



First 5 Inyo County
Request for Qualifications
For IMPACT Implementation Services

Due: August 17, 2020 at 5pm

Submit applications and questions to the First 5 Director, Serena Johnson at sjohnson@inyocounty.us

Forms and documents are available at the First 5 Inyo County website at
<https://www.inyocounty.us/first5>

RFA updated 8/4/20 – See Section E Application

KEY DATES

RFA Release: July 16, 2020

Application Due: August 17, 2020

First 5 Inyo County Commission Selection: August 26, 2020

Grant Awards Announced: September 2020

Grant Term Begins: October 2020 (upon contract approval by BOS, and contingent upon Board approval for FY 20-21 budgets)

A. Introduction

The purpose of the IMPACT (Improve and Maximize Programs so All Children Thrive) Request for Qualifications is to select an agency to support the quality improvement activities of early childhood

care in Inyo County. Applications should be consistent with Quality Counts California Local Consortia priorities and activities.

This funding announcement is for a period of three years beginning on July 1, 2020 and ending June 30, 2023. The Commission has allocated a total of \$142,592 for IMPACT Implementation activities, approximately \$47,531 per year. This funding is contingent on the Inyo County Board of Supervisors approving the IMPACT contract with First 5 California and adoption of the fiscal year 2020-2021 First 5 budget and succeeding fiscal year budgets.

B. Background

In November 1998, California voters passed Proposition 10, the Children and Families Act of 1998. Its intent was to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early child development, and to ensure that children are ready to enter school and reach their full potential. The Inyo County Children and Families Commission, otherwise known as First 5 Inyo County, was created in 1999 by the Inyo County Board of Supervisors to carry out the work of Proposition 10 in the county.

The First 5 Inyo County Commission set a new vision in their five year strategic plan that all children in Inyo County will thrive. The complete Strategic Plan can be viewed online at the First 5 Inyo County website: <https://www.inyocounty.us/first5>. The strategic plan aims to fulfil the mission of building the early childhood systems and supports needed to ensure Inyo County's young children are healthy, safe and ready to succeed. In response to a needs assessment conducted in spring 2019 that showed the greatest challenge facing families is access to quality child care, the Commission added a fourth focus area of Quality Early Learning. This led First 5 Inyo County applying to First 5 California to be the lead agency for IMPACT as part of the Quality Counts California Local Consortia.

C. Required Activities

With this funding, First 5 Inyo County is seeking a qualified agency to assist with IMPACT quality improvement activities such as coaching, recruitment, data tracking, reporting, and technical assistance.

The selected contractor will be expected to:

- Provider Engagement: Recruit licensed family child care homes (FCC) to participate in Quality Counts Inyo activities with a goal of 10 sites by FY22-23. Provide support to FCC participation including activities such as CLASS coaching, developing a quality improvement plan (QIP) for every participating site, providing a minimum of three site-based visits per year, and supporting other First 5 Inyo County IMPACT activities such as Talk Read Sing literacy promotion and Ages &

Stages developmental screenings. Work with the Quality Counts Inyo consortia to adjust strategies as needed to encourage participation.

- Data and Reporting: Assist with data collection, data entry, and data analysis for all IMPACT sites including FCC, Family Friend and Neighbor Care (FFN), and Alternative Setting sites (17 total). Manage iPinwheel database. Assist First 5 Director with required IMPACT reports to First 5 California. Provide data requests and reports to the QCC Inyo consortium as needed.
- System Participation: Participate in Quality Counts Inyo consortium meetings and activities. Participate in Quality Counts California and Region 6 IMPACT hub activities and link providers to state and regional trainings and resources. Communicate with First 5 Director and Quality Counts Inyo consortium members on a regular basis. Provide technical assistance to all site types regarding participation requirements in Quality Counts Inyo.

Funds can be used for the following allowable expenditures: personnel time, materials and supplies, training, stipends, advertising and communication, indirect costs at an amount not to exceed 10%, utilities, and rent. Non allowable expenses include: supplanting of existing funding and efforts, consumables, food, equipment, furniture, out-of-state travel, purchase of space, capital assets, facilities renovation, improvements, or repairs, lobbying, political activities, and fund-raising.

D. Eligibility

Agencies serving Inyo County families with children ages zero to five or pregnant mothers, including government, community-based, school, non-profit, and Tribal organizations can apply. Agencies and organizations must be in good standing with First 5 Inyo County. The Contractor selected to provide the service must be able to enter into a contract with the County of Inyo. Selection criteria will award agencies that are currently collaborating with First 5 on projects, have knowledge of the Quality Counts California system including the QRIS Rating Matrix, knowledge of CLASS Assessment and Coaching, and demonstrated experience working with early childhood development and education programs.

E. Application and Submission

A complete application including signature are required for consideration. Applications will not be accepted after the deadline. An application submission does not guarantee award of funding. All notifications will be sent to the email address on the application submitted. Application materials are available at the First 5 Inyo County webpage: <https://www.inyocounty.us/first5>. Please email to Serena Johnson at sjohnson@inyocounty.us to receive the three year budget template excel file.

Submit complete application (pdf and excel budget) by email to sjohnson@inyocounty.us by 5pm on August 17, 2020 to be considered. Submit all questions via email to Serena Johnson, First 5 Director, at sjohnson@inyocounty.us.

F. Selection Process

Applications will be evaluated and graded on a 100-point scale. See Part H Appendix Section 3 for the scoring criteria. A three person team made up of the First 5 Director, one First 5 Commissioner, and one HHS fiscal representative will score each proposal. An application must receive a minimum score of 80 points in order to be recommended to the Commission. All recommended applications will be submitted to the Commission for review on August 27, 2020. All applicants will be notified of the Commission's decisions. The selected applicant will work with the First 5 Director to prepare a contract for the Inyo County Board of Supervisors' approval. Final contract approval is contingent on the Board of Supervisors approval of the 2020-2021 Commission budget and prepared contract. An application submission or draft contract does not guarantee award of funding.

G. Responsibilities, if Awarded

The Commission requires that all grantees must do the following:

1. Acknowledge a portion of grant funds will be awarded on a reimbursement basis. Grantees shall keep careful records, including receipts or documents of authorized expenses in order to invoice quarterly. First 5 Inyo County will only reimburse invoices providing back-up documentation of expenses paid (e.g. cancelled check, bank statement, receipt/statement showing zero balance). All expenses need to occur during the fiscal year and contract dates (e.g. July 1, 2020 – June 31, 2021).
2. Certify that First 5 Inyo County Proposition 10 funds will only be used to supplement existing levels of service and not to fund existing levels of service. No Proposition 10 grant funding shall be used to supplant State or local general fund money for any purpose. The grantee shall execute a certification that is has complied with the anti-supplantation requirement stated in Section 30131.4 of the California Tax & Revenue Code, provided in Part H Appendix Section 2. Such certification shall be executed as part of the contract process and prior to the release of Proposition 10 funds. If the Commission determines that supplantation has occurred, the grantee shall be required to reimburse the Commission for all Proposition 10 funds that were used in violation of this policy.
3. Acknowledge the support of First 5 Inyo County in its advertising or place of business through use of name or logo.

4. Submit a final report to First 5 Inyo County director within 30 days of the conclusion of the project or contract. Report template will be provided during the contract process.
5. Enter into contract with Inyo County. Contract Number 116 is included as a sample on the First 5 Inyo County website and provisions are subject to change based on the exact service the contractor provides.
6. Comply with all insurance requirements. Amount to be determined depending on type of services being provided. Inyo County will provide contractor with insurance requirements at time of contract negotiation. Proof of insurance requirements are needed at the time of contract submission to the Inyo County Board of Supervisors.
7. Agree to consult with First 5 Director as needed and required.

H. Appendix

1. Application Preview.

This is only a preview. Please download the templates on the First 5 Inyo County webpage.



First 5 Use Only		
Date Received	Accepted	Declined

IMPACT FUNDING APPLICATION FOR FY 2020-2023

Organization Name	Type of Organization
Contact Person and Title	Email
Mailing Street Address, City, State, Zip	Primary Contact #
Person with Signing Authority and Title	

Briefly describe the experience and organization ability to provide services, prior experience, prior collaborative relationships, and any other strengths the applicant has to provide the service.

List staff who will provide the service, including resume/license demonstrating the required qualifications and relevant experience.

Provide one reference of person who may be contacted to indicating prior effective partnership or collaborative relationships. Please include name, agency, phone number and email.

2. Supplantation Form



FIRST 5 INYO COUNTY
ANNUAL NON-SUPPLANTATION CERTIFICATION

STRATEGIC GRANT NUMBER: _____

CONTRACTOR'S NAME: _____

CERTIFICATION

CONTRACTOR hereby certifies that:

- (a) Any and all funds received from the First Five Inyo County Commission will be used exclusively to develop new projects, expand existing programs and/or services or to enhance existing programs and services for children who are 0-5 years of age.
- (b) CONTRACTOR has not, and will not in the future, utilize such funds to supplant State or local General Fund money for any purpose.
- (c) To the extent that CONTRACTOR utilizes funds received from the First Five Inyo County Commission to replace State or Federal categorical funds, CONTRACTOR can demonstrate, upon request by the Commission, that such State or Federal categorical funds have been used to increase the level of services provided to children 0-5 years of age.
- (d) Any funds received by CONTRACTOR under its agreement with the Commission for prior years have been used consistent with subsections (a)-(c) of this Certification.

NOTE: Failure to comply with the anti-supplantation requirements stated in this Certification, the Agreement with the Commission and/or Revenue and Taxation Code Section 30131.4 shall constitute breach of any agreement with COMMISSION which shall result in termination of such agreement. If the COMMISSION determines that supplantation has occurred, CONTRACTOR shall also be required in accordance with the terms of the Agreement with the COMMISSION to reimburse the COMMISSION for all funds that were used in violation of this Certification, the Agreement with the Commission and/or Revenue and Taxation Code Section 30131.4.

Contractor's Signature

Date

Printed Name

3. Scoring Rubric

Rubric	Points Available	Points Given	Notes
Completeness of Application Packet	10		
Qualifications and staffing capacity <ul style="list-style-type: none"> - Knowledge of CLASS assessment and coaching - Knowledge of the Quality Counts California system including the QRIS Rating Matrix 	25		
Depth and breadth of experience in relevant areas <ul style="list-style-type: none"> - History of providing services to early learning and care programs - Demonstrated experience working with early childhood providers around quality improvement 	30		
Capacity for effective collaborative working relationships <ul style="list-style-type: none"> - Partner in First 5 programs and activities - Positive reference provided 	15		
Budget Detail and Narrative Explanation <ul style="list-style-type: none"> - Demonstrate financial capacity and experience to prepare and deliver the reporting successfully - Costs are clearly economical and realistic - Other strengths toward effective implementation 	20		
TOTAL	100		
<i>Name of Rater</i>	<i>Signature</i>		<i>Date</i>