

**First 5 IMPACT Hub 6 Regional Coordination  
Request for Proposals**



**Date of Distribution: February 27, 2017**

**Submittal Deadline: March 13, 2017**

**MAIL OR DELIVER RESPONSES TO:**

ATTN: Molly DesBaillets  
First 5 Mono County  
PO Box 130  
365 Sierra Park Rd. Bldg. M  
Mammoth Lakes, CA 93546

Contact: Molly DesBaillets at 760-924-7626 or via email at [mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org)

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

## INFORMATION

As stewards of Proposition 10 tobacco tax funding, First 5 Mono, Alpine, and Inyo aim to invest in efforts that will have the most effective and positive impact on young children and our community. The Hub 6 Regional Coordinator is responsible for the coordination and implementation of regional training and technical assistance to support the implementation of First 5 IMPACT and CA-QRIS. As part of a team of professionals, the Hub 6 Regional Coordinator plays a vital role in the achievement of the Region's goals for improving the quality of care for children 0-to-5.

## SCOPE OF WORK

A Quality Rating Improvement System is a method to assess, improve, and communicate the level of quality in early care and education settings. QRIS are systemic, addressing multiple aspects of early care and education through a uniform approach that will be available throughout our region. The First 5 IMPACT Hub is intended to support counties in their implementation of activities related to implementing California's QRIS framework (CA-QRIS) with local providers.

The Hub 6 Coordination will serve as a liaison between consortia (and their participating agencies); contractors, and training and technical assistance providers; First 5 California; and others to increase local capacity, foster cross-county learning and support, and promote regional efficiencies.

The Hub 6 Regional Coordination responsibilities will follow First 5 IMPACT's Seven System Functions of Comprehensive Early Childhood Systems:

### **1.) BUILD REGIONAL TRAINING AND TECHNICAL ASSISTANCE HUB**

Examples of activities include:

- With input from County Consortia, contribute to the development and implementation of a Regional QRIS Training and Technical Assistance Plan for professional development and technical assistance supporting the County Consortia High-Quality Action Plans, including, but not limited to, T & TA resources, coaching models, on-site and virtual training, and other forms of technical assistance
- Facilitate close and effective coordination and collaboration between Hub partners and ensure high-quality documentation of QRIS training and technical assistance activities and ensure that Hub goals are achieved
- Maintain a calendar that tracks training, rating, and assessments
- Ensure that all relevant discussion and developments are brought to the attention of Consortia leads
- Work with Consortia leads to develop hub goals
- Coordinate the provision of training to support Hub goals
- Facilitate shared learning among Hub partners and other relevant stakeholders
- Prepare and present regular updates on the implementation of the QRIS Training and Technical Assistance Plan including lessons learned and recommendations for improvement
- Serve as a technical assistance resource to participating counties and consortia regarding the implementation of CA-QRIS
- Develop topics for 2017 Summer Institute

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

## 2.) FINANCE STRATEGICALLY

Examples of activities include:

- Explore with Hub 6 county consortia opportunities for additional funding
- Leverage resources regionally

## 3.) ENHANCE AND ALIGN STANDARDS

Examples of activities include:

- Provide expert knowledge of CA-QRIS tools and resources
- Support the alignment, modification, and layering of existing quality improvement work throughout the region

## 4.) CREATE AND SUPPORT IMPROVEMENT STRATEGIES

Examples of activities include:

- Support the development of a regional pool of qualified QRIS assessors (ERS, CLASS, PAS/BAS)
- Coordinate responsibilities of regional trainers to meet the training and technical assistance needs of consortia within the Hub
- Coordinate site rating visits for identified QRIS sites throughout the region
- Track and monitor certification status of regional trainers to ensure recertification requirements are met on a timely basis
- Empower teachers and providers
- Support local coaches, trainers, and other technical assistance providers through workshops, regular meetings, e-mail, and telephone communication

## 5.) ENSURE ACCOUNTABILITY

Examples of activities include:

- Participate in designing, conducting, monitoring and reviewing data protocols and evaluations
- Support local consortia to ensure necessary data is collected and input in a common data system
- Monitor progress in achieving the Regional QRIS Training and Technical Assistance Plan
- Utilize databases and other tools across the Hub to monitor and collect demographic data and other information for reporting purposes
- Prepare detailed reports, correspondence, and presentations using MS Word, PowerPoint, and Excel
- Share responsibility with the Lead Agencies in each of the participating consortia to abide by the terms of the First 5 California Local Area Agreement
- Assist in coordination of data and reporting from participating consortia

## 6.) OUTREACH AND COMMUNICATION

Examples of activities include:

- Participate in the development of effective communication processes and networks to access and disseminate information across consortia participating in the Hub
- Participate in the development of information, training, and self-study materials that enable sites in the region to better understand and engage in the CA-QRIS
- Represent the Hub and its small county consortia at public functions and local, county, regional, and state meetings and provide presentations, reports, and updates as needed.

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

## **TYPICAL QUALIFICATIONS**

Any combination of education and experience sufficient to directly demonstrate possession and application of the Essential Activities listed above.

### **PREFERRED:**

- Graduation from an accredited four-year college or university with a degree in Early Childhood Education, Child Development, or related field (alternate qualifications may be considered)
- 2 years' technical experience in a public or private organization or community development agency providing grant management, program coordination and/or early education or related services to families with young children, including the responsibility for program coordination, planning, administration, and/or evaluation
- Strong content and working knowledge regarding critical QRIS elements including: Environment Rating Scales, Classroom Assessment Scoring System®(CLASS®) child screening and assessment, early learning curricula, California Preschool Learning Foundations and Frameworks, California Early Childhood Educator Competencies, and the Desired Results Developmental Profile
- Experience developing professional development strategies for a culturally, linguistically, and/or geographically diverse array of clientele

### **REQUIRED:**

- Practical experience in at least two or more of the following content areas: infant development, toddler development, preschool development, bilingual/bicultural education, evidence-based classroom curriculum, accreditation (NAEYC, NAC, NAFCC, etc.), social-emotional development, special education, and child care center administration and management
- Work together as a team with First 5 Mono staff, Lead Agency supervisors, and/or Consortium partners and have a positive approach to all situations and requests
- Able to handle the demands and pressures of a fast-paced environment, handle detail-oriented tasks and have the ability to handle multiple projects simultaneously
- Expert troubleshooting skills with clear ability to prioritize and resolve issues in a timely and thorough manner
- Positive attitude, approachable, courteous and respectful and maintains professionalism under pressure
- Demonstrates initiative and can work independently. It is expected that all tasks will be performed efficiently and accurately, with discretion, judgment, and a minimum of instruction and supervision

## **WORKING CONDITIONS**

### **WORK ENVIRONMENT:**

The contractor will not be expected to report to a designated office, although provision of office space in Mammoth Lakes is possible.

## **SPECIAL REQUIREMENTS**

- Possession of a valid California driver's license
- Proof of current automobile insurance coverage
- The contractor will be expected to use their own vehicle for travel throughout the three county consortia in Hub 6 (Alpine, Mono, Inyo), as necessary to carry out contract activities. Occasional

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

statewide travel (primarily to Sacramento) is required

- Willingness to be fingerprinted
- The contractor will be required to work occasional evenings and weekends
- Occasional overnight travel may be required

## PROPOSAL REQUIREMENTS

If you or your organization is interested in performing this Project, please provide a proposal with a description of how you would perform the Project. A qualifying proposal should address and include the items below (**See page limits in bold below**):

- A. Letter of Introduction and Availability (1 Page).** Brief description of individual or firm, contact person, address and telephone number.
- B. Outline of Qualifications and Experience (5 Pages maximum).** Provide Information on past performance, capabilities, resources, and experience in implementing and administering a local government grant program. Demonstrate understanding of QRIS and IMPACT efforts in California, and associated assessment tools. Document experience with QRIS programs, Demonstrate availability and capacity to deliver.
- C. Scope of Work (SOW) and Timeline (4 Pages maximum).** Describe the major activity areas for this project and the accompanying timeline. The project is expected to be complete by October 1,2018.
- D. Project Budget/Fee Schedule/Compensation (2 Pages maximum).** Include detailed fee schedule of project costs by SOW task and estimated hours.
- E. Professional References (2 Pages per reference maximum).** Provide 1-3 letters of reference for the most recent and most relevant professional references.
- F. Conflict of Interest.** The person or firm shall disclose any financial, business or other relationship with First 5 Mono, or with any employee or officer of First 5 Mono, that may have an impact upon the outcome of the contract procurement process. The person or firm shall also list current clients who may have a financial interest in the outcome of the contract.
- G. Resumes (2 Pages per resume maximum).** Include the resumes of the key staff.

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

## SUBMISSION REQUIREMENTS

- A. Multiple Proposal Copies.** To be considered, submissions in response to this RFP must include three copies of the proposal.
- B. Signature:** The proposal shall provide the following: name, title, address and telephone number of individuals with the authority to negotiate and contractually bind the company.
- C. Small and Minority Firms:** Consistent with 49 CFR parts 18 and 26, the County seeks to include small and minority firms whenever possible. Respondents are encouraged to use any and all UDBEs/DBEs that they may find available. Furthermore, all RFP respondents must comply with the requirements in the Notice to Bidders/Proposers Disadvantaged Business Enterprise Information and shall submit a completed Local Agency Proposer UDBE Commitment form with their proposals. Only the selected consultant is required to complete the Local Agency Proposer DBE Information.
- D. Time and Place of Submission:** To be considered, three copies of the consultant's proposal must be submitted to First 5 Mono County by 5:00 pm on Monday, March 13, 2017. Digital proposals may be emailed to [mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org) provided the required three hard-copies are received by 5:00 pm on Monday, March 13, 2017, but the First 5 Mono assumes no responsibility for formatting or transmission errors. Due to its remote location, overnight delivery to Mammoth Lakes by USPS, UPS, FedEx, and other carriers is actually scheduled as a two-day delivery.
- E. Submittals shall be addressed as follows:**

ATTN: Molly DesBaillets, Executive Director  
First 5 Mono County  
365 Sierra Park Road, Building M  
PO Box 130, Mammoth Lakes, CA 93546

- F. Late Submittals:** Submittals received after the specified time shall not be considered.
- G. Modification or Withdrawal of Submittals:** Any proposal received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the consultant prior to the submittal deadline.
- H. Property Rights:** Proposals received become the property of the First 5 Mono County and all rights to the contents therein become those of First 5 Mono County.
- I. Confidentiality:** Before award of the contract, all submittals will be designated confidential to the extent permitted by the California Public Records Act and other applicable laws. After award of the contract (or if not awarded, after rejection of all submittals), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the submittals confidential will be regarded as non-effective and will be disregarded.
- J. Amendments to Request for Proposals:** First 5 Mono County reserves the right to amend this RFP by addendum before the final submittal date.
- K. Inquires:** Inquiries concerning this RFP should be directed to:  
Molly DesBaillets  
760-924-7626  
[mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org)

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

## AWARD CRITERIA AND SELECTION PROCESS

Proposals will be reviewed for responsiveness to the proposal requirements described in above. If any information is missing, the proposal may be deemed to be non-responsive. Further review of non-responsive proposals is subject to the First 5 Mono County’s discretion. Regional approval must be obtained prior to awarding the contract for services.

Proposals that have been received by the stipulated date and time and which are responsive will be assessed and points assigned based on the following evaluation criteria. In addition, the evaluation of a proposal will be based on a “best value” method that includes cost as a factor. First 5 Mono is not constrained to accept the lowest offer; however, will compare all offers to determine the best value.

## EVALUATION CRITERIA

Criteria	Rating Points
1. Past performance, Capabilities, resources, and experience in implementing and administering a local government grant program.	<b>15</b>
2. Understanding of applicable QRIS and IMPACT programs and associated assessment tools.	<b>15</b>
3. Scope of Work and Timeline address the needs of Region 6	<b>20</b>
4. Demonstrated experience and understanding with the following issues: a) Child care quality b) Early Childhood Education c) Regional coordination	<b>30</b>
5. Capacity to serve the geographic area	<b>10</b>
6. Price	<b>10</b>
<b>TOTAL POINTS</b>	<b>100</b>

First 5 Mono County reserves the right to request clarification of the services submitted, to request additional information, and to waive minor irregularities in the proposal and review process.

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

## CONTRACT AWARD(S)

**A. Non-Commitment:** This RFP does not commit First 5 Mono County to award a contract, to pay any costs incurred in preparation of a Proposal in response to this RFP, or to procure or contract for services. First 5 Mono reserves the right to accept or reject any or all submittals received as a result of this request or to modify or cancel in part or in its entirety the RFP if it is in the best interests of First 5 Mono County to do so.

**B. Recommendation, Approval and Execution:** Contract award(s) with the consultant(s) selected will be recommended for award by the First 5 Mono County Commission. Should this RFP result in the award of any contract, the contract will not be in force until it is fully-executed by the First 5 Mono County and approved by the region.

**C. Non-Discrimination:** Any contract awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex, sexual orientation, or national origin, except as provided by law.

**D. Proof of Insurance:** First 5 Mono requires a minimum of General Liability Insurance, but may also require other forms of insurance as yet to be determined. Be advised that if a contractor is selected, the contractor shall be required to demonstrate proof of insurance prior to performance of the contract.

**E. Payment:** Payment under any contract resulting from this RFP will be consistent with the contract agreement.

**F. Performance of Work:** It is the intent of First 5 Mono County to have the selected contracting firm begin work on the Project on or about April 1, 2017 and complete all activities by October 1, 2018.

## CONFLICT OF INTEREST

By submitting a proposal in response to this RFP, contractor warrants and covenants that no official or employee of First 5 Mono, nor any business entity in which an official of First 5 Mono has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to First 5 Mono County.

## REQUIRED CONTRACT PROVISIONS

Any contract entered to perform the work described in this RFP will contain the following provisions, which will be binding on the consultant.

### EQUAL OPPORTUNITY

**A. The Civil Rights, Housing and Community Development, and Age Discrimination Acts Assurances**  
During the performance of this Agreement, the Grantee and the Consultant both assure that no otherwise qualified person shall be excluded from the participation of employment, denied program



# **First 5 IMPACT Hub 6 Regional Coordination Request for Proposals**

benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975, and all implementing regulations.

## **B. State Nondiscrimination Clause**

During the performance of this contract Consultant shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition (cancer), physical disability (including HIV and AIDS), marital status, age (over 40), sex, denial of family and medical leave, and denial or pregnancy leave. Consultant shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Consultant shall comply with provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7258.0 et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990(a-f), set forth in Chapter 5, of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this agreement by reference and made a part hereof as if set forth in full. Grantee, Consultant shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Consultant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

## **C. Americans with Disabilities Act (ADA) of 1990**

By signing this agreement, the parties to this agreement assure the State that they will comply with the Americans with Disabilities Act (ADA) of 1990, (42 USC 12101 et seq.), which prohibits discrimination on the basis of disability as well as all applicable regulations and guidelines issued pursuant to the ADA.

## **ANTI-LOBBYING, AND KICK-BACK, AND CONFLICT OF INTEREST**

### **Bonus or Commission, Prohibition against Payments of**

The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of:

1. Obtaining the State's approval of the application for such assistance or
2. The State's approval of the application for additional assistance, or
3. Any other approval or concurrence of the State required under this agreement, Title I of the Housing and Community Development Act of 1974, or the state regulation with respect thereto; provided however, that reasonable fees for bona fide technical, consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

# First 5 IMPACT Hub 6 Regional Coordination Request for Proposals

## **Conflict of Interest**

No member of, or delegate to, the Congress of the United States and no resident, commissioner, shall be admitted to any share or part of this agreement or to any benefit to arise from the same. No local public official with duties involving the grant activities may have any interest in any contracts or proceeds for the work done in conjunction with this contract.

Pursuant to 24 CFR 570.611, no member, officer, or employee of the County, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to HCD activities assisted through this Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a HCD-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a HCD-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter.

## **RECORDS AND AUDIT**

### **A. Records**

Notwithstanding anything to the contrary stated in the Agreement, Consultant will keep all program records for at least five years after your contract and any and all amendments expire or three years after the completion and resolution of any audits or lawsuits, whichever is later.

### **B. Monitoring**

Consultant agrees to allow First 5 Mono unrestricted access to all relevant records, documents, books, accounts, and all other materials for grant monitoring or auditing purposes, including the monitoring for conformity with any Grant Agreement. Grantee will monitor for conformity with its State contract.

### **A. NLRB Certification / Procurement / Program Income / Uniform Admin Requirements**

Consultant will abide by applicable State rules and regulations regarding such matters as NLRB, procurement, program income and uniform administrative requirements.

## **MISCELLANEOUS PROVISIONS**

### **A. Compliance with Applicable Rules and Regulations**

Consultant agrees to abide by any applicable State rules and regulations regarding such matters as citizen participation, clean air and water, and environmental regulations.

### **B. Drug Free Workplace Certification**

Consultant agrees to abide by the State Drug Free Workplace rules and regulations as defined in the County's grant agreement with the Department of Housing and Community Development