



Request for Proposals: Parent and Child Together (PACT) Evaluation, Program Alignment and Implementation Project

First 5 Ventura County (F5VC) is soliciting proposals for a consultant to create Parent and Child Together (PACT) measurable, evidence-based outcomes, indicators, and evaluation framework. The consultant will develop an expansion plan to align the various program models that are implemented by F5VC funded programs and actions steps to scale countywide implementation.

To be considered, proposals must be received by **4:00pm on Monday, August 21, 2017**. Late responses will not be considered.

Proposals will only be accepted via email to: smccoy@first5ventura.org.

All proposals received will be provided a receipt for their submission by emailed confirmation. If you do not receive an emailed confirmation, or you wish to call and verify receipt, you may contact Amy Schroeder at: (805) 684-9990, ext. 229.

Any questions concerning this request for proposal should be directed to:

Sam McCoy
Director of Program and Evaluation
smccoy@first5ventura.org

All questions and answers will be posted on the F5VC website: www.first5ventura.org.

Background

First 5 Ventura County (F5VC) promotes school readiness through investments in health, early learning and family strengthening, benefitting children from prenatal to 5 years of age and their families. An independent public entity, F5VC is largely funded through the California Children and Families Act, a tobacco tax dedicated to developing locally managed resources and systems that improve health and education for children 0-5, passed by the voters of California in 1998. In addition to tobacco tax revenue, F5VC is funded through leveraged state and federal dollars, grants, and charitable donations.

First 5 Ventura County provides a variety of early learning, health and family strengthening programs for children and families in Ventura County through its place-based initiative called Neighborhoods for Learning (NfL). These NfLs are geographically defined, locally governed centers offering community-based child development and family support services. At NfL family resource centers, staff provide Early Learning for Parent and Child Together (PACT) classes. Although the primary focus is on children 0-3, several PACT classes also serve children ages 4-5, as well as their parents.

PACT classes provide parents and their children opportunities for attachment and bonding in a structured and safe environment with a strong focus on building early literacy skills. Parents and

children can play and learn together while teachers model, coach and affirm positive parenting skills and strategies. Classes are designed to strengthen family relationships and enhance parental knowledge of their children's development in an environment that provides developmentally appropriate activities for children to learn and explore alongside their peers. These classes create intentional opportunities for parents to observe and experience how their child learns and engages with the world, while developing socially and emotionally.

First 5 Ventura County is seeking an experienced consultant who, in collaboration with staff from First 5 and NfLs, will develop a framework for standardizing implementation, measurement, and countywide scaling of the PACT model across all NfLs.

The goal of this effort is to establish the PACT playgroup program as an evidence-based intervention on the birth-to-five service continuum. To that end, the consultant will develop strategies for program improvement and alignment among NfLs/service providers. This will include the development of high-quality outcome measurements and indicators, based on evidence-based/informed strategies and practices that will demonstrate the program's impact and efficiency as a viable intervention for parents and children, including their impact on child welfare outcomes.

Based on these findings, the consultant will design a pilot PACT model to test for challenges, successes, and sustainability, which will inform the refinement and implementation of a new standardized county-wide PACT model launched at the beginning of FY 2018-19.

Scope of Work / Deliverables

1) Establish Outcomes and Indicators:

- Make recommendations that transform PACT program goals into measurable outcomes and indicators for the overall program, parents, children, and parent-child dyads.
- Assess current data collection and capacity, analysis, and presentation of options for tracking outcomes.

2) Standardize Best Practices:

- Recommend best practices to standardize existing NfL playgroup models (regarding playgroup dosage, duration, and curriculum, etc.), that incorporate evidence-based best practices, and existing F5VC data and evaluations, such as parent survey outcome data, program data, interviews, reports, and literature review as appropriate.

3) Define Evaluation Tools, Practice, Pilot, and Schedule:

- Develop/recommend evidence-based tools to assess PACT outcomes and indicators.
- Develop an evaluation implementation model, plan, and schedule.
- Based on best practice recommendations and outcome measures, design a PACT program pilot to model and evaluate findings.

4) Prepare for County-wide Implementation:

- Develop an expansion plan and action steps for scaling PACT model with fidelity, based on evidence-based strategies and practices.
- Provide technical assistance on the training plan, schedule, and content for First 5 staff, NfLs, and PACT providers to help prepare for implementation.

F5VC has allocated **up to** \$45,000 for the scope of work described above.

Qualifications and Experience

The ideal consultant will have the following qualifications:

- Recent and long-term experience in early childhood development and education, with an emphasis on programs that focus on children 0-3, such as infant/toddler programs and playgroups.
- Recent and long-term experience with evidence-driven Continuous Quality Improvement practices, specifically with programs for early care providers.
- Evaluation expertise, inclusive of experience developing tools, measuring outcomes, and tracking indicators
- Strong expertise in facilitation of working groups and discussions.
- Familiarity with First 5 programs or content areas (early learning, family strengthening, and health.)
- Ability to enter into a contract with First 5 Ventura County and implement the Scope of Work as defined in this proposal.

Time Considerations and Requirements

1. To be considered, proposals must be received by First 5 Ventura County **by 4:00pm on Monday, August 21, 2017**. Late proposals cannot be accepted.
2. The contract is scheduled to be awarded on or about **September 8, 2017**.
3. Project work is expected to be completed by **June 30, 2018**.

Proposal Requirements

In five pages or less, provide a proposal that addresses the following:

- Describe your qualifications and your past and current experience with similar work.
- Describe your proposed strategies for implementing the scope of work, with a proposed work plan and timeline for completing the work by no later than June 30, 2018.
- Describe costs for implementing the scope of work. Costs for performing the above scope of work should be based on deliverables. Please list your proposed cost for each of the deliverables specified in the Scope of Work.

Additional Required Information:

- **Primary Contact Person** - include the email, mailing address, and phone number of the primary contact person.
- **Resumes** – include resumes of all staff expected to work on this project, delineating roles of each staff member in the proposed project.
- **List of References** – provide a listing of the names, addresses, telephone numbers, email addresses (if applicable), and agency contacts of three (3) former clients and the title of the project completed. F5VC may contact some or all of the bidder's references as part of its review process.

Evaluation of Proposals

Proposals will be evaluated to ascertain which consultant best meets the needs of First 5 Ventura County. Oral interviews may be necessary to assist in making the final selection.

Evaluation considerations will include the following:

- Qualifications, experience, and professional activities of the consultant; past performances of the consultant on work previously performed for governmental agencies or non-profits comparable to First 5 Ventura County.
- Proposal demonstrates a clear understanding of the work to be performed and the proposed timeline is reasonable.
- Cost, although a significant factor, may not be the dominant factor. Cost is particularly important when all the other evaluation criteria are relatively equal.

The award will be made to the consultant, which, in the opinion of First 5 Ventura County, is best qualified.

F5VC may, at its sole discretion, reject any or all proposals submitted in response to this Request for Proposals (RFP). Failure to comply with the specifications of this solicitation shall be grounds for disqualification. F5VC also reserves the right to cancel this RFP at its sole discretion, at any time prior to execution of an agreement or contract. F5VC shall not be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this solicitation.

After selection of contractor, F5VC reserves the right to enter negotiations with the contractor for additional work and/or to further define work requirements for the contract period.