



REQUEST FOR LETTERS OF INTEREST

First 5 Ventura County is currently soliciting Letters of Interest for the purpose of providing early learning PACT (Parent and Child Together) and family support services to the Ocean View Neighborhood for Learning (NfL) geographical area. To be considered, a Letter of Interest must be received in our office no later than **10:00 a.m. on Wednesday, December 2, 2015**. Late responses will not be considered.

General Information

Since its inception, the Ocean View NfL has directed its First 5 allocation to funding preschool spaces. Families in the Ocean View area in need of early learning PACT (Parent and Child Together) and family support services have typically sought such services at Family Resource Centers operated by neighboring NfLs. Although the neighboring NfLs have a robust menu of services and qualified staff, Ocean View families often remain on waiting lists.

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.

Nature of Services Required

First 5 Ventura County is seeking an entity with extensive PACT and family support experience to implement the scope of work as described below.

Scope of Work

- Provide early learning programs for parents and children ages 0-3 with developmentally appropriate, interactive activities that promote physical, socio-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.

Available Funds/Funding Terms

The total maximum funding available for providing early learning PACT and family support services to the Ocean View Neighborhood for Learning geographical area is \$78,000 through June 30, 2016. Matching funds of 10% are required.

Summary of Desired Qualifications and Experience

- Recent and long-term 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 a Letter of Interest on or about January 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

Submission of a Letter of Interest

Guidelines for preparing the letter of interest

In **one page** or less

- Express your interest in implementing the scope of work.
- Provide a broad description of your overall approach to implementing the scope of work.
- Briefly describe relevant past and current experiences.
- Include the mailing and e-mail address and phone number of the primary contact person in the letter of interest.

Time considerations and submission requirements

The letter of interest must be received by First 5 Ventura County **by 10:00 a.m. on Wednesday December 2, 2015**. Letter of interest may be hand-delivered, e-mailed or mailed, but regardless of postmark, must be received by 10:00 a.m. on the due date. Late submissions cannot be accepted.

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

First 5 Ventura County will determine whether one or more entities with appropriate qualifications are interested in implementing the scope of work relative to providing 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. Depending on the response to the Request for a Letter of Interest, First 5 Ventura County may develop and release a Request for Application OR develop a sole source agreement. The selection process is based on the Commission's procurement policies and procedures.