



## REQUEST FOR QUALIFICATIONS (RFQ)

For

### Help Me Grow Consultant

Release Date: August 28, 2017

Statement of Qualifications Due: September 13, 2017

Due in the office by 5 PM, postmarks not valid.

**Mail or deliver to:**

Yvonne McQuaid, Director  
Butte County Children & Families Commission  
82 Table Mountain Blvd., Suite 40  
Oroville, CA 95965  
(530) 538-6464  
ymcquaid@buttecounty.net



## Table of Contents

<b>Section 1. Background</b>	<b>3</b>
<b>First 5 Butte County Children and Families Commission</b>	<b>3</b>
<b>Strategic Plan</b>	<b>3</b>
<b>Section 2. Program Description</b>	<b>4</b>
<b>Section 3. Funding Amount/Term of Contract</b>	<b>5</b>
<b>Section 4. Selection Criteria</b>	<b>5</b>
<b>Section 5. Submission Content</b>	<b>6</b>
<b>Section 6. Formatting</b>	<b>7</b>
<b>Section 7. Submission Instructions</b>	<b>7</b>
<b>Section 8. Policy and Procedure – Protest of RFQ Denial</b>	<b>8</b>

## Section 1. Background

Current research in brain development clearly indicates that the emotional, physical, and intellectual environment that a child is exposed to in the early years of life has a profound impact on how the brain is organized. The experiences a child has with respect to parents and caregivers significantly influences how a child will function in school and later in life. Careful attention to our youngest children and to the experiences they have early in life is a powerful means of preventing later difficulties.

In November of 1998, the citizens of California enacted the Children and Families Act, Proposition 10. This initiative aims to promote, support and improve the development of all children from the prenatal period to five years of age by creating an integrated system of information and services to enhance early childhood development.

This initiative raises revenue annually through an additional tax on tobacco products which is distributed to commissions established specifically for these purposes in each of the state's fifty-eight counties.

Unlike many funding opportunities, the Children and Families Act has as its focus the support of local decision-making and the development of integrated strategies determined as most appropriate by each county. Each county is responsible for developing a Strategic Plan based on input and data reflective of its own community. Funding decisions are made at the local level to best meet local needs and interests.

### First 5 Butte County Children and Families Commission

The First 5 Butte County Children and Families Commission (the Commission), established on December 15, 1998, is responsible for the development and implementation of the Strategic Plan for the most effective use of the annual revenue being allocated to Butte County through Proposition 10. The Commission has identified objectives, strategies and indicators of successful program results as a part of its State-approved Strategic Plan.

### Strategic Plan

In the context of the Commission's Strategic Plan, four Result Areas distinguish the ultimate outcomes and improvements towards which the Commission strives. These Result Areas are:

1. Improved Family Functioning
2. Improved Child Development.
3. Improved Health and Wellness.
4. Improved Systems of Care.

**First 5 Butte County is in the process of planning activities to implement the *Help Me Grow* program model in Butte County. The Commission is seeking a contractor qualified to facilitate and coordinate the planning phase of the *Help Me Grow* project, scheduled for launch in August 2018. The term of the contract will be December 1, 2017 through June 30, 2018.**

Interested applicants should review Sections 2-7 hereby provided and submit their Statement of Qualifications (SQ) in the designated format. SQ submissions should be received in the First 5 office no later than 5:00 p.m. on September 13, 2107.

**Applicants should submit their SQ to:**

Yvonne McQuaid, Director  
First 5, Butte County Children & Families Commission  
82 Table Mountain Blvd., Suite 40  
Oroville, CA 95965

If you have questions about the RFQ, please contact Yvonne McQuaid at (530) 538-6464 or by email at [ymcquaid@buttecounty.net](mailto:ymcquaid@buttecounty.net).

## **Section 2. Program Description**

Help Me Grow™ (HMG) is a national model that promotes a comprehensive, coordinated system for early identification, referral, and care coordination for children at risk for developmental and behavioral concerns. Since 2011, efforts have been underway to replicate the HMG system across California counties and to establish HMG as a critical component of California's efforts to ensure our children's optimal development.

- . The comprehensive HMG system consists of the following four components:
  1. *Centralized telephone access point* to allow parents and providers to connect children and their families to services and care coordination provided by Care Coordinators.
  2. *Community outreach* to promote the use of HMG and to provide networking opportunities among families and service providers.
  3. *Child health care provider outreach* to support early detection and early intervention, including developmental screening training and ongoing support.
  4. *Data collection and analysis* to understand all aspects of the HMG system, including the identification of gaps and barriers.

### Scope of Services and Deliverables

The successful applicant will be expected to:

- Facilitate monthly meeting of the Butte HMG Collaborative in partnership with First 5 staff;
- Gather input from key stakeholders through the use of surveys and focus groups;

- Consult with Butte 2-1-1 in the development of an HMG database and initial call response system;
- Establish an evaluation plan in coordination with First 5 Butte;
- Establish linkage with medical providers in coordination with First 5 Butte for implementation of program in July 2018;
- Develop an RFP if required for HMG management and implementation in coordination with First 5 Butte;
- Develop outreach materials in coordination with First 5 Butte;
- Maintain regular communication with First 5 Butte;
- Participate in First 5 Association HMG technical assistance webinars and summits;
- Participate in transition process with HMG implementation team, including sharing materials and information, as program launches.

### **Section 3. Term of Contract**

The Commission seeks to contract with an independent contractor in an amount not to exceed \$50,000 for the period of December 1, 2017 through June 30, 2018. It is the plan of the Commission to appoint a special committee to review proposals that have been submitted and approve the appointment of the Help Me Grow contractor by October 6, 2017. The Commission will negotiate the amount of funding awarded consistent with the scope of work to be negotiated. All funding decisions are final.

### **Section 4. Selection Criteria**

Statements of Qualifications (SQ) received in response to this RFQ will be evaluated on the basis of quality and thoroughness in addressing the application requirements listed below and in demonstrating the applicant's ability to successfully meet the deliverables in a timely and professional manner. Each SQ submission will be scored by a minimum of three independent reviewers, and the scores shall be combined to generate an average. SQ submissions with a score **lower than 50 will be disqualified**. Should the Commission require further clarification regarding the budget or scope of work or should there be a question regarding qualifications, prospective awardees may be asked to attend an interview before a committee composed of commissioners and Commission staff.

### **Section 5. Submission Content and Scoring Criteria**

**To assure that all qualifications are evaluated on the same basis, the following must be included in each Statement of Qualifications that is submitted:**

- 1.1 A detailed description of the applicant's qualifications and experience in the following areas: **30 points**
- a) Demonstrated ability to collaborate with health care, early care and education, and/or social services providers and agencies, First 5 Commission, and First 5 staff;
  - b) Research-based knowledge of child development and programs for young children to promote child development and child health, including developmental screening and developmental assessment tools;
  - c) Knowledge of programs to strengthen families;
  - d) Familiarity with 2-1-1 and/or other centralized information and referral systems;
  - e) Meeting facilitation;
  - f) Oral and written communication skills.
- 1.2 Narrative overview of how applicant would complete these services. Describe in detail how the services and deliverables listed in this RFQ will be provided. Identify major tasks, activities and deliverables and describe how they will be reached, including the timeframe required. **20 points**
- 1.3 List at least two recent clients to serve as references, with a brief description of the services that were provided. **10 points**
- 1.4 Any additional factors that applicant believes make him/her especially qualified to perform these services. **5 points**
- 1.5 Proposed Budget and Budget Narrative. Include and clearly detail all costs and line item categories related to costs associated with activities included in the proposal. Please include a budget narrative providing clear explanation of costs. **5 points**

**General Information for Qualified Contractors:**

- The awardee of the contract under this RFQ is required to manage and monitor this project on an ongoing basis to ensure quality and timely work. Regular reports on the progress and outcomes of the project will be required. The Commission may use these reports to increase public awareness about the program.
- Awardee must maintain a tobacco-free environment in compliance with all local, county, and state regulations.
- Awardee must agree not to accept any funds from the tobacco industry, including in-kind donations and event sponsorships.
- Awardee must agree to comply with all State and Federal laws, including, but not limited to: Drug Free Workplace, Anti-Lobbying Act, Debarment and Suspension,

Section 306 of the Clean Air Act, Section 308 of the Clean Water Act, and all employment and anti-discrimination laws.

- Awardee will be expected to comply with the County’s contract requirements, which includes the provision of insurance (such as general liability, automobile, and worker’s compensation).

## Section 6. Formatting

Submissions should be type-written and single-spaced. Submissions should be in a 12-point font equivalent to Arial in size, one-inch margins and no longer than 10 pages in length, including coversheet, proposed budget, and budget narrative. **All information requested in Section 5 above must be included.** It is encouraged that submissions be as brief as possible, while providing a clear picture of the applicant’s qualifications to conduct the work required.

## Section 7. Submission Instructions

One original and 4 copies of the SQ, in a sealed envelope or package must be received in the office by 5 PM, **Wednesday, September 13, 2017.** Postmarks are not valid. Please note that faxed and e-mailed submissions will not be accepted.

The SQ and all provider communications concerning this acquisition may be directed to Commission staff listed below. Any oral communications will be considered unofficial and non-binding on the Commission. Providers should rely only on written statements issued by the RFQ contacts.

Yvonne McQuaid, Director  
First 5 Butte County Children and Families Commission  
82 Table Mountain Blvd., Suite 40  
Oroville, CA 95965  
(530) 538-6464  
ymcquaid@buttecounty.net

*No other location is acceptable for delivery. The Commission is not responsible for delayed or lost proposals that miss the submission deadline.*

### RFQ ANTICIPATED TIMELINE

Release of RFQ	August 28, 2017
Statement of Qualifications Due	September 13, 2017
<b>No later than 5:00 PM, postmarks not valid.</b>	
Notification of Intent to Award Contract	September 29, 2017
Contract Commences	December 1, 2017

## **Rights and Responsibilities**

1. Issuance of this RFQ in no way constitutes a commitment by the Commission to award a contract agreement. The Commission reserves the right to reject any or all Statements of Qualifications (SQ) received in response to this RFQ, or to cancel this RFQ if it is deemed to be in the best interest of the Commission to do so.
2. The Commission is not responsible for any costs incurred by providers in preparation and presentation of this SQ, interviews or demonstrations in response to this RFQ or subsequent interviews.
3. Failure to submit a complete SQ in the format specified will disqualify the application. Absolutely no late submissions will be accepted.
4. The entity submitting a SQ agrees that by submitting an application, it authorizes the Commission to verify information and/or references provided in the proposal.
5. The Commission reserves the right to negotiate changes to SQ, offer awards of contract agreements for all the services offered in a SQ, or for any portion thereof, recommend and/or award in amount(s) less than stated in the SQ, and to negotiate a reduction or increase to the SQ with the applicant.
6. The Commission reserves the right, after contract award, to amend the resulting contract agreement as needed throughout the term of the contract agreement to best meet the needs of all parties so long as such amendment does not increase the cost of the services to the provider without providing additional compensation pursuant to the terms of the contract agreement.
7. The awardee will be required to enter into a contract agreement containing the terms included in the sample contract agreement, a copy of which is available upon request from the Commission. Should a SQ be selected and the applicant refuse to enter into such a contract agreement, the Commission may either agree to reasonable amendments or cancel the award and select another proposal.
8. Any submitted SQ will become the property of the Commission and will not be returned.

## **Section 8. Policy and Procedure – Protest of RFQ Denials**

Funding awards are made at the discretion of the Commission and are not considered final until full execution of the contract. The Commission has a policy and procedure for protesting RFQ denials. A copy of the policy will be sent to all prospective applicants whose SQ is not selected.