



REQUEST FOR PROPOSALS

**FAMILY INVOLVEMENT:
Parent Education**

**Fiscal Years
2022-2023 to 2023-2024**

TIMELINE

DATE/TIME	ACTIVITY	LOCATION/CONTACT INFORMATION
December 1, 2021	Release RFP	Via Constant Contact or on the First 5 Madera County website: www.first5madera.org
December 9, 2021 10:00 A.M.	Electronic Questions	Submit questions to: funding@first5madera.org
December 15, End of Day	Posting and Responses to Electronic Questions	www.first5madera.org
January 28, 2022 12:00 P.M.	Proposals Due Mail or Hand Deliver	First 5 Madera County 525 E. Yosemite Ave Madera, CA 93638 Attn: Program Manager
February 18, 2022	Program and Grant Awards (PGA) Committee Funding Consideration	First 5 Madera County
March 2, 2022	Commission Funding Consideration	First 5 Madera County
March 2 – March 4, 2022	Funding Notification	Applicants will be notified via email.
July 1, 2022 – June 30, 2024	Project Implementation	

CONTACT AND SUBMISSION INFORMATION

CONTACT PERSON

All inquiries concerning this RFP are to be directed to the Program Manager listed below:

Program Manager
First 5 Madera County
525 E. Yosemite Avenue
Madera, CA 93638
(559) 661-5155
funding@first5madera.org

PROPOSAL SUBMISSION

Full proposal packets must be clearly labeled with project title, applicant/entity name, and contact person on the outside of the envelope or packet. All proposals, including hard copies of one (1) signed original and four (4) copies, plus one (1) electronic copy of the entire packet, must be received by **Friday, January 28, 2022**, no later than **12:00pm**. The electronic copy is not in lieu of the required hard copies.

Packets may be mailed, or hand delivered. If delivering in person, proposals will be considered late at 12:01pm by the First 5 Madera County (F5MC) clock and will not be accepted.

Submission of proposals constitute a release of information and waiver of the agency's right to privacy regarding information provided in response to the RFP. Ideas and format presented will become the property of F5MC.

ELECTRONIC QUESTIONS

Electronic questions may be submitted to funding@first5madera.org by December 9, 2021. Questions and responses will be posted on the F5MC website by end of day December 15, 2021.

WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn by a written request signed by the authorized representative of the organization. Submit a withdrawal request to the F5MC Program Manager. Label envelope and letter with the heading "**WITHDRAWAL OF RFP #022-052**".

CANCELLATION OF RFP

First 5 Madera County reserves the right to cancel this RFP at any time should funding to support it be unavailable as determined by the F5MC Commission.

ABOUT FIRST 5 MADERA COUNTY

First 5 Madera County, legally recognized as the Madera County Children and Families Commission, is a public agency that was created by the passage of Proposition 10 in 1998. Proposition 10, also known as the Children and Families First Act of 1998, added a 50-cent tax on tobacco products sold in California in order to fund programs and services expressly for children prenatally through age five and their families.

Since inception 23 years ago, F5MC has become a valued collaborator and funder. In these roles, we offer the community expertise on the importance of early childhood development and the conditions that children and families need to thrive. First 5 cultivates strong relationships with community partners and supports innovative and promising practices that are shown to improve child outcomes. This strategic plan supports a system-level approach that promotes seamless cross-agency coordination and improves the family experience and child outcomes.

VISION

Madera County's success is measured by the well-being of its youngest children.

MISSION

To enhance early childhood development, child health and family involvement by advocating, supporting and providing access to early intervention system through: increasing funding investments for 0-5 year olds, bolstering the network through strategic partnerships and empowering families.

INTRODUCTION AND INTENT

The F5MC 2020-2024 Strategic Plan is a product of a comprehensive process designed to gather information and feedback from County Commissioners, Commission Staff, county agencies, multi-sector community stakeholders, and parents representing the major areas of the county. The Strategic Plan serves as a roadmap towards investment opportunities. The Strategic Plan was approved three years ago identifying three focus areas and twelve outcomes for investment consideration beginning July 2020 through June 2024.

Based on the Strategic Plan's Family Involvement goals and objectives of promoting family resiliency, F5MC is seeking proposals from qualified organizations to provide innovative, prevention-oriented strategies that support family involvement by cultivating parenting skills and enhancing access to services for parents/caregivers of children ages zero through five in Madera County. F5MC aims to award two (2), two-year contracts with a maximum award of \$200,000 per contract. The contract period will commence July 1, 2022 and ending June 30, 2024.

BACKGROUND

Family resilience is often defined as the family's ability to survive and rebound from challenging life events with added confidence and reduced feelings of isolation. By providing access to social and concrete supports, families become better equipped to meet future challenges.

Recognizing that although some parental behaviors may be universally applicable, how parents learn, and practice parenting varies according to sociocultural and economic factors. Building on this knowledge, F5MC is seeking to invest in a proven effective, evidence-based parenting program.

First 5s across California have been implementing several evidence-based programs to provide enhanced support to children and families. Among them, Triple P Positive Parenting Program is a "parenting and family support system designed to prevent and treat behavioral and emotional problems in children and teenagers. Triple P draws on social learning, cognitive-behavioral and developmental theory as well as research into risk factors associated with the development of social and behavioral problems in children. It aims to equip

parents with the skills and confidence they need to be self-sufficient and to be able to manage family issues without ongoing support.” The Triple P program allows flexibility in responding to parent’s needs, from light touch to intense intervention. The program promotes self-regulation and self-sufficiency giving parents the skills they need to become problem solvers and confidently manage their parenting challenges and milestones independently, rather than rely on ongoing support.

This RFP aligns with the 2020-2024 F5MC Strategic Plan Family Involvement focus area and is an opportunity for agencies to submit innovative implementation plans to provide enhanced support to children and families by adopting the Triple P Positive Parenting Program, Levels 1-3. Applicants are welcome to identify an alternative prevention-focused evidenced-based curriculum focusing on family involvement.

SCOPE OF PROJECT

The applicant will identify an evidenced-based curriculum, such as Triple P, and demonstrate the capacity to implement the curriculum with fidelity, and is expected to meet the following requirements:

1. Receive appropriate training and accreditation for identified curriculum.
2. Maintain fidelity of curriculum whether conducted in-person or virtually.
3. Commit to the F5MC evaluation activities and tools.
4. If implementing Triple P, the applicant will implement Levels 1 through 3.

TARGET POPULATION

First 5 Madera County funds may only be used to target parents/caregivers with children ages zero through five. Specifically, through this RFP, F5MC has identified the following two (2) communities to be served:

1. The Eastern Madera County community
2. The Oaxacan community

Proposals must include a clear description of the specific target population(s) and geographic area selected for service delivery. The Projected Target Population attachment must be submitted along with the proposal.

FUNDING & CONTRACT PERIODS

The total anticipated funding available under this RFP is \$200,000.00 per year for two years; a total award of \$400,000. F5MC aims to award two (2), two-year contracts with a maximum award of \$200,000 per contract.

The contract period will commence July 1, 2022 and ending June 30, 2024. Funds may afford the following:

1. Salaries (and benefits if relevant) for staffing.
2. General operating costs for supplies, travel, educational materials, etc.
3. Indirect/Administration at the established percentage of the agency as demonstrated by its Cost Allocation Plan (not to exceed 15%).
4. Other expenses that can be attributable to the execution of the project.

Consistent with the intent of the California Children and Families First Act of 1998, no monies granted by the Commission may be used to supplant federal, state, county, or other funds available to the contractor for any purpose (according to Revenue and Taxation Code § 30131.4). Use of Prop 10 (First 5) funds are solely for the benefit of children 0-5 years old and their parents/caregivers.

ELIGIBILITY FOR FUNDING

Public and private organizations that have the capacity to achieve the goals of this project and provide appropriate fiscal oversight and accountability are eligible to apply. Additionally, any current or previous contracts with F5MC that have closed in good standing could apply.

RFP PROCESS

ELECTRONIC QUESTIONS

Electronic questions may be submitted to funding@first5madera.org by December 9, 2021. Questions and responses will be posted on the First 5 Madera County website by end of day December 15, 2021.

NOTICE TO APPLICANTS

Prior to proceeding further, the reader is strongly encouraged to review the Contracting Requirements section on page 11 of this RFP which provides:

- Reporting requirements
- Grantee compliance activities
- Important mandates regarding insurance, smoke-free policy, non-supplantation agreement.

APPLICATION DISQUALIFICATION

An applicant may be disqualified, and the proposal rejected, but not limited to, one of the following reasons: collusion, lack of responsibility and cooperation as shown by previous work or services, non-compliance with current/past contract requirements with F5MC, being in arrears on existing contracts or having defaulted on previous contracts, and/or incomplete information or missing documents as required by the proposal.

REVIEW PROCESS

Following the Contracting and Procurement Policy and Procedure Manual, the review process described in this RFP form the basis for proposal review and selection. Each proposal will be scored against the Review Criteria and judged competitively against other eligible proposals. The Commission reserves the right to negotiate proposed Budgets, Activities, and Evaluation Plan. Submission of a proposal does not guarantee selection for funding. The Commission reserves the right to negotiate proposed activities and/or budget.

Step 1: Proposal Checklist

Each proposal will be reviewed for the submission requirements specified under the proposal Checklist. The Checklist must be submitted and will be used by F5MC staff to verify that the proposal is complete and has either passed or failed Step 1.

Step 2: Review Panel

An independent panel of reviewers will score each proposal against the Review Criteria (Table 1). In addition, the review panel will meet to review scores, discuss weaknesses and challenges, and build consensus for recommendations to move forward to the Program and Grant Awards (PGA) Committee.

Step 3: Program and Grant Awards (PGA) Committee Review

Summaries from the review panel will include score averages and any commentary as to the weaknesses and strengths of each proposal will be reviewed by the PGA. Upon review and consensus by the PGA Committee, recommendations or awards will be forwarded to the full Commission for review and approval.

Table 1

REVIEW CRITERIA	POINT VALUE
1. Organizational Overview and Capacity	20
2. Narrative <ul style="list-style-type: none">• Target Population• Program Structure• Outreach/Engagement Strategies• Desire Outcomes• COVID-19 Limitations	65
3. Budget and Justification	15
MAXIMUM TOTAL	100

NOTIFICATION

Written notification of the Commission's decision regarding proposals will be made to each agency/organization by March 4, 2022.

Once notification has been received, awardees will be contacted by F5MC staff to finalize contract documents.

SOLE DISCRETION

Final selection is at the sole discretion of the Commission and reserves the right to reject any or all proposals. There is no appeal to this process.

PROPOSAL INTRUCTIONS AND REQUIRED CONTENT

FORMAT

The proposal must include the documents noted under Required Documents of this RFP. Utilize the specified format and include the content and materials as stated in the instructions below:

1. Copies should be made on white paper and provide sequential page numbers with a Table of Contents for the entire proposal.
2. The proposal must be typed and legible. Proposals should be written with a 12-point font size and have a one-inch margin on all sides. Proposals considered illegible by the independent panel of reviewers may be disqualified.
3. Do not use staples, binders, covers, flat folders, sleeves, or include brochures or any other presentation aides. Use clips to hold proposals together for submission.
4. The proposal can be printed single-sided.
5. Assure that all documents requiring a signature are signed in blue ink.

NUMBER OF COPIES

All proposals must include hard copies of one (1) signed original and four (4) copies, plus one (1) electronic copy of the entire packet with signatures in blue ink and signed by the agency's legally authorized staff to bind the agency/organization.

REQUIRED DOCUMENTS

Assemble and arrange the proposal in the following order. The order in which items are presented is important because reviewers will follow this order for specific area scores.

1. Cover Sheet

Complete the Cover Sheet included in this RFP. One copy must include an original signature of the person legally authorized by the agency to approve the submittal.

2. Table of Contents

Create a Table of Contents for the proposal packet

3. Narrative (Max. 7 pages)

The narrative should elaborate on the areas highlighted in the Summary. Complete your responses in the following order, labeling the section accordingly.

- **Summary (One-Page)**

Introduce the proposed project with a summary. Highlight the focus, target population, activities, desired outcomes, agency/staff capacity and desired budget. This section is limited to one page.

- **Organization Overview and Capacity**

Provide a brief background of the organization. Indicate the experience the organization has working with the 0–5-year-old population and their families/caregivers, capacity to meet the curriculum implementation requirements along with other RFP requirements, and the relationship with the target population.

Include the staffing structure, FTE and responsibilities of each staff member for this project. Share how the assigned staff is qualified to successfully implement this project. If including job description and/or organizational charts, these will be included as part of the page maximum. This would be required of subcontractors as well.

- **Program Narrative**

Provide a summary of the core functions that will be implemented. This should include:

- a) Target Population, including target quantity, geographic area and why the identified population was selected.

- b) Program Structure, including the activities, frequency/dosage of services, methodologies to achieve the activities. Also highlight the strategies used to decrease barriers to services i.e., hours of operation, translation/interpretation services, transportation, or other strategies/activities.
- c) Outreach/Engagement Strategies
- d) Desired outcomes, included the strategies and tools used to achieve the outcomes
- e) Include how you will achieve the proposed activities considering COVID-19 limitations, if appropriate.

4. Budget & Justification

Use the attached Budget Template to define the project's allowable costs and narrative/justification of the costs. Justifications must be written on a separate document and include formulas used to calculate final costs (see mileage example below). Note that only categories included on the template are allowed – no categories may be added or deleted.

CORRECT	
Budget Line Item & Justification	Total
Mileage: To provide home visitation services, community outreach and attend project-related meetings at approximately 500 miles per month - $500 \times 12 \times .58$ (state rate) = \$3,480	\$3,480.00
NOT CORRECT	
Mileage	\$3,480.00

First 5 Madera County encourages leveraging of other funding sources. Please offer any efforts towards leveraging funds for this project.

5. Audited Financial Statement

All proposals must include the most recent and complete audited financial statement by an independent, certified public accountant, for a fiscal period not more than 18 months old. The audited financial statement must show evidence of solvency and adequacy of accounting practices.

If an audited financial statement is not available, please submit a Federal Income Tax Return (Form 990). If the audit covers a parent firm, the parent firm shall be party to the contract. The Commission may require other information in lieu of the certified audit if it is of equal value in determining the fiscal stability of the proposer.

For those contractors that are audit-exempt, a full set of financials will suffice.

CONTRACT REQUIREMENTS

TERMS AND REQUIREMENTS

Reporting

Contractors are expected to adhere to the following fiscal and program reporting requirements:

1. Adhere to contract responsibilities.
2. Provide progress and evaluation reports on a quarterly basis. First 5 reserves the right to request additional supporting information to meet state and local requirements, as needed.
3. Account for expenditures of F5MC funds separately and be able to certify that funds were spent on children ages 0-5, their parents/caregivers and professionals.
4. Understands that failure to submit evaluation data, fiscal or programmatic reporting may result in withholding payments on this grant and any other grants the contractor might have in common with F5MC.
5. Declare leveraged funds.
6. Declare any unexpended funds.

Compliance Activities

All contractors funded by F5MC must manage and monitor their grants to ensure quality and timely work. Contractors will be required to participate in the Commission's compliance activities (as outlined in the fully executed contract and Funded Programs Handbook). These include but are not limited to the following:

1. Quarterly Reports
Progress-based outcomes will be monitored through program-specific documentation such as Milestone Reports, Excel spreadsheets, CFC Forms, State Forms, etc. These documents will reflect progress made on activities identified on the Measurable Outcomes Plan. Documentation will be submitted on a quarterly basis.
2. Fiscal Documentation
Payment to funded programs is made quarterly on a reimbursement basis once all required documentation is submitted and approved. All expenditures listed on the Quarterly Invoice must coincide with line items established by the contract budget. All invoices must be accompanied by a program-specific general ledger or other official documents substantiating the expenditures. The general ledger must reflect cost breakdown as per the budgeted items. No further claims for project costs may be made after the quarterly invoice has been submitted, audited, and paid out.
3. Quarterly Review Meetings
Contractors will be required to participate in quarterly review meetings. These meetings are an opportunity to discuss successes and challenges reported on the Milestone and Measurable Outcomes Reports. It also provides an opportunity for contractors to discuss any concerns with progress and/or to suggest changes based on lessons learned.
4. Mandatory Meetings
Contractors will be required to attend the Funded Programs Meeting, and other reasonable meetings requested by First 5 staff that have been identified to support program implementation. Whomever the agency has authorized as the primary contact for the contract is mandated to attend. The goal of these meetings is to provide F5MC information to all funded programs and offer networking opportunities with other funded programs.
5. First 5 Madera Program Integration
The Family Resources Centers and Tobacco Education Program within F5MC are an integral part of our community education efforts. Program will be expected to work with both the FRCs

and Special Projects Program Managers to determine appropriate integration of both programs once the proposal is approved.

6. Records Maintenance

The grantee will establish and maintain internal controls and maintain accounting records to track expenditures. Records will be kept available by the contractor for audit review and inspection by F5MC during the contract period, and five years after final payment.

7. Insurance

Each grantee will adhere to the insurance provisions included in the Contract Agreement. All insurance policies shall name COMMISSION as an additional insured. Evidence of coverage shall be provided before any work is commenced under this permit. Policies shall not be canceled or reduced in coverage without thirty (30) days prior written notice to COMMISSION.

Failure to comply with the insurance requirements, as specified above, shall place CONTRACTOR in default.

8. Smoke-Free Policy

Consistent with the intent of the California Children and Families Act of 1998, in order to promote tobacco education and awareness among pregnant mothers and families with children prenatal through age 5, all agencies and organizations receiving funding from the Commission shall provide a written copy of an established smoke-free policy prior to the disbursement of grant funds.

9. Supplantation Policy

Consistent with the intent of the California Children and Families Act of 1998, no monies granted by the Commission may be used to supplant federal, state, county, or other monies available to the Contractor for any purpose (pursuant to Revenue and Taxation Code § 30131.4).

10. Completed W-9 Form

The grantee will submit a completed W-9 Form once the application has been approved by the F5MC Commission.



CHECKLIST

The following items must be included in the packet to be deemed complete. Use the following CHECKLIST to ensure the submittal of a comprehensive packet:

- Checklist
- Coversheet
- Table of Contents
- Narrative
- Attachment A – Proposed Measurable Outcomes Plan
- Attachment B – Proposed Budget and Budget Justification
- Attachment C – Projected Target Population

Project Name: _____

Organization Name: _____

Date: _____



COVER SHEET

FUNDS REQUESTED: _____

CONTACT INFORMATION

Name of Program:	
Name of Agency:	Primary Contact:
Address:	Phone Number:
	Fiscal Contact:
	Phone Number:

PROPOSAL SIGNATURE

Authorized Agency Representative (Print Name): _____

Authorized Agency Representative Signature: _____

Date: _____

<p>Is agency board authorization needed? ___No ___Yes</p>
