



## Memo

**To:** Commissioners, First 5 Ventura County  
**From:** Petra Puls, Director of Program and Evaluation  
**Date:** January 21, 2016  
**Re:** Recommendation to approve selected contractor to provide early learning PACT and family support services to the Ocean View Neighborhood for Learning geographical area

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## Background

In December 2015, the Commission released a Request for Qualifications (RfQ) 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. The RfQ described the scope of work, a set of desired qualifications, and criteria which would be used for evaluating proposals.

Two applications were received by the January 8, 2016 due date. In line with the Commission's policy for reviewing proposals, the two applications were read and scored by five independent readers without a conflict of interest, utilizing a scoring matrix that aligned with the application questions and evaluation criteria set forth in the RfQ. One of the two applications met the minimum score requirement of 80% to be considered for funding by a review committee.

On January 19, 2016, a review committee comprised of members of the Program Committee and community members with expertise in early childhood met to discuss the application and to develop funding recommendations. Staff convened a 6 member review committee of individuals without a conflict of interest; two of those members were unable to attend the committee meeting. The committee members considered the following factors in their decision making:

- Applicant's qualifications and capacity to implement the scope of work
- Plans for assuring immediate access to services through existing locations within walking distance, as well as exploring set-up of a new location within the Ocean View geographic area
- Applicant's history of serving families from Ocean View geographic area

Review committee members directed staff to obtain more details on the proposed costs and the associated services, and to incorporate that information into contract negotiations. Review committee members also asked staff to explore the applicant's plans for integrating these new services with existing Ocean View programming.

Committee members recognized the high needs of families within the Ocean View geographic area and appreciated specific efforts to reach underserved Mixteco families.

**Recommendation**

The recommended action is to approve the Hueneme Elementary School District as the contractor to provide early learning PACT (Parent and Child Together) and family support services to families with young children, prenatal – 5, living in the geographical area of the Ocean View NfL. The action would grant authority to the Executive Director to enter into a contract with the Hueneme Elementary School District, up to a maximum of \$78,000 for February 1, 2016 through June 30, 2016. No new allocations would be required as funds are currently included in the overall allocation for the Ocean View NfL.