



REQUEST FOR QUALIFICATIONS  
FAMILY CENTER PROGRAM IMPLEMENTATION

RFQ

Issued by:  
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Applications must be submitted electronically via the Commission's database no later than Friday, March 14, 2025 at 5:00 pm.

**Overview of Funding Opportunity**

Below is a summary of this Request for Qualifications (RFQ). Please read the entire document for full requirements and details.

**Intent of RFQ**

The First 5 Butte County Children and Families Commission seeks qualified agencies to submit their qualifications to provide family strengthening and Family Center services to families with children ages 0-5.

**Contract Period**

Contracts will be one year, with option for renewal based upon performance and availability of funds.

**Eligibility**

Non-profit, government, tribal, education, and/or faith-based organizations.

## **I. INTRODUCTION**

### **History of the First 5 Butte County Children and Families Commission**

In November of 1998, the citizens of California enacted the Children and Families Act, through 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.

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.

The First 5 Butte County Children and Families Commission (the Commission), established on December 15, 1998, through an ordinance adopted by the Butte County Board of Supervisors, is responsible for the development and implementation of the Strategic Plan for the most effective use of the approximately \$1 million in annual revenue being allocated to Butte County through tobacco tax revenue. More information about the Commission and First 5 Butte County (F5BC) can be found by visiting their website at [first5butte.org](http://first5butte.org).

### **Authority and Funding Summary**

California Health and Safety Code (HSC) section 130140.1 authorizes the expenditure of funds from the Children and Families Trust Fund to enhance optimal development and to ensure that children are ready to enter school.

In September 2020, the Commission approved a [five-year Strategic Plan](#). This investment supports all of the goals of the *Strong Families* Strategic Priority.

In June 2022, the Commission approved up to \$2.3 million to help communities create a sustainable, coordinated system of Family Resource Centers (FRCs) that support families with direct services they need and maximize access for all families in Butte County, while specifically prioritizing families that live in the most disinvested communities. In date here, the Commission secured a grant from the North Valley Community Foundation Butte Strong Fund for an additional \$3 million. This catalytic funding is meant to seed place-based family strengthening services, promote increased coordination and collaboration amongst service providers, and is expected to yield significant systems change, including but not limited to:

1. Increased access to community-driven, place-based, high quality family strengthening programs and services that are inclusive, innovative and engage the whole family
2. Increased collaboration between local and regional service providers

### 3. Establishment of a coordinated Network of Family Centers

Applicants may apply to operate more than one Family Center.

#### **Due Date**

The completed online application is **due on or before March 14, 2025 at 5:00 pm**. This procurement is not intended to be competitive, and all qualified applicants will have the opportunity to negotiate with the Commission to provide or participate in family strengthening services. Please see Section V of the RFQ for detailed application information and instructions.

To successfully respond to this Request for Qualifications (RFQ), the applicant must meet the minimum qualifications and submit all required documents online through the application portal designated by First 5 Butte County. Applicants are encouraged not to wait until the day of the deadline to apply. First 5 Butte County will not be responsible for external technical problems or submission failure. Failure to submit ALL required documents may constitute an incomplete proposal and may be grounds for disqualification.

1. First 5 Butte County will accept applications through March 14, 2025.
2. Applications will be referred to the Strong Families Committee for review and recommendation to the Commission. Subsequent to committee recommendation, First 5 Butte County staff will develop a draft contract for Commission consideration per the Commission's funding approval policy.
3. Contracts will be considered for approval by the Commission at their next regularly scheduled meeting.
4. The funding list for award recipients will be posted on the First 5 Butte County website as they are approved.
5. Contractors may not begin work to be charged to the contract until the contract is fully executed.

#### **Definitions**

Family: Throughout this RFQ, any reference to *family* is defined broadly to include at least one adult and one child who are biologically, emotionally, or legally related. Families raising children may consist of one parent, two parents, grandparents, foster parents, legal guardians, or other adults providing care and support to the child.

Parent: Throughout this RFQ, any reference to *parent* refers to a child's adult primary caregiver(s).

## **II. BACKGROUND OF KEY ISSUES**

According to the [Casey Foundation](#), Family Resource Centers (FRCs) — also referred to as family centers, family success centers, family support centers, parent-child resource centers, or parent education centers — are community-based resource hubs where families can access formal and informal supports to promote their health and well-being. FRCs can be located in apartment complexes, schools, health centers, libraries, community centers, storefronts, churches, and more. FRC services vary widely but typically include some combination of the following: play groups, support groups, classes, parent skill training, job training, substance abuse prevention, mental health services, housing support, crisis intervention services, school readiness programs, and concrete supports such as food and clothing banks, utility support and transportation. While there are other programs that may provide some of the services listed above, FRCs are distinct in that they are uniquely community-focused, are driven by family needs, and offer a multitude of programs and resources. Most aim to be one-stop shops for children and parents that address all [Five Protective Factors](#)<sup>™</sup> (Parental Resilience; Social Connections; Concrete Support in Times of Need; Knowledge of Parenting and Child Development; Social and Emotional Competence of Children). The FRC model seeks to provide multiple services to both children and families, increase parenting skills and protective factors, and reduce the likelihood of formal involvement with child welfare services. FRCs also are designed to help stabilize families before a crisis reaches a level requiring child welfare intervention, or a child’s placement in out-of-home care. Despite being in different facilities and having diverse approaches to service selection and delivery, FRCs generally share a common goal of improving outcomes for children and families by strengthening and supporting families and the communities in which they live.

In addition to preventing child welfare involvement, there are several important reasons to promote family strengthening and positive childhood experiences in all families. Butte County has been consistently identified as having an excessively high rate of [Adverse Childhood Experiences](#) (ACEs). Research demonstrates that the higher the ACEs, the more likely a person is to experience a variety of health issues across their lifespan. Emerging research highlights the importance of [Positive Childhood Experiences](#) and demonstrates the health promotive effects of safe, stable and nurturing relationships during the first five years of life. In short, FRCs have a role in not only preventing child abuse and neglect, but also in promoting a healthy caregiver-child attachment, positive parenting, and a positive connection with community.

Applicants and interested parties are encouraged to familiarize themselves with the concepts of Family Resource Centers by reviewing the following monographs:

[Vehicles for Change Volume I & II](#)

## **III. SERVICES TO BE FUNDED**

First 5 Butte County’s Strong Families Initiative is one of its three core prevention strategies, grounded in brain development and research that focuses “upstream” to

strengthen families with young children and build supportive communities to provide safe, stable, and nurturing environments that children need to be successful in school and life. In order to establish a county-wide system of family strengthening and child abuse prevention, the Commission has designed a franchise model of Family Resource Centers, henceforth referred to as Family Centers.

Family Centers should be strategically located throughout the county, with particular emphasis on historically disinvested, disaster affected, and isolated communities, to address the needs of families with young children. They differ from traditional social services and early childhood settings in that they are family-centered and intentionally designed to be flexible and responsive to the unique and emerging needs of families.

### **Family Center Model Overview**

The Family Centers provide an array of early childhood programs and supports to parenting families with children prenatal to age 5. Center activities specially aim to strengthen the bond between parent and child, improve families' lives, and build community. Say more here about age groups over 5. The selected agencies will be responsible for carrying out the program model in this RFQ relative to the agency's level of capacity and in alignment with the agency's goals.

Please see Exhibit A for more information about the program design

### **Family Eligibility**

Family Centers are not restricted by eligibility. Services are voluntary and are offered free of charge to any pregnant or parenting person actively raising a child aged birth to five years old, who resides in Butte County, with an emphasis on historically marginalized communities. Say more here about age groups over 5. Other family members, friends, and caregivers that play a role in a child's life are encouraged to attend and participate without restriction.

### **Program Planning**

The partners selected through this RFQ are expected to participate alongside First 5 Butte County staff and the community in a facilitated learning process that will utilize the Vehicles For Change framework (linked above). The intent and expected outcome from this learning experience is to create a shared vision, to co-design, and together strategically plan, how the Family Center programming, reach, and partnerships can be enhanced or prioritized to better meet the needs of families and children in the county, more specifically those historically marginalized families.

### **Funder Engagement**

At date of publish of this RFQ, First 5 Butte County with a grant from the North Valley Community Foundation Butte Strong Fund, is the funder for this opportunity. During the

term of the contract awarded with this RFQ, First 5 Butte County intends to continue to seek strategic partnerships and funding to supplement the Commission's investment in the Family Centers. The contracted operator (Contractor) of each Center will collaborate with and support First 5 Butte County to fund development strategies as needed. Family Center Contractors may be asked to showcase Center programming and coordinate or host activities to engage potential funders. Specific expectations of this partnership will be determined during contract negotiations.

## **Network**

The partners selected through this RFQ are expected to participate as an active member of the Family Strengthening Network. Contractors will attend frequent training and cohort meetings, share resources with one another, support and refer to each other's programs and services, and participate in collaborative fund acquisition that benefits the network and all its members. The Network will apply a [Targeted Universalism](#) lens both to Contractor organizations and the communities they are serving to support equity across the system. All Contractors will be expected to maintain a minimum level of quality, training and performance.

## **Flexibility of Partner Service Level**

First 5 Butte recognizes that many communities and partners may not have the capacity, currently, to provide a full array of family strengthening services. The intent of this initiative is to build capacity while meeting communities and partners where they are. To that end, the Strong Families Committee has developed a menu of service levels. Applicants should identify what level of services they can realistically provide with their current infrastructure, experience, and capacity, and apply accordingly. Over the duration of the initiative, Contractors may have the opportunity to move between levels as their capacity expands or contracts. First 5 Butte County will provide and fund training, technical assistance, and capacity building, and will coordinate the availability of Subject Matter Experts to provide programming and services at sites that do not have that capacity.

Please see Exhibit B for more information about service levels.

## **Facilities**

As appropriate, First 5 Butte County will partner with Contractor to identify, secure and furnish an appropriate facility for Family Center services. In partnership, the Family Center Contractor and First 5 Butte will oversee and address facility needs and maintain an inventory of Center contents. All contents of the Family Center purchased with Commission funds will remain the property of First 5 Butte County unless specifically stated otherwise.

## **Core Service Areas**

Regardless of service level, the following types of core service areas shall be offered at the Family Center:

- Parent Education
- Early Learning and Literacy
- Early Relational Health
- Community Resources

In alignment with the Center Level of Service, staff will be required to implement a minimum number of program hours and sessions in each of the core service areas. The number of hours and sessions will be determined during contract negotiations and serve as performance measures throughout the term of the Contract. Detailed information about Core Service Area programs can be found in Exhibit A.

### **Community Events**

Centers will host regular community events, holiday celebrations, festivals and community gatherings for the purposes of building community and strengthening social connections among the families within and outside the Center.

### **Parent Leadership and Volunteers**

Centers will offer various leadership development, advocacy education, and volunteer opportunities for families. Centers will honor the contributions of families and create opportunities for shared decision-making. Staff and families will be invested and have a sense of ownership for the how the Center operates and the activities, programs and services it provides.

### **Staffing**

Family Center staff are both generalists and specialists. They aim to be proficient in the knowledge and skills necessary to operate a FRC and uphold the family support principles in an early childhood context. Family Centers employ diverse staff who meet the language and cultural needs of the community. They can include a mix of full-time and part time staff that fall into three basic categories: Leadership, Program/Teaching staff, and Support staff. Detailed information about staffing can be found in Exhibit A.

### **Collaboration**

First 5 Butte County encourages Contractors to collaborate with a variety of community partners to create an integrated, accessible and responsive service system. Additionally, subcontracted programs and services may be a key strategy to increase the Contractor capacity to meet the needs of the community. Careful consideration and evaluation of a collaborator or subcontractor's qualification and experience must be conducted to ensure that Family Center programs are consistent in approach, philosophy, quality and

experience. Contractors should rely on the Network to provide support and input about partnerships.

#### **IV. FIRST 5 EXPECTATIONS**

##### **Program, Evaluation, Administrative and Fiscal Capacity**

If awarded, the Contractor shall be responsible for the oversight and administration of the Family Center funds, including all requirements and responsibilities outlined in this RFQ. All requirements are material to the award of the Family Center funds. Reimbursement and expenditure claims are contingent on the Contractor's performance of and compliance with these responsibilities and requirements.

The Applicant's submission of the documents required in this RFQ constitutes its assurances that it will meet all requirements (program, administrative, evaluation and fiscal) of the Family Center funds, and retain records that substantiate its performance and compliance. For monitoring and auditing purposes, the Contractor will follow all fiscal accounting reporting and auditing standards required by First 5 Butte County.

The Contractor must maintain accurate fiscal data, in accordance with generally accepted accounting principles and standards for non-profit and governmental entities and report actual expenditures by category on the First 5 Butte County budget and invoice template. All invoices or claims must be substantiated by adequate supporting documentation based on verifiable financial records.

##### **First 5 Butte County expects that the Contractor will have the administrative capacity to:**

- Successfully oversee a Family Center, appropriate to the identified level of service, and monitor Center performance in context of the expectations outlined in this RFQ.
- Fully implement a Family Center, appropriate to the identified level of service, according to First 5 Butte's vision and specifications, including fiscal, administrative, facility management, operations, program service delivery, and personnel oversight and management.
- Develop and produce a calendar of programming that meets the needs of families while being reflective of negotiated contract deliverables.
- Support and ensure that the First 5 Butte data system (Apricot 360) is used by staff to enter all required data in a timely and efficient manner.
- Complete required reports in a timely and accurate manner using First 5 Butte's online reporting system.
- Assign Commission funds into a separate general ledger cost center for reporting and auditing purposes.
- Prepare and submit required monthly invoices with complete and accurate documentation of expenditures and;
- Support a process for managing and sustaining Family Center inventory (as applicable) that remains property of First 5 Butte.



- If applicable, act as a lead partner on behalf of the Network.

### **Evaluation and Reporting Requirements**

- Contractors will be required to collaborate with First 5 Butte County staff to develop comprehensive performance monitoring and outcome evaluation tools, strategies and reports. Performance monitoring and evaluation will be ongoing, iterative, and responsive to the evolving needs of families, community and funding streams.
- During the initial planning and training phase (estimated to be 3-6 months from contract start date), Contractors will be required to submit monthly performance reports to First 5 Butte County describing activities and accomplishments for each month. The performance reporting will be structured to elicit data on progress toward meeting objectives as well as barriers that could inform future community engagement and service delivery strategies. In addition to performance reporting, Contractors will participate in a (at minimum) monthly Network meeting with First 5 Butte County and other Family Center Contractors to discuss successes and challenges and identify priorities.
- During the implementation phase, Contractors will be required to submit quarterly performance reports to First 5 Butte County in alignment with the monitoring and evaluation plans developing during the planning phase. In addition to performance reporting, Contractors will be required to participate in monthly Network meetings with First 5 Butte County and other Family Center Contractors to discuss successes and challenges, share resources, develop policies and procedures, align training, identify technical assistance priorities, coordinate services, and more.

### **Partnership**

As First 5 Butte County seeks to deepen its relationship with community partners and provide an accessible network of services across all communities in Butte County, they will be actively involved in the design, development, and refinement of the service delivery model and standardized infrastructure implemented in Family Centers throughout the county. First 5 Butte County provides ongoing support to enhance the development and growth of the Family Centers by offering expertise and support in the areas of fund development, evaluation, data collection, reporting, public relations, early childhood approaches, and developmentally appropriate environments.

### **Agency Leadership and Center Oversight**

Applicants must demonstrate the organizational capacity to manage, supervise and monitor Family Center performance in the context of the expectations outlined in this RFQ, and the level of service. First 5 Butte County is committed to ensuring Contractors understand what is necessary to successfully oversee a Family Center. Dedicated agency personnel receive initial orientation and ongoing training and support as needed, including an open invitation to attend Family Center meetings and training with Center staff. Over

time, Contractors are expected to build internal capacity to oversee the Center specifically in the event that a change in leadership requires new staff to be oriented and trained to oversee the Family Center.

### **Reimbursement Requirements**

To receive reimbursement for Family Center activities, Contractors must:

- Submit a monthly invoice with backup documentation for expenses. Invoices are due 30 days after the end of the previous period.
- Certify expenditures were used only for the purposes detailed in the contract, and are allowable, accurate and consistent with the approved budget.
- Comply with all program, administrative, evaluation and fiscal requirements identified in the RFQ and the contract terms.

### **Funds Allocation and Terms**

Funding amounts will vary based on the service level and staffing structure of the Family Center. The Commission reserves the right to negotiate all aspects of a proposal before executing a final contract.

## **V. APPLICATION REQUIREMENTS, REVIEW AND AWARD PROCESS**

**Applicants must meet the following minimum requirements:**

1. Be a Public Agency or 501(c)3 designated non-profit or faith-based agency in operation for at least the past three (3) years.
2. Have an annual operating budget of no less than the equivalent of three times the annual amount requested.
3. Be in compliance and good standing with all local, county, state and federal government entities, including but not limited to the Internal Revenue Service (IRS), California secretary of State- Business Programs, and the Franchise Tax Board.
4. Be able to provide 3 years annual audited financials, or 3 years annual tax filings.
5. Have sufficient resources (assets) to cover current liabilities.
6. Satisfactory performance on any contracts(s) or agreements previously awarded by First 5 Butte County.
7. If required, have “active” status with the California Secretary of State.

### **APPLICATION**

The documents listed in this section are required in the applicant’s response to this RFQ to be considered. Attachment A- Proposal Checklist & How to Apply Online is available to assist in the application process. Previous “Capacity Building” partners are exempt from certain sections of the application, as noted. All attachments may be downloaded from the Google drive and edited into Word. If you are unable to access or download the

documents, please email [first5funding@buttecounty.net](mailto:first5funding@buttecounty.net) to be provided an editable Microsoft Word document.

**Attachment B:**

Agency Qualifications Summary- Utilizing the form provided, please provide a summary of no more than 5 pages of writing, or a total of 7 pages (single space, Arial font size 11). The purpose of this summary is to describe your agency's responsiveness to the qualifications listed in the RFQ.

**Attachment C:**

Agency Proposal Narrative- Utilizing the form provided, please provide a narrative of no more than 5 pages of writing, or a total of 7 pages (single space, Arial font size 11) to describe your agency's experience and approach to family strengthening.

**Attachment D:**

List the primary sources of contracts and grants for the last three years.

**Attachment E:**

List the current board of directors.

**Attachment F:**

References. Capacity Building Partners not required to submit.

**Attachment G:**

Agency annual budget for Fiscal Year 2023/34. No template provided.

**Attachment H:**

Agency W9

**Attachment I:**

Three most recent annual audits. If no audit is available, three most recent annual tax filings. No template provided.

## **Application Submission and Evaluation Process**

All documents related to applying for Family Center Funds are available in the appendix of this solicitation, and on the First 5 Butte County website at [first5butte.org](http://first5butte.org).

**Applicants must first submit an inquiry with organization and contact information.**

The [inquiry form](#) is available at [first5butte.org/for-partners/apply-for-funding](http://first5butte.org/for-partners/apply-for-funding). Upon First 5 Butte County staff approval, an application and budget link will be provided via email to the contact provided in the inquiry. Applications must be developed and submitted in accordance with the instructions described herein and must be complete at the time of submission.

Applicants must attend one of the mandatory bidders' conferences. Questions may be submitted prior to the bidder's conference, and answers to the questions shall be provided on the Commission's website following the bidders' conference, along with a recording of the bidder's conference.

<b>Event</b>	<b>Anticipated Date/Time (Subject to Change)</b>
Solicitation Publication	February 14, 2025
Final date to submit written Questions and Requests for Clarification	February 28, 2025 by 12:00 pm
Responses to questions posted at <a href="http://www.first5butte.org">www.first5butte.org</a>	March 5, 2025
Final date to submit Inquiry	March 10, 2025
Final date to submit Applications	March 14, 2025 at 5:00 pm

Applications will be evaluated by a committee of First 5 Butte County commissioners, and staff. This is an inclusionary process, and all applicants who meet the minimum requirements will be invited to participate in the Network at the level that the committee deems most appropriate for agency current capacity. The committee may identify areas of weakness and will work with the applicant to address concerns prior to contract negotiations.

<b>Qualification Criteria</b>	<b>Criteria Met Y/N</b>
Applicant possesses adequate insurance coverage	
Applicant provides adequate human resource and client policies	
Applicant indicates willingness to participate in the Network and shared data system	
Applicant's mission and organizational history aligns with the goals of the Commission's Strong Families Initiative	
Applicant's experience providing family support aligns with their intended service level	
Applicant has relevant experience providing services to the target population	
Applicant has adequate qualified personnel and has identified an appropriate location within their organization for Family Center services	
Applicant has adequate financial systems and controls	
Applicant articulated capacity and commitment to the Network and to long-term sustainability	

Any organization unable to complete the documents online should contact First 5 Butte County at [First5Funding@Buttecounty.net](mailto:First5Funding@Buttecounty.net).

## **VI. ALLOWABLE ACTIVITIES AND EXPENSES**

Applicant budgets will be reviewed and any items that are deemed non-allowable, excessive, or inappropriate will be eliminated or disputed. Generally, all expenditures must contribute to the goals and objectives outlined in **Section III**.

### **Reimbursable Costs**

Funds can only be used for costs incurred for planning and operation of the Family Center. Expenses incurred for the purpose of this application, or in the period between grant award and contract, will not be reimbursed.

**Personnel:** Compensation (salaries and benefits) for the time devoted specifically to the performance of approved activities. Personnel categories include management, program and administrative.

**Operating:** Expenditures for activities related directly to Family Centers, including but not limited to, the following:

- Materials and supplies, such as educational curriculum and materials, supplies for program activities, events and outreach, caregiver concrete supports such as diapers, child safety items, food and other direct supports, books, meals or refreshments for caregiver classes, educational toys and games, arts and craft supplies, program specific printing, and other items that are necessary to successfully complete the scope of work.
- Local mileage reimbursement for staff to travel to program locations, outreach events, meetings and trainings, home visits, etc.
- Professional services or other expenses such as software licensing, facility maintenance, etc.
- In-State travel related specifically to the development of FRC, reimbursed at the rates and terms determined in the [U.S. General Services Administration Travel Rates](#). Out of state travel requires prior approval from First 5 Butte County staff.

**Administrative:** Reimbursement for costs related to Family Center operations. Occupancy, IT and telephone, equipment and furniture, office supplies, liability insurance, and other expenses that are specifically tied to the scope of work.

Indirect: Expenses incurred by the grantee for the benefit of the entire agency, such as accounting, payroll, IT support, executive/upper management, general facilities costs, capital assets, agency vehicles, maintenance, janitorial services, etc. Agency indirect shall be limited to no more than 15% of personnel costs.

**Non-Reimbursable Costs:** Non-reimbursable direct and indirect costs include promotional items or memorabilia, gifts, souvenirs and capital assets, and anything else deemed excessive relative to the service level and the goals of the program.

Please see Commission's policy on Contract Payments for detailed invoicing guidance.

## **VII. COMMISSION NOTICES**

1. All work performed for the Commission, including all documents associated with the project, shall become the exclusive property of the Commission.
2. Any and all costs including travel, arising from development and delivery of a response to this RFQ incurred by any Applicant shall be borne by the Applicant without reimbursement by the Commission.
3. The Applicant shall remain an Independent Contractor, working under their own supervision and direction and is not a representative or employee of the First 5 Butte County. The Applicant agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
4. Applicants must be prepared to begin work promptly following execution of the contract and is expected to complete the project in its entirety.
5. Issuance of this Solicitation in no way constitutes a commitment by the Commission to award a contract. If the Commission determines it is in its best interest to do so, no Applicant may be selected and no contract may be executed.
6. The Commission reserves the right to reject any or all submittals received if the Commission determines that it is in its best interest to do so. Further, the Commission may cancel or amend this Solicitation at any time and may submit similar solicitations in the future.
7. The Commission may reject any submittal that does not meet all of the mandatory requirements of this Solicitation, is conditional or is incomplete.
8. The selected Applicant must maintain a tobacco-free environment in compliance with all local, county, and state regulations.
9. The selected Applicant must agree not to accept any funds from the tobacco industry, including in-kind donations and event sponsorships.
10. The Commission will allow for the protest of denial of Prop 10 funding. The protest of denial must be filed within ten days of the receipt of the denial notification, and must follow the Commission's procedures. Upon receipt of the rejection notification from First 5 Butte County, the Applicant may file a Request for Protest of Grant Denial by emailing [first5funding@buttecounty.net](mailto:first5funding@buttecounty.net) and stating the reason(s) for protest. The protest should provide evidence that the award violated First 5 Butte County's procurement procedures or State law. Mere disagreement with the Commission's decision shall not be the basis for a successful protest.
11. All information and materials submitted to the First 5 Butte County in response to this RFQ may be reproduced by First 5 Butte County for the purpose of providing copies to authorized individuals involved in the evaluation of the applications, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Solicitation awards are a matter of public record. Once a Contract is executed, submitted responses to this RFQ are subject to public disclosure as required by law. Application submission is considered consent to First 5 Butte County disclosure of the proposal. First 5 Butte County shall not be liable for disclosure of any information or records related to this procurement.

12. Questions and requests for clarification may only be submitted by e-mail to [First5funding@buttecounty.net](mailto:First5funding@buttecounty.net).

### **VIII. APPENDIX**

The following documents are attached for information only. Editable links with instructions for submission will be provided to qualified applicants, via email, who submit an inquiry and are invited to submit an application:

Inquiry Template (submit through the [first5butte.org](http://first5butte.org) website)

Application Template (link will be provided upon approved Inquiry)

Budget Template

Attachment A: Proposal Checklist

Attachment B: Agency Qualifications Summary

Attachment C: Proposal Narrative

Attachment D: Contracts and Grants

Attachment E: Current Board of Directors

Attachment F: References

Attachment H: W9 Template

Exhibit A Family Center Operating Overview

Exhibit B Family Center Levels of Engagement

Exhibit C Program Contract Template