



## REQUEST FOR LETTER OF INTEREST

First 5 Ventura County is currently soliciting Letters of Interest to identify qualified entities to administer First 5 Ventura County's Preschool Scholarship Program, beginning July 1, 2019 through June 30, 2021.

To be considered, a Letter of Interest must be received by **4:00 pm on Friday, April 12, 2019** via email to: [assistant@first5ventura.org](mailto:assistant@first5ventura.org). Late responses will not be considered.

### Background

There is growing support for publicly funded universal preschool in the California legislature. Governor Newsom's budget proposal includes a \$1.8 billion investment in early childhood, with \$125 million specifically allocated to increase access to full-day, full-year preschool for an additional 10,000 low-income four-year-olds and a continued commitment to phase in universal preschool over the next few years. Additionally, changes to California's State Preschool Program (CSPP) eligibility criteria taking effect July 1, 2019, including raising the income threshold to 85% of the State median income (SMI), are anticipated to increase the number of families that will be eligible.

Statewide, revenues from Proposition 10 (tax on tobacco products) are declining due to lower tobacco sales. By 2020, First 5 funding is expected to decrease by 48% from its peak. F5VC funding for preschool is not anticipated to be sustained beyond June 30, 2021. Despite declining revenue and upcoming planned fund reductions, First 5 remains committed to its goal of 3 and 4 year old children having access to high-quality preschool through advocacy and other systems-building efforts.

Based on the changing State policy climate and fewer Prop 10 resources, the Commission approved a FY 2019-21 preschool investment model as a two-year transition strategy. In addition to continuing to fund F5VC preschool spaces to the greatest extent possible, the Commission approved maintaining 104 scholarships for families residing in Ojai, Moorpark, and Simi Valley while working with partners to create publicly funded programs in those areas with very limited capacity. Scholarships will be limited to preschool-aged children (3 and 4 years old). Providers may include licensed center-based programs and family child care providers, provided that they are participating in Ventura County's QRIS program, Ventura County Rising Stars.

### Nature of Services Required

First 5 Ventura County is seeking an entity with extensive experience to administer the Preschool Scholarship Program in Ojai, Simi Valley, and Moorpark for FY 2019-21. For reference, in FY 2018-19, 104 participants receive a F5VC's scholarship in those communities, totaling \$126,000. The selected entity would implement the scope of work, summarized as follows:

- In partnership with F5VC, finalize eligibility criteria for families and participation criteria for programs.
- Verify and enroll eligible participants (including families and preschool providers).
- Manage contractual agreements with participating providers.
- Manage all programmatic and financial aspects, including regular reporting of program and fiscal data, processing of provider payments, etc.

### **Summary of Desired Qualifications and Experience**

- Recent and long-term experience managing a voucher-based child care scholarship program.
- Knowledge of local licensed center-based and family child care programs serving preschool-aged children.
- Ability to implement a process to verify family income or other “need” factors, and refer/enroll families who may be eligible for a publicly funded program.
- Knowledge of community resources available to families.
- 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 July 1, 2019.
- 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.
- Must have sufficient working capital to meet the fiscal demands of the contract.

First 5 Ventura County will determine whether one or more entities with appropriate qualifications are interested in implementing the scope of work relative to administering the preschool scholarship program.

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.



**LETTER OF INTEREST  
FIRST 5 VENTURA COUNTY'S PRESCHOOL SCHOLARSHIP PROGRAM**

Applicant Agency Name:			
Address, City, Zip Code:			
Contact Person:			
Contact E-Mail Address:			
Contact Phone:			
Year Agency Founded:		Total Organizational Budget for Current Year:	\$

**In no more than two pages, describe your qualifications and your experience implementing and managing services similar to those described in this Letter of Interest. Include a broad description of your overall approach to implementing the scope of work.**

As the authorized signatory for the entity submitting this letter, I acknowledge our interest in administering the FY 2019-21 First 5 Ventura County Preschool Scholarship Program.

Authorized Signature	Name and Title

Please submit to [assistant@first5ventura.org](mailto:assistant@first5ventura.org) by **4:00 pm on Friday, April 12, 2019**  
**Late responses will not be considered!**