



## Memo

**To:** Commissioners, First 5 Ventura County

**From:** Petra Puls, Director of Program and Evaluation (on behalf of the Ad Hoc Review Committee)

**Date:** June 19, 2014

**Re:** Approval of funding, selection of a contractor and delegation of authority to Executive Director to enter into an agreement for supporting the development of Help Me Grow Ventura County

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## Background

In May 2014, the Commission released a Request for Qualifications (RfQ) to identify an implementation partner to support the development of the Help Me Grow model by building systems, communications, and infrastructure necessary to advance developmental screenings and follow-up.

The Commission identified early care and education settings as the primary focus area for this work and is interested in models that can be replicated in a variety of settings, such as small groups of parents, individual 1:1 in Family Resource Centers, medical offices, clinics, etc. The RfQ identified a set of desired qualifications, including:

- Knowledge and expertise in implementing standardized developmental screenings, referral, and follow-up in a variety of settings.
- Past or current involvement in the Developmental Screening/Help Me Grow Ventura County Collaborative.
- Knowledge of individual program resources and services and the ability to coordinate and leverage these resources to build a successful community system.
- Demonstrated well-established relationships with key stakeholders and service systems relevant to developmental screenings, follow-up, and intervention.

Two mandatory Letters of Intent were received, and two applications were submitted by the June 10, 2014 due date. In line with the Commission's policy for reviewing proposals, the application was read and scored by seven 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 of 80 points required to be considered for funding by a review committee.

On June 16, 2014, a review committee comprised of members of the Commission's Program Committee and Best Practices Committees, and community members with expertise in early childhood met to discuss the application and to develop a funding recommendation. The review committee consisted of 5 individuals without a conflict of interest. Review committee members commented on the applicant's longstanding, positive partnerships and collaborative nature. Committee members also recognized that the applicant (Landon Pediatric Foundation) and

proposed subcontractor (Ventura County Public Health) helped develop the Help Me Grow model in Ventura County and are connected with State and national efforts.

Review committee members recognized the need to develop strategies for reaching hard-to-reach populations and encourage the applicant to also look for opportunities to reach other new partners, such as community colleges, license exempt providers, foster families etc. Members also encourage the development of a specific training and capacity building plan for 2-1-1 and a more concrete sustainability plan.

### **Recommendation**

The recommended action would select Landon Pediatric Foundation as the contractor to support the development of Help Me Grow Ventura County and would grant authority to the Executive Director to enter into annual agreements with Landon Pediatric Foundation for July 1, 2014 – December 31, 2015 in the amount of \$150,000. Contracts would be renewed on an annual basis subject to performance. No new allocations would be required as the increase is supported by Race to the Top Early Learning Challenge Grant supplemental funds.