



FIRST 5 CENTER PROGRAM IMPLEMENTATION RFQ

INFORMATION
SESSION

March 9, 2023

This webinar will be recorded and shared on
our website (www.first5coco.org) on the
Apply for Funding page under About Us.



WELCOME & INTRODUCTIONS



Dr. Ruth Fernández, Ed.D.

Executive Director



Lisa R. Johnson

Grants and Contracts Manager



Lisa Korb

Family Support Program Officer

TODAY'S AGENDA



- About First 5 Contra Costa
- Services to Be Funded & Expectations
- Proposal Submission, Review & Award Process
- Application, Required Documents, Narratives & Other Reference Documents
- How to Apply
- Timeline
- Q& A

WE ARE SEEKING...



public entities and non-profit organizations to partner
with us to operate our First 5 Centers located in
Antioch, Brentwood, Concord, Pittsburg, and San Pablo

UNIQUE BENEFITS

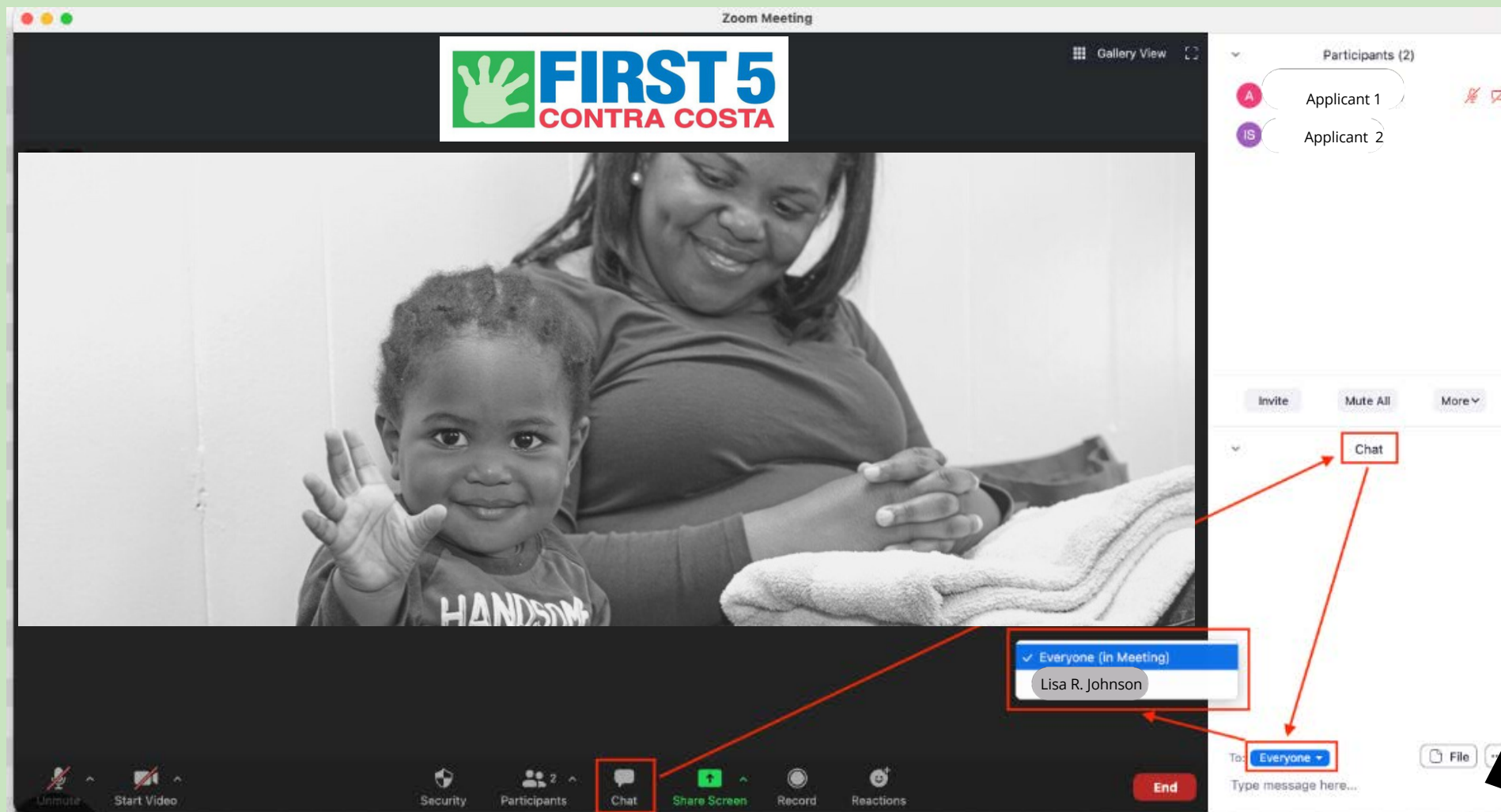


- “franchise” type model based on 20 years of experience
- no-cost use of a facility, furnishings and program supplies
- active client database
- play book & hands-on support
- experienced pool of potential staff

Q&A DURING THIS WEBINAR



Please submit
ALL QUESTIONS
via the chat box to
Lisa R. Johnson during
this presentation



NOTE: Answers to questions submitted in writing will be posted on our website by March 26.

About First 5 Contra Costa



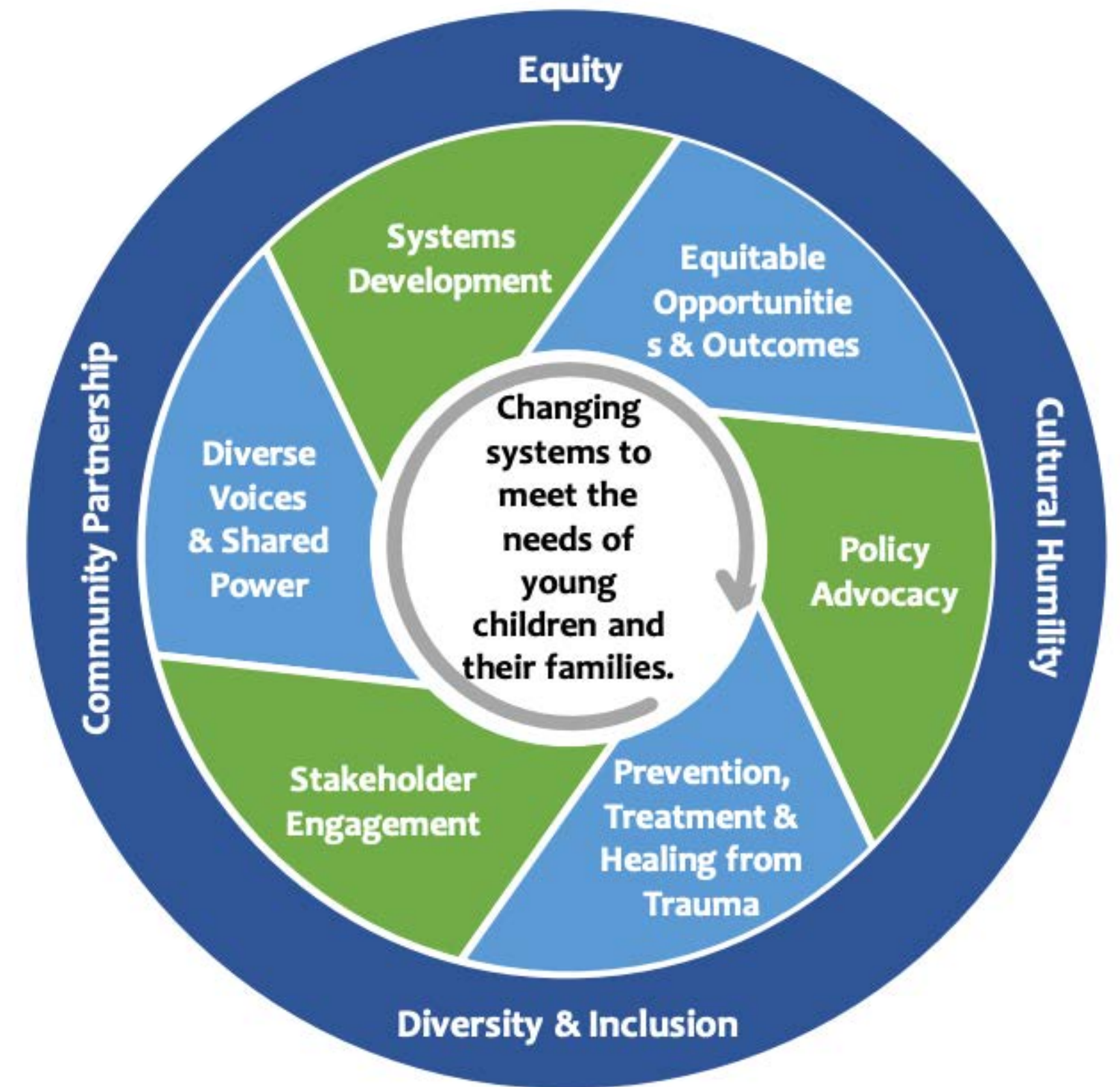
VISION

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

CORE VALUES

- Diversity & Inclusion
- Equity
- Cultural Humility
- Community Partnership

First 5 Contra Costa's Systems Change Lens



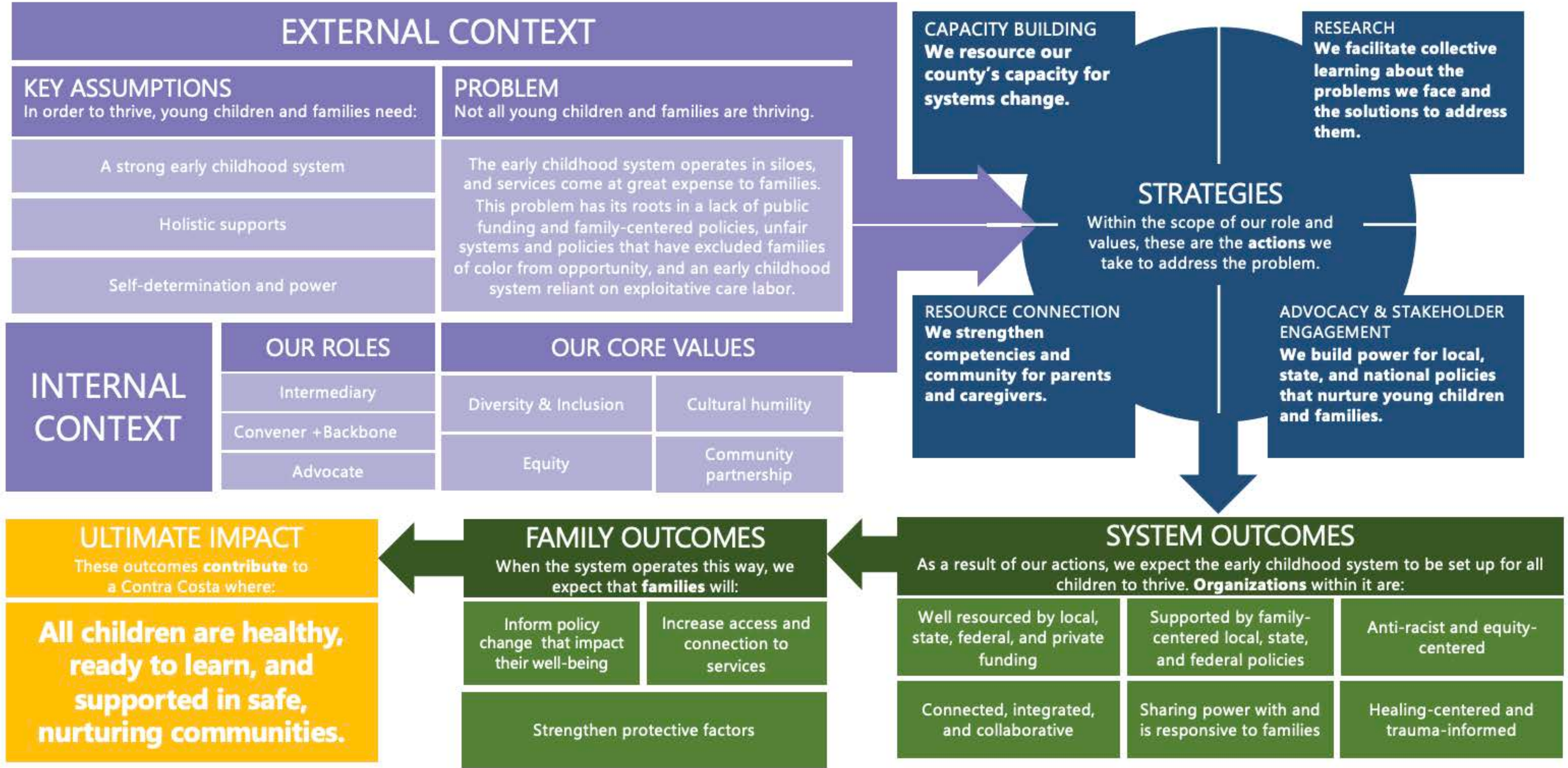
Centering REDI

Race, Equity, Diversity & Inclusion

REDI principles are embedded throughout our work, with the goal of supporting families through a targeted universalism approach.



First 5 Contra Costa's Theory Of Change



Services To Be Funded

First 5 Expectations



First 5 Center Program Model Overview



A welcoming hub of support, services, and opportunities for families that:

- Utilizes an approach that is multi-generational, strengths-based and family centered
- Reflects and is responsive to community needs and interests
- Provides support to families at no cost
- Builds communities of peer support for families to develop social connections that reduce isolation and stress

GOALS OF THE FIRST 5 CENTERS



- To support families to be strong, healthy and successful
- To contribute to building a strong and healthy community
- To reduce the likelihood of child abuse and neglect by building the research-based Strengthening Families Protective Factor

CORE SERVICES AND 5 PROTECTIVE FACTORS



- Parent Education and Support – Building Resilience
- Early Learning and Literacy – Parenting Skills and Knowledge of Child Development
- School Readiness – Social Emotional Competence of Children
- Access to community resources – Concrete Support in Times of Need
- Community Events – Social Connections
- Parent Leadership Development

- Community Advisory Councils (CAC)
- Shared Decision Making
- Parent Led Programs and Program Promotion

- Parent Education
- Early Learning and Literacy
- School Readiness
- Community Resources
- Parent Leadership

Diverse staff and Sub-Contractors (content experts) who meet the language and cultural needs of the community.

Minimum Full Time Equivalent (FTE) staff required:

Large site: a total of 9.0 FTE

Small site: a total of 6.0 FTE

Including:

- Administrative Oversight .05 FTE
- Center Director: 1.0 FTE
- Community Resource Specialist: 1.0 FTE
- Program/Teaching Staff: Small Site 2.0 FTE; Large Site 3.0 FTE
- Administrative Support: 1.0 FTE
- Outreach: .50 FTE
- Child Watch: 1.0 FTE

Requirements may be satisfied with multiple staff

HOURS OF OPERATION



- Monday through Saturday year-round
- Minimum of 50 hours per week
- Saturdays: min. 6 hours between 9 am – 5 pm
- Evenings: min. 3 evenings every week between 5 – 8:30 pm
- Sessions: Minimum of 6, six-week sessions per year with an enrollment period
- Hybrid Service Delivery Model: In-person and online programming

SERVICE AREA, LOCATION & CAPACITY



Small Sites

Antioch First 5 Center

300 H Street, Antioch; since 2016

Delta First 5 Center

760 First Street, Brentwood; since 2004

Monument First 5 Center

1736 Willow Pass Road, Concord; since 2005

Large Sites

East County First 5 Center

355 East Leland Road, Pittsburg;
since 2018; serves 600-800 families a year

West County First 5 Center

2707 Dover Avenue; San Pablo;
since 2004; serves 600-950 families a year

Your Success is our success and you are never alone

- First 5 offers technical assistance, training, transition planning, facility readiness
- Contra Costa First 5 Center Network
- Community and Family Partners are collaborators
- First 5 Centers are designed to be flexible and responsive to the community

Up to \$8,944,500 for three years
with up to two (2) one-year renewals thereafter

First 5 Site Name	Site Location	Jul 2023-Jun 2026 (36 months)	Annual Renewal (12 months)
Antioch	Antioch	up to \$1,575,000	up to \$525,000
Delta	Brentwood	up to \$1,575,000	up to \$525,000
East County	Pittsburg	up to \$2,109,750	up to \$703,250
Monument	Concord	up to \$1,575,000	up to \$525,000
West County	San Pablo	up to \$2,109,750	up to \$703,250

First 5 Expectations For Center Operators



- Work collaboratively with First 5 Contra Costa
- Regular networking meetings with other First 5 Centers
- Continual learning approach

OTHER EXPECTATIONS

- Administrative Capacity
- Quality Assessment & Work Plan
- Professional Standards
- Safety
- Data Reporting & Evaluation

MATCH REQUIREMENT



- Funds awarded under this program may not cover more than 80% of the total costs of the budget.
- The applicant must identify the source of the 20% match requirement of the total program costs and how the match funds will be used.
- Applicants may satisfy this match requirement with either cash or in-kind services.

MATCH REQUIREMENT



Small First 5 Center:

Contract amount for 3 years: \$1,575,000

Match requirement for 3 years: \$393,750

Total Program Cost for 3 years: \$1,968,750

Large First 5 Center:

Contract amount for 3 years: \$2,109,750

Match requirement for 3 years: \$527,438

Total Program Cost for 3 years: \$2,637,188

Proposal Submission, Review & Award Process



DESIRED QUALIFICATIONS



The ideal applicant will have demonstrated knowledge in early childhood and experience conducting evidence-based programs according to the specifications of the curriculum, by qualified, trained, or certified staff and/or sub-contractors with appropriate education and work experience.

ELIGIBILITY REQUIREMENTS



- Public Agency or 501(c)3 designated non-profit agency in operation for at least the past 3 years
- Operating budget of no less than the equivalent of 3 times the total amount requested but not less than \$1 million excluding First 5 Contra Costa funding for each of the last 3 years
- Be in compliance & good standing with all local, county, state, and federal government entities
- Have annual audits by an accounting firm for the last 3 consecutive years, which do not indicate significant financial concerns

ELIGIBILITY REQUIREMENTS



- Sufficient current resources to cover current liabilities
- Satisfactory performance on any contract(s) previously awarded by First 5 Contra Costa
- 20% in Matching Funds: In-kind contributions may include staffing, facilities, supplies, and services. The cash-match contribution may include new or restricted funds to support the program requirements and model.
- If required, your organization must have “active” status with the California Secretary of State

- First 5 Contra Costa reserves the right, where it may serve the Commission's best interest, to request additional information or clarification from applicants or to allow correction of errors and omissions.
- Proposals may be withdrawn before the due date for submission of proposals.

Review & Selection Process

Phase 1
Internal Review

Phase 2
Proposal Review

Phase 3
Interviews
(if needed)

Reference
Checks

Award Notification, Appeals, Contracting

AWARD NOTIFICATION

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 RFQ evaluation and eligibility criteria were not appropriately applied to the proposal; and/or
- First 5 Contra Costa failed to follow the RFQ process/procedures

CONTRACTING

Any agreement shall not be binding unless it is executed by authorized representatives of the Commission and the selected applicant

Application, Required Documents, Narratives & Other Reference Documents



Online Application



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.

ATTACHMENT A
PROPOSAL CHECKLIST & HOW TO COMPLETE THE ONLINE
APPLICATION

The following checklist outlines all required documents to be provided in response to the First 5 Center Program Implementation 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.
- ☐ **Agency Qualifications Summary** ([ATTACHMENT B](#)) - Please provide a summary of no more than seven (7) pages (single-spaced, Arial Font size 11). The summary should describe your firm's responsiveness to the qualifications listed in this RFQ.
- ☐ **Compliance, Litigation and Fiscal Questionnaire** ([ATTACHMENT C](#))
- ☐ **Resumes, Curricula Vitae and Organization Chart** (**ATTACHMENT D**)
- ☐ **Contract and Grant Support**- List the primary sources of contracts and grants for the last three (3) years ([ATTACHMENT E](#))
- ☐ **Current Board of Directors** - List the current Board of Directors ([ATTACHMENT F](#))
- ☐ **References** - List three funding references for which your organization has performed similar work. ([ATTACHMENT G](#))
- ☐ **Agency Annual Budget** - Submit a copy of the FY 22/23 agency budget (**ATTACHMENT H**)
- ☐ **Licenses & Certifications** (**ATTACHMENT I**) - Provide a copy of any federal, state or county licenses or certifications held by the agency (Non-Profit IRS letter, Tax Identification Number documentation, etc.).
- ☐ **Annual Audit** (**ATTACHMENT J**) - Provide copies of the agency's **three most recent annual audits** conducted by an outside accounting firm within the last three years.
- ☐ **Sample Agency Contract** (**ATTACHMENT K**) – Provide a sample agency contract used to contract with outside agencies and subcontractors for services.
- ☐ **Proposal Narrative** (**ATTACHMENT L**) - Please provide a narrative of no more than ten (10) pages with 1.5 line spacing, Arial font size 11, and 8.5 x 11-inch paper with 1-inch margins
- ☐ **Supplemental Questionnaire** ([ATTACHMENT M](#))
- ☐ **Budget and Budget Narrative** ([ATTACHMENT N](#))

**Required
Documents**
See Attachment A

HOW TO UPLOAD AND SUBMIT YOUR APPLICATION ONLINE

In order to respond to this RFQ, please submit your online application with all required documents through the online application system designated by First 5 Contra Costa no later than **5:00 p.m. PT on April 6, 2023**. To create your online account and access the online application, complete the following steps:

Step 1: Create an online user account by clicking [here](#). Click the “new applicant” button to set up your profile. The portal requires a twelve (12) character password with a mix of upper and lower case letters, numbers, and symbols. **Be sure to save your password for future use.**

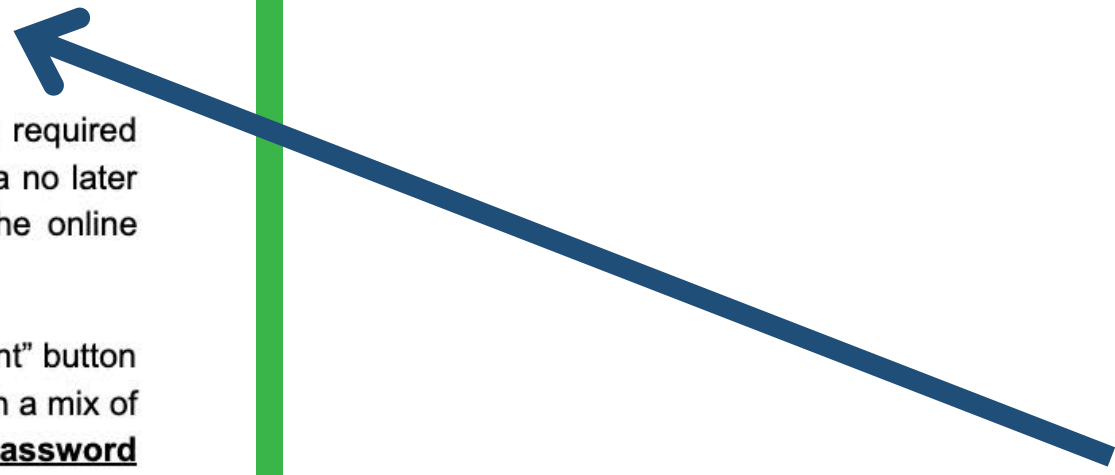
Step 2: Once a user account has been created, click [here](#) to access the application. Your profile login information will be required to access your saved application

Step 3: Once an application has been started, click [here](#) to modify and/or submit your application. **Please do not create a new application once you have started your application.**

Applicants must submit all required documents specified in the RFQ through this online form by the deadline. It is highly recommended that you print a copy of your application for your records prior to clicking “Submit.” To do this, click “Printer-Friendly Version.” You should review the printed copy prior to submitting the application electronically. In addition, you should ensure that the attachments were successfully uploaded by reviewing the list of attachments included.

Please review the RFQ’s Timeline For Selection Process to ensure availability during the proposal review activities. NOTE: Please do not wait until the last minute to submit your application. It is the proposer’s responsibility to verify the submission prior to the deadline. **Once the online application has been submitted, proposers cannot make edits. All proposers are encouraged to submit applications early.** First 5 Contra Costa will not be responsible for any technical problems or submission failure. Failure to submit ALL required documents by 5:00 p.m. PT may constitute an incomplete proposal and may be grounds for disqualification. Proposals submitted after 5 p.m. will not be accepted or considered.

NOTE: Once the online application has been submitted, applicants cannot make edits.



Required Documents

See Attachment A

Attachments & Exhibits



For Submission:

- Attachment B - Agency Qualifications Summary
- Attachment C - Compliance, Litigation, and Fiscal Questionnaire
- Attachment D - Resumes, Curricula Vitae, and Organization Chart
- Attachment E - Contracts & Grants
- Attachment F - Current Board of Directors
- Attachment G - References
- Attachment H - Agency Annual Budget (no designated form)
- Attachment I - Licenses and Certifications (no designated form)
- Attachment J - Annual Audits (no designated form)
- Attachment K - Sample Agency Contract (no designated form)
- Attachment L - Proposal Narrative (no designated form)
- Attachment M - First 5 Center Regional Supplemental Questionnaire
- Attachment N - Budget and Budget Narrative

- First 5 Required Form
- No First 5 Required Form

Agency Qualifications Summary **ATTACHMENT B**

Using the form, respond to the questions provided. The page limit for this attachment is seven (7) pages (single-spaced, Arial font size 11).

Proposal Narrative **ATTACHMENT L**

Provide a narrative of no more than ten (10) single-sided pages with 1.5 line spacing. Arial font size 11, organization name in the upper left corner and 8.5 x 11-inch paper with 1-inch margins. There is no First 5 designated form for the proposal narrative.

Attachments & Exhibits



For Informative Purposes:

- Attachment A - Proposal Checklist + How to Complete the Online Application
- Exhibit A - First 5 Center Operating Overview
- Exhibit B - Data Collection Requirements

How To Apply



Online Application

A screenshot of the online application portal for FIRST 5 CONTRA COSTA. The header includes the logo and the text "CHILDREN AND FAMILIES COMMISSION". A horizontal line separates the header from the main content area. In the top right corner of the main area, there is an "Exit" link. The main content area has a heading "Please Sign In" followed by two bullet points: "If you have an account, please log in using your E-mail Address and Password." and "First time applicants, please use the 'New Applicant' link found below." Below the text are two input fields: "E-mail" and "Password". Each field has a red "Forgot" link icon to its right. Below the "E-mail" field is a "New Applicant?" link. Below the "Password" field is a "Forgot Password?" link. A "Login" button is centered below the input fields. A large black arrow points from the bottom left towards the "New Applicant?" link.

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.

https://www.grantrequest.com/SID_5858?SA=SNA&FID=35006

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

1. Are you a Public Agency or 501(c)3 designated non-profit agency in operation for at least the past three (3) years?

-Select One- ▾

2. Does your organization have an operating budget of no less than the equivalent of three times the total amount requested but not less than \$1 million dollars excluding First 5 Contra Costa funding for each of the last three (3) years?

-Select One- ▾

3. 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?

-Select One- ▾

4. Does your organization have annual audits conducted by an outside accounting firm for the last three (3) consecutive years which do not indicate significant financial concerns?

-Select One- ▾

5. Does your agency have sufficient current resources (assets) to cover your current liabilities.

-Select One- ▾

6. Have you performed satisfactory on all contract(s) previously awarded to your organization by First 5 Contra Costa?

-Select One- ▾

7. Are you able to provide 20% matching funds to support the Initiative program requirements and model? (In-kind contributions may include staffing, facilities, supplies and services. Cash-match contribution may include new or restricted funds) to support the Initiative program requirements and model?

-Select One- ▾

8. If required, does your organization have an "active" status with the California Secretary of State. First 5 Contra Costa will verify an "active" status via California Secretary of State's website: <https://bizfileonline.sos.ca.gov/>

-Select One- ▾

Submit

QUIZ

These are the minimum requirements to apply for funding under this RFQ

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

Online Application



Organization Information

Attachments

Review My Application

Exit

Organization Information

Printer Friendly Version | E-mail Draft

*

 Required before final submission

First 5 Center Program Implementation RFQ

*

 Organization Name

*

 Organization Type

*

 Tax ID

*

 Total Requested Amount

- Select One -

Regional First 5 Center Budgets

Include the budget amount for each site you are applying for. The sum of all sites should be the total requested amount for three years. You may apply for all five sites; however, it is highly unlikely that any one candidate will be awarded oversight of more than three sites.

Antioch Site - Antioch

Delta Site - Brentwood

East County Site - Pittsburg

Monument Site - Concord

West County Site - San Pablo

*

 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://bizfileonline.sos.ca.gov/>

Organization Primary Contact Information

Prefix

First Name

Last Name

Title

Office Phone

Mobile Phone

E-mail

Proposer's Contact Information

ORGANIZATION INFORMATION

all red * are required

Online Application



Organization Information

Attachments

Review My Application

Exit

Attachments

Printer Friendly Version | E-mail Draft

✖

Required before final submission

Please upload the following documents (PDF, Word or Excel 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 Memoranda of Understandings (MOUs) you must save all MOUs into one document and then upload. This is also the case for excel files (xlsx) with multiple sheets, be sure to upload the document in it 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. Applications with omissions of any required documentation are subject to disqualification. Note:Attachments do not count toward the page limits.

✖

Attachment B - Agency Qualifications Summary

Please provide a summary of no more than seven (7) pages with 1.5 line spacing, Arial font size 11, and 8.5 x 11-inch paper with 1-inch margins.

Choose File

No file chosen

Upload

✖

Attachment C - Compliance, Litigation and Fiscal 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. Upload the completed form to the online application portal.

Choose File

No file chosen

Upload

✖

Attachment D - Resume, Curricula Vitae and Organization Chart

Include resumes or curricula vitae for key personnel including proposed subcontractors who will be the core team for this project and will play a major policy, administrative, operations or a consultive role in carrying out the work described in the Scope of Work. Also include an organization chart that includes your agency's current staffing pattern and the proposed location of the First 5 Center Program(s) in your organization.

Choose File

No file chosen

Upload

✖

Attachment E - Contracts and Grants

List the primary sources of similar types of contracts or grants. Also include those that were successfully concluded in the last three (3) years with a brief description of each project.

Choose File

No file chosen

Upload

✖

Attachment F - Current Board of Directors

Provide the requested information about your Organization's current Board of Directors. Note: you may attach a different sheet as long as it provides the information requested on this form.

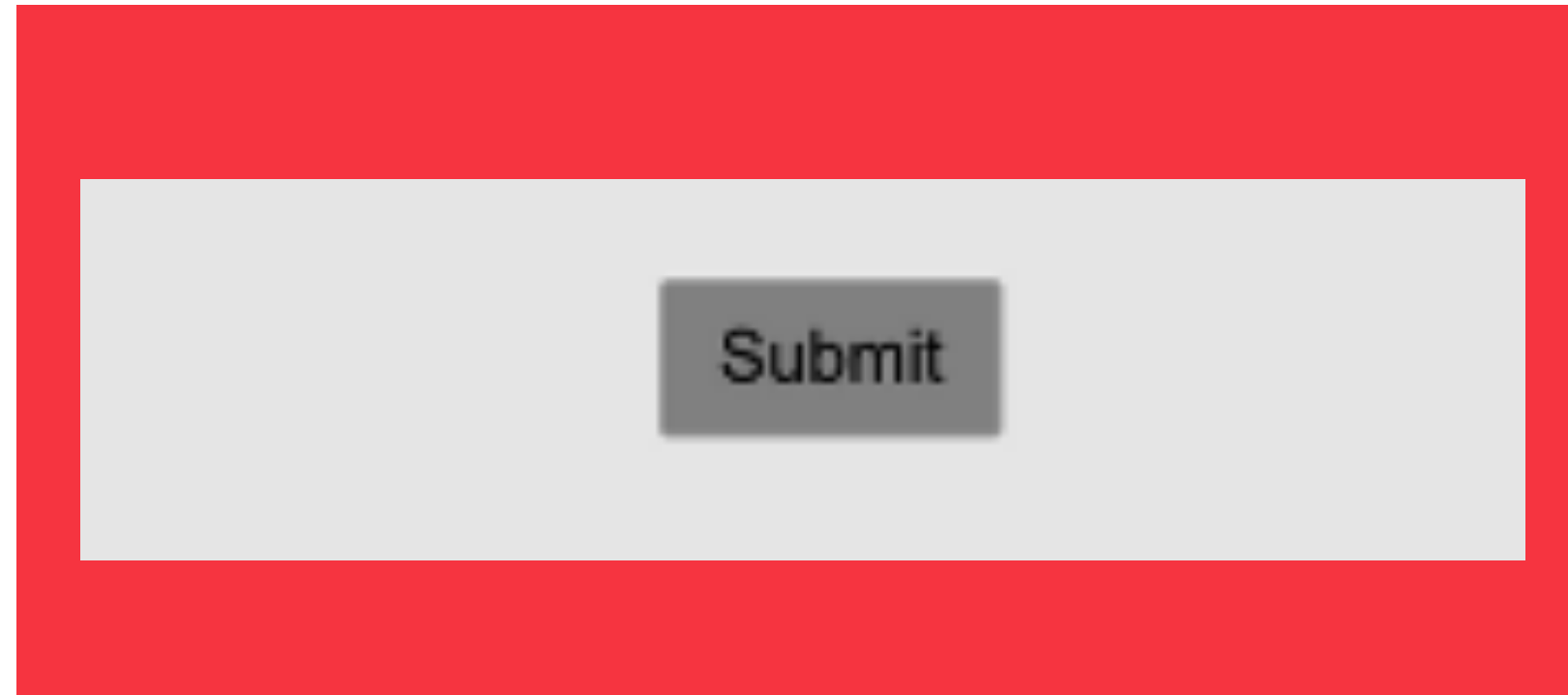
Choose File

No file chosen

Upload

ATTACHMENTS

the interface to submit
the documents



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



- 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.

Timeline



Timeline



The completed application is due in the First 5 Online Application portal on or before April 6, 2023, no later than 5:00 pm.

Activity	Date
Release RFQ	February 24, 2023
Informational Meeting (online)	March 9, 2023
Questions and Answers Due to First 5	March 16, 2023
Questions and Answers Back to Applicants	on or before March 25, 2023
Deadline for Proposal Submissions	April 6, 2023
Oral Interviews (if necessary)	TBD
Post Notice of Intent to Fund	on or before May 8, 2023
Appeal Deadline	May 15, 2023, or 5 business days after the notice has been posted
Commission Approval	June 12, 2023
Contract Start Date	July 1, 2023

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

Updates & Addenda



- Check the First 5 Center RFQ Apply for Funding Page. 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. It is the responsibility of the applicant to ensure that prior to submission that 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

