Early Childhood Mental Health Consultation RFP
Questions and Answers Response
Date Posted: November 18, 2024

The following are the questions received during the Early Childhood Mental Health Consultation RFP Informational Webinar on November 5, 2024, along with any additional questions and requests for information received by the deadline on November 12, 2023.

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. **I saw the reporting requirements about number and demographics of participants (teachers, admin, staff, parents, children, sites, etc.). Will there be any other additional reporting requirements such as using a specific questionnaire?**

   Response: The RFP outlines a non-exhaustive list of required data. First 5 will work with the awardee to identify additional data points and data collection strategies such as a survey or questionnaire.

2. **Will this presentation be made available for review, the recording and or the power point?**

   Response: The webinar is being recorded you can find it on our website landing page for this RFP: https://www.first5coco.org/early-childhood-mental-health-consultation-rfp/.

3. **Are partnerships allowed?**

   Response: Yes, partnerships are allowed. More than one applicant can collaborate on an application proposal.

4. **Would the applicant propose which ECE sites to serve in our application? Are public schools included in this? Pre-K, T-K?**

   Response: The applicant can propose which ECE sites they would serve, and if awarded the applicant will work with First 5 Contra Costa to determine the final list of participating ECE sites. The applicant may want to leverage existing partnerships or work with sites that they already collaborate with. Applicant should also consider and discuss in their proposal their capacity regarding the number of

sites they think they can serve, and where they would prioritize your outreach. Yes, you can include public schools such as those with Transitional kindergarten. Note that First 5 is prioritizing child care programs, particularly those that are part of the Quality Matters Program.

5. **Do you anticipate multiple awards will be made?**

   Response: First 5 anticipates one award.

6. **Is there a required number of ECE sites to be served or hours per site?**

   Response: There is not a required number of sites or hours. In their proposals, applicants should describe their service approach. This includes proposed steps and activities of r the consultation process, including the expected duration of each step of the consultation, and how long they expect to work with any one ECE program. Applicants should also indicate the number of ECE programs they propose to serve. And any limitations that their organization might have in working with any of the prioritized ECE sites that are countywide.

7. **If you have 501c3 do you need insurance before applying since you don't know how many people established or needs if you don't get it?**

   Response: The selected applicant awarded funding for this project will be required to submit proof of insurance prior to execution of contract. Please refer to RFP's Insurance Requirements: Exhibit B - First 5 Contra Costa Insurance.

8. **How many contractors are you awarding?**

   Response: The intent is to fund one applicant.

9. **What is the limit of the grant per application?**

   Response: The intent is to fund one applicant. Total contract amount will be up to $375,000 for an 18-month contract. $125,000 for 6 months of program delivery in this current fiscal year, that would be from January 2025 to June 30, 2025 and $250,000 for then services for another 12 months following our fiscal year, which starts July 1, 2025, through June 30, 2026.

Questions received via email

10. **Is the contractor allowed to subcontract any of the ECMHC work?**

    Response: Yes, applicants can submit proposals that include subcontracting.

11. Can the grantee use subcontractors to provide services?

Response: Yes, applicants can submit proposals that include subcontracting.