



To: Commissioners, First 5 Ventura County

From: Nani Oesterle, Program Manager

Date: March 15, 2018

Re: Recommendation to Select and Contract with Community Action Partnership of San Luis Obispo (CAPSLO) to Manage and Implement the QRIS Hub Region 7 Regional Assessor Pilot Project

Background

In 2016, First 5 California established IMPACT Regional Coordination and Training and Technical Assistance Hubs (Hubs) throughout California. The primary focus of the Hubs is to serve as a mechanism for promoting regional collaboration to support a common CA-QRIS frame, share resources, create efficiencies, and reduce administrative costs. Hub Region 7 includes Ventura, Santa Barbara and San Luis Obispo counties and received an allocation of \$895,000 to be used over 4 years. First 5 Ventura County serves as the fiscal lead for Hub Region 7.

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. The Hub partners anticipate that streamlining QRIS rating work through a shared assessor across the region would create significant efficiencies. As a result, in January 2018, the Commission took action to release a Request for Letter of Interest (LOI) to identify qualified implementation partner(s) to managing the CA- QRIS Hub Region 7 Assessment Pilot project. The LOI provided the desired scope of work and outlined a set of required qualifications and experiences for the selected partner.

Only one agency, Community Action Partnership of San Luis Obispo County (CAPSLO), submitted a letter expressing interest in implementing the scope of work and managing the implementation of the CA- QRIS Hub Region 7 Assessment Pilot project. The experiences and qualifications described in CAPSLO's letter of interest are aligned with the required experience and qualifications outlined in the Request for Letter of Interest.

CAPSLO recognizes the value of creating 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. More importantly, CAPSLO has significant experience with conducting CA-QRIS assessments and managing assessment work as the QRIS lead agency for San Luis Obispo. CAPSLO is a current active participant as a member of the Hub Region 7 and has successfully collaborated with Hub partners on prior Region 7 projects and activities.

This experience plus their existing organizational infrastructure to support additional QRIS assessor(s) would assure CAPSLO's capacity to conduct assessments that meet state and local expectation at QRIS sites located in all three counties of Region 7 quickly and effectively.

In accordance with the Commission's Procurement and Contracting Policies, since there is only one known agency who expressed an interest, meets the required qualifications and can provide the service as described above, conditions for a sole source contract are met.

Recommendation

The recommended action would grant authority to the Executive Director to enter into a sole source contract with Community Action Partnership of San Luis Obispo County (CAPSLO) to administer and implement the QRIS Hub Region 7 Regional Assessor Pilot Project for March 16, 2018 to June 30, 2019, not to exceed \$160,000. No new allocation of funds would be required as funds are provided by First 5 California.