please note that to respond to the RFP, complete and upload your application along with all required documents via our Online Application Portal no later than 5:00 PM PT on December 2, 2024.

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. So the max per award is \$25K?

Response: Yes, the max award is \$25K.

2. Can a fiscal sponsor be used?

Response: Fiscal sponsorship is a partnership where an established nonprofit organization (the fiscal sponsor) agrees to extend its legal and tax-exempt status to a project or organization that does not have its own nonprofit status. This arrangement allows the sponsored project to access funding opportunities that require 501(c)(3) status or other qualifications. Yes, a fiscal sponsor can be used, however, the fiscal sponsor must meet the eligibility criteria of First 5, and there is a limit to how much administrative overhead a fiscal sponsor can charge.

Fiscal Sponsor's Role: The fiscal sponsor is the legal applicant and recipient of the funding. It is responsible for:

- Signing the contract and binding legal agreements.
- Ensuring compliance with the contract terms.
- Managing and disbursing funds according to the approved project budget.
- Reporting to First 5 as indicated in the contract

Sponsored Project's Role: The sponsored organization typically carries out the programmatic work. They must report to the fiscal sponsor and ensure the project adheres to agreed-upon guidelines.

3. Can the Rodeo Youth Mentoring Program develop a project to inform Latino Parents on the structure and process of screening children?

Response: You are welcome to submit a proposal focused on conducting outreach to Latino families. We're particularly looking for projects that target families with young children under the age of 6. However, the emphasis is not on teaching parents how to complete the ASQ. What we're looking for is entities to conduct the outreach. We will supply the information to be shared such as information helping parents understand why developmental screening is important, where they can access it, and ensuring the information is available in their home language. If your proposal addresses outreach to the target populations, then it would be a great fit for this initiative.

4. What kind of outreach has already been conducted by First 5 related to this initiative?

Response: First 5 Contra Costa has put significant effort into supporting outreach through various initiatives and collaborations with our contractors. One key program is *Help Me Grow*, which focuses on conducting targeted outreach in pediatric settings. This initiative works with healthcare providers who serve young children, offering training and resources on developmental screening tools, how to use them, how to make referrals, and how to connect families to services that can support them post-screening.

In addition, through our *Quality Matters* initiative, we have a team of coaches who work directly with child care providers. This support includes helping them implement developmental screenings, understand referral pathways, and connecting families to resources when concerns are identified. First 5 also funds five Family Resource Centers located throughout the county. These centers provide a variety of supports and resources to families of children under the age of 6. Services include developmental screening, parent education and developmental playgroups. Center staff include community resource specialists that support families with the developmental screenings and offer referrals to special education, early intervention or inclusion services in the community.

The goal of this funding opportunity is to reach families and child care providers beyond the spaces where we've already been doing outreach. In particular, we want to focus on areas where families might not typically interact with our *Help Me Grow* program, *Quality Matters*, or the *First 5 Centers*

5. I received an award as a language services provider in another RFP with First 5 Contra Costa. Can I participate as a language services provider for this as well?

Response: Yes, applicants who have previously received an award for language services can apply. However, it's important to note that this funding opportunity is about more than just translation services. While translation could be part of the work, the main focus of this request for proposals is to reach one or more of the

targeted subgroups listed in the RFP and ensure they receive the information. The goal is to facilitate outreach and engagement, not just provide translation.

6. Can a reference be one of your QRIS Coach for example?

Response: Yes, applicants can list a First 5 Contra Costa staff person as a reference. Applicants are encouraged however, to also include references who are familiar with your ability to reach the target populations outlined in the request for proposals. This will help strengthen your application by highlighting your experience and capacity to engage the specific groups we're focusing on.

7. If we are an existing provider of a First 5 Center, can we apply to conduct this type of outreach at the center, or is that duplicative?

Response: Yes, current First 5 contractors and those that subcontract with a First 5 Center can submit a proposal. Applicants are encouraged to describe in their proposals how they might leverage their existing relationships with community and clients to reach any of the target populations listed in the RFP. The intent is to reach families who may not have access or are unfamiliar with information related to child development, developmental screening, and/or special ed, inclusion and early intervention services and programs and from the listed target populations. These include licensed early care and education providers, as well as families with children under 6 who specifically identify as BIPOC, monolingual speakers, LGBTQ+, unhoused or unstably housed, or who are not enrolled in a licensed early education program.

We encourage you to be very specific in your application about which of these populations your project will focus on, and in what settings. This will help ensure that your proposal aligns with our priorities and the communities we aim to reach.

Please keep in mind the goal of this funding opportunity is to reach families beyond the spaces where we've already been doing outreach. In particular, we want to focus on areas where families or child care providers might not typically interact with our Help Me Grow program, Quality Matters, or the First 5 Centers.

8. In the budget attachment, how much detail do you want under "other expenditures"?

Response: Applicants are encouraged to provide as much detail as possible to clearly understand how these additional expenditures will contribute to a well-rounded program and how they support your overall plan. It's important that your proposal clearly outlines how these funds will be used and demonstrates that you have allocated the necessary resources to implement the outreach effectively.

If you're listing other funds for these additional expenditures, please be sure to specify where they are coming from. As a commission, it helps us to know who

you're partnering with and how these funds are being integrated into your project. Providing this information will give us a clearer picture of your capacity to execute the program successfully.

9. Would it be ok to include a school district on a project to do outreach and to inform parents at the district. The focus would be families with children under 6yrs.

Response: Applicants can include in their proposals partnerships with a school district. In your proposal, it will be important to clearly define what that partnership entails including the role of each partner. Specifically, we'd like to understand the roles and responsibilities of each party, how you plan to collaborate, and what the tangible outcomes of that partnership will be. Providing this clarity will help us better assess the strength and feasibility of the collaboration.

10. I understand the goals of this funding. I'm wondering if First 5 has any other plans to fund programs or services for inclusion in childcare?

Response: Yes, First 5 has other plans in place to fund programs and services that foster inclusion in childcare. First 5 has also released an RFP focused on mental health consultation, specifically aimed at increasing the capacity of childcare staff in using the mental health consultation model. The Informational webinar recording is available on our website. This funding opportunity is listed on the same landing page as the current one, and we plan to release additional funding opportunities later this winter.

To stay updated on future funding opportunities, you can visit our funding opportunities page and click on the link at the bottom that says "Sign up to be notified about future funding opportunities." By entering your contact information, you'll receive email notifications when new funding opportunities are released.

In addition to these upcoming opportunities, we also have current initiatives for childcare programs to enhance their inclusion practices. While these aren't direct funding opportunities, we offer no-cost trainings and incentives for childcare providers. These professional development opportunities cover topics like universal design and how to engage with families about child development concerns. You can find a full list of available trainings on our Early Childhood Education webpage, under the "Fostering Inclusion in ECE" section.

For those who attend and complete certain trainings, providers can also be eligible for a \$600 shopping pass to purchase supplies that will support their inclusion efforts.

11. Can we address just a couple of populations, not all?

Response: Yes, applicants can propose a plan to focus on just one or multiple populations. We encourage you to leverage any community connections you have. If there's a particular population you are familiar with and feel well-positioned to support, feel free to center your efforts on that group.

12. Do you plan to provide feedback to folks from organizations that were not chosen as partners for this work?

Response: Yes, First 5 always provides feedback to potential partners regarding the outcome of the review panel's evaluation. You will receive feedback on your proposal to help you understand the strengths and areas for improvement.

13. Can you cover the "hourly loaded rate" in the budget attachment?

Response: For professional services contracts, First 5 requires a fully loaded consultant rate. This is the total hourly or project-based rate charged by a consultant, accounting for all direct and indirect costs associated with their work. It typically includes:

- Base Rate: Compensation for time and expertise.
- Overhead Costs: Expenses related to office operations, equipment, and utilities.
- Fringe Benefits: Costs for insurance, retirement, and other benefits.
- Profit Margin: A percentage added to ensure profitability.
- Travel Costs: If applicable, expenses like mileage, airfare, lodging, and meals, which must be justifiable.

This hourly rate can vary depending on the roles assigned to the project (e.g., Principal Consultant vs. Analyst). Please include a rate sheet if applicable.

Example Calculation

This example is for illustrative purposes only:

If a consultant's base rate is \$50/hour, with \$20/hour in overhead and fringe costs, \$10/hour in travel expenses, and a 20% profit margin, the fully loaded rate would be:

How to Calculate:

- $\$50$ (base) + $\$20$ (overhead/fringe) + $\$10$ (travel) = $\$80$ /hour
- $\$80$ + 20% profit margin = $\$96$ /hour (fully loaded rate)

Justification:

- Base Rate: \$50/hour (compensation for time and expertise)
- Overhead & Fringe Costs: \$20/hour (operational expenses and benefits)
- Travel Costs: \$10/hour (if applicable and justifiable)
- Profit Margin: 20%

Example of Differentiated Rates

The hourly base rate can differ for various roles on the project, such as Principal Consultant vs. Analyst.

Principal Consultant

- Base Rate: \$125/hour
- Overhead & Fringe: \$20/hour
- Travel Costs: \$10/hour (if applicable)
- Profit Margin: 20%
- Fully Loaded Rate: \$186/hour

Analyst

- Base Rate: \$65/hour
- Overhead & Fringe: \$20/hour
- Travel Costs: \$10/hour (if applicable)
- Profit Margin: 20%
- Fully Loaded Rate: \$114/hour

14. Please put email address of Ms. Johnson again.

Response: grantsandcontracts@first5coco.org.

15. Would it be okay to include the Regional Center of the East Bay to do outreach?

Response: Yes, applicants can submit proposals that include a partnership with the Regional Center of the East Bay. In your proposal, please outline how the partnership would work and what that outreach would look like in practice. This will help us understand the specific role the Regional Center will play and how it fits into your overall strategy.

Questions received via email

16. I wanted to re-ask about the question about the possibility of using the existing contract/relationships held at First 5 East County Center (which we are the current lead agency) to provide the outreach services? If the events

or outreach were designed to reach populations beyond the existing families we serve, would this be appropriate or duplicative?

Response: Yes, current First 5 contractors can submit a proposal. Applicants are encouraged to describe in their proposals how they might leverage their existing relationships with the community and clients to reach any of the target populations listed in the RFP. The intent is to reach families who may not have access or are unfamiliar with information related to child development, developmental screening, and/or special ed, inclusion and early intervention services and programs and from the listed target populations. These include licensed early care and education providers, as well as families with children under 6 who specifically identify as BIPOC, monolingual speakers, LGBTQ+, unhoused or unstably housed, or who are not enrolled in a licensed early education program.