



REQUEST FOR LETTER OF INTEREST

First 5 Ventura County is currently soliciting Letters of Interest (LOI) for the purpose of managing and implementing the CA- QRIS Hub Region 7 Assessment Pilot project (pilot).

To be considered, a Letter of Interest must be received by **10:00 a.m. (PST) on Monday, February 5, 2018.** Late responses will not be considered.

Letter(s) of Interest will only be accepted via email to: assistant@first5ventura.org.

All LOIs 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 us at assistant@first5ventura.org or (805) 648-9990.

Any questions concerning this Letter of Interest should be directed to:

Nani Oesterle, Program Manager
(805) 648-9989, ext. 221
noesterle@first5ventura.org

General Information

First 5 Ventura County is the Fiscal Lead for the CA-QRIS IMPACT Hub Region 7 (Hub), which includes Ventura, Santa Barbara, and San Luis Obispo counties. Funded by First 5 California, the Hub is a mechanism for promoting regional collaboration to support a common CA-QRIS framework, share resources, create efficiencies, and reduce administrative costs. Based on a Hub Needs Assessment conducted in 2017, the Hub partners agreed to pursue the implementation of a Regional Assessment Pilot to more efficiently coordinate CA-QRIS assessments throughout the region.

Nature of Services Required

The goal of the CA QRIS Hub Region 7 Assessment Pilot project is to create efficiencies by regionalizing the coordination of QRIS assessments and by building the internal capacity of the Hub to conduct QRIS assessments within the three Hub counties (Ventura, Santa Barbara, San Luis Obispo). First 5 Ventura County is seeking an implementation partner with extensive CA-QRIS experience to manage the pilot and the associated scope of work as described below.

- In partnership with Hub members, solidify the infrastructure necessary to implement the pilot, such as: finalize regional Hub assessor job description, identify recruitment strategies for the assessor position, and develop a calendar of assessments.
- Manage all aspects related to the implementation of the pilot, including: employ QRIS assessor(s) to conduct assessments in Environmental Rating Scales (ERS) and/or CLASS for the 3 counties in Region 7, in English and Spanish as needed; provide supervision of the assessor; ensure the assessor maintains reliability on the assessment tools required by CA-QRIS.
- Provide assessments to Hub counties (approximately 158 per year) according to Hub Assessment Pilot plan and protocols, as approved by the Hub.

- Adapt assessment protocols and processes as needed to meet local or state requirements.
- Monitor and report on pilot progress to Hub members.

The selected contractor is expected to work closely with the Hub fiscal lead, First 5 Ventura County, as well as regional Hub members throughout the implementation of the pilot project.

Summary of Required Qualifications and Experience of Selected Partner

- Expertise and recent experience in conducting CA-QRIS assessments and managing assessment work.
- Ability to access QRIS sites located in all three counties of Region 7.
- Demonstrated capacity to take on the pilot for the Hub, including supervising assessor(s), measuring effectiveness of project, and reporting to Hub members.
- Ability to conduct assessments that meet state and local expectations.
- Ability to train, certify/recertify, and maintain assessor reliability as required by CA-QRIS.
- Cost effective service delivery; ability to adhere to designated budget (up to \$120,000 per fiscal year).
- Sufficient existing organizational infrastructure to support additional QRIS assessor (s), including established expectations, protocols and systems; manage funds; and produce fiscal and program reports.
- Current active participation as a member of the Region 7 Hub; collaboration with Hub partners on prior Region 7 projects and activities.

Submission of a Letter of Interest

Guidelines for preparing the letter of interest

In **two (2) pages** or less

- Express your interest in implementing the scope of work and managing the Hub Region 7 Assessment Pilot.
- Describe past and current experiences with conducting and managing CA-QRIS assessments, including ERS and CLASS, and working with Region 7 Hub partners.
- Describe your organizational infrastructure to implement the pilot.

Include the mailing address, e-mail and the 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. (PST) on Monday, February 5, 2018**. Late submissions cannot be accepted.

First 5 Ventura County will determine whether one or more entities with appropriate qualifications are interested in managing the CA QRIS Hub Region 7 Assessment Pilot. Depending on the response to the Request for a Letter of Interest, First 5 Ventura County may develop and release a Request for Proposals to select one qualified entity through a competitive bid process OR develop a sole source agreement with one qualified entity. The selection process is based on the Commission's procurement policies and procedures.