



Request for Qualifications

Ocean View Early Learning PACT and Family Support Services

First 5 Ventura County is soliciting proposals for a contractor to provide early learning Parent and Child Together (PACT) classes and family support services to the Ocean View Neighborhood for Learning (NfL) geographical area. To be considered, proposals must be received in our office no later than **10:00 a.m. on Friday, January 8, 2016.**

Background

Although preschool services are currently provided through the Ocean View NfL, families in the Ocean View area are in need of early learning PACT (Parent and Child Together) and family support services.

A recent conversion of First 5 funded preschools spaces to new California State Preschool Programs (CSPP) funding resulted in significant NfL savings that can now be directed towards early learning PACT (Parent and Child Together) and family support services (e.g. service coordination/case management and parent education) to families with young children, prenatal – 5, living in the geographical area of the Ocean View NfL.

The Ocean View NfL does not have the capacity to implement Parent and Child Together classes and family support services, such as parent education and intensive case management.

Scope of Work

- Provide early learning programs for parents and children ages 0-3 with developmentally appropriate, interactive activities that promote physical, social-emotional and cognitive development of children, strengthen family relationships, and enhance parental knowledge of their children's development.
- Conduct assessment of families' needs at intake and provide referral, service coordination and case management to help parents navigate the complex systems with outside agencies to meet the needs of their children ages prenatal to 5.
- Offer parent education opportunities, inclusive of Triple P Levels 2 and 3, developmental milestones, early childhood development, and healthy eating/active living.

Desired Qualifications

- Experience implementing early learning PACT and family support services in Ventura County.
- Knowledge and expertise with Five Protective Factors, Triple P Levels 2 and 3, and community resources available to families.

- Knowledge of the Ocean View community, family demographics and existing community partners.
- Ability to enter into a contract with First 5 Ventura County and implement the Scope of Work as defined in this Request for Qualifications on or about February 1, 2016.
- Ability to comply with First 5 Ventura County's contract provisions (refer to boilerplate agreement), policy on funding faith-based organizations, and Principles on Equity.

Available Funds/Funding Terms

The total maximum annual funding available for providing early learning PACT and family support services to the Ocean View Neighborhood for Learning geographical area is up to \$78,000 through June 30, 2016. In that early learning and family support services have not been largely available to the Ocean View community, the Commission will entertain proposals up to this maximum amount if there is sufficient capacity to deliver services.

The Commission may renew contract or extend contract terms with selected entity past June 30, 2015, if the need arises. If the contract is extended, the maximum annual amount in subsequent years will be approximately \$78,000.

All contracts are subject to the final approval of the Commission.

Match Requirement

For this short-term contract, matching funds will not be required. However, should the Commission choose to renew the contract for subsequent years, matching funds (cash or in-kind) may be required.

Supplanting of Prop 10 Funds

Prop 10 funds received from First 5 Ventura County will be used only to fund new or expand existing levels of service. Moneys are prohibited to be used to fund any existing levels of service. No moneys shall be used to supplant state or local General Fund money for any purpose, pursuant to the Revenue and Taxation Code Section 30131.4.

Submission of a Proposal

In **five pages** or less

1. Describe your qualifications, including past and current experience implementing the scope of work (early learning PACT and family support services) in Ventura County.
2. Describe your proposed strategies for implementing the scope of work and a timeline ending on June 30, 2016. Include a work plan utilizing the template provided in **Appendix A**, which contains the following details on services. Work plan pages do not count for the page limit.
 - **Parent and Child Together Classes:**
 - Number of classes to be offered
 - Number of participants per class
 - Number of contacts per participant
 - Location of service

- **Case Management/ Resource & Referral**
 - Number of parents served
 - Number of contacts per family
 - Location of service
 - **Parent Education Classes:**
 - Number of parent education classes/workshops to be offered
 - Number of participants per class
 - Number of contacts per participant
 - Location of service
 - Content of workshops (ie. Triple P Levels 2 and 3, developmental milestones, early childhood development)
3. Explain how you will offer services to families immediately upon approval of contract, including the location(s) of where services will be conducted.
 4. How will you integrate services and coordinate activities for families served by the Ocean View NfL and other existing preschool programs?
 5. Include a budget for implementing the scope of work as described above, using the budget template provided in **Appendix B**. Budget pages do not count for the page limit.
 6. Describe any barriers that you anticipate or foresee and how they may be addressed.

Application Evaluation Process & Selection Criteria

A community review panel will be responsible for reviewing all full applications, evaluating them against the established criteria, and making funding recommendations. The Commission will use the following selection criteria to evaluate applications received in response to this RFQ. A minimum score of 72 points will be required for a proposal to be eligible for funding. A score of 72 points or higher, however, does not guarantee that a proposal will be selected for funding. Final funding decisions will be made by the Commission.

1. To what extent does the applicant have the qualifications/capability to implement the scope of work, including previous work experience and professional activities? **(15 Points)**
2. To what extent does the applicant's proposed strategies adequately demonstrate an ability to effectively implement the scope of work. To what extent is the work plan and associated timeline reasonable? **(15 Points)**
3. Given the timely nature of the contact, does the applicant have the capacity and propose strategies to ensure that families have immediate access to services at location(s) that are readily accessible to families from the Ocean View School District? **(25 Points)**
4. To what extent does the applicant propose strong strategies for integrating services and coordinating activities for families served by the Ocean View NfL and other existing preschool programs? **(10 Points)**

5. Please rate the cost-effectiveness and appropriateness of the proposed costs given the scope of work. **(15 Points)**
6. To what extent does the applicant anticipate challenges that may be encountered and propose realistic strategies to implement services? **(10 Points)**

RFQ Questions and answers

Proposals must be received by First 5 Ventura County by 10:00 a.m. on Friday, January 8, 2016. Proposals may be hand-delivered, mailed, or sent via email but regardless of postmark must be received by **10:00 a.m.** on the due date. Late submissions cannot be accepted. **Electronic submission of the proposal is preferred.**

Proposals should be submitted to:

Sam McCoy
First 5 Ventura County
2580 E. Main Street, Suite 203
Ventura, CA 93003
smccoy@first5ventura.org

Any questions concerning this request for qualifications should be directed to Sam McCoy at smccoy@first5ventura.org

Anticipated Award Date

January 21, 2016

Proposal Awards/Notification of Intent to Award

Written notification of the Commission's intent to award will be sent to all applicants. They will be notified of the selected organization and the contract award amount. The Commission intends to make an award to one agency or organization to implement the scope of work described in this RfQ.

Contract Award Appeal Procedures

An applicant whose proposal was not funded can file a Notice of Appeal. Grounds for appeal is limited solely to contest a procedural aspect of the review process.

Written appeals must be directed to the Commission's Executive Director and filed within 10 calendar days following notification of grant awards. Attempts will be made to resolve the appeal at that level. Subsequent appeals may be made to the Commission if the organization is not satisfied with the Executive Director's decision. Such appeals must be made within 10 calendar days from receipt of the Executive Director's decision. An appeal hearing will be conducted and the applicant will receive written notification of the Commission's decision within 15 days. The Commission has final authority on all appeals and the decision of the Commission is final.

Selection of Contractor

The entity will be selected primarily on the responsiveness of the proposal to implementing the requested scope of work along with the proposed work plan and time frame for completing the work. Proposals will also be evaluated on the basis of expertise and experience of the organization. Cost, although a significant factor, may not be the dominant factor but cost will be particularly important when all the other evaluation criteria are relatively equal.

The Commission may, at its sole discretion, reject any or all applications submitted in response to this RFQ. The Commission also reserves the right to cancel this RFQ at its sole discretion, at any time prior to execution of an agreement or contract. The Commission shall not be liable for any costs incurred in connection with the preparation of any application submitted in response to this RFQ.

Appendix A: Work Plan Matrix

Parent and Child Together Classes:				
Name of Class	Number of parent and children per class	Frequency (classes/per week) and total number of classes	Number of contacts per participant	Location(s)

Case Management/ Resource & Referral			
Name of Service	Number of parents served	Number of contacts per participant	Location(s)

Parent Education				
Name of Parent Education Class (content)	Number of workshops	Number of participants per class	Number of contacts per participant	Location(s)

Other: (please provide specific information about the type of activities, number of participants, frequency, etc.)			