



**Request for Proposals: Support Services –
Facilitation and Coordination of
Collective Impact Project**

Timeline

DATE	ACTIVITY
March 28, 2017	Release of the Request for Proposals (RFP)
April 14, 2017	Applications are due to the Commission office by 5:00 p.m.
Week of April 17	Interviews with Selected Bidders / Present Recommendation to the Commission for Approval
Upon approval by the Commission	Contract Begins

Overview of First 5 Placer

Since its inception in 1999, the First 5 Placer Children and Families Commission (First 5 Placer) has funded programs serving tens of thousands of children prenatal through age five and their families. First 5 Placer has invested more than \$35 million in a wide range of programs, community activities, and collaborative efforts that address critical issues of child care and development ranging from school readiness and workforce development to health care for children and their families and proper nutrition. To help address these issues, the Commission uses the Strengthening Families Approach which includes five Protective Factors: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children. Research shows that children and families thrive when these protective factors are robust in their lives and communities.

First 5 Placer’s 2016-2022 Strategic Plan outlines two primary roles for the Commission:

- **Funder/Grant Maker:** First 5 Placer will invest financial assets in direct services and programs that aim to have a positive impact on the lives of young children and families.
- **Partner, Convener, and Advocate:** First 5 Placer will: 1) create partnerships that bridge and bond existing assets; 2) bring key stakeholders together to support innovative thinking, promising practices, and policy development; and 3) support advocacy and policy/systems change for children and families.

Given the reduction in tobacco tax revenues and decreases in First 5 Placer’s ten year sustainability plan, the Commission plans to expand their role as Partner, Convener, and Advocate, and decrease their investments in direct services over the next six years.

Background

For the period July 1, 2016 through June 30, 2022, the Commission will narrow the focus of funding, attempting to direct resources in partnership with non-profits, schools, governmental entities, faith based communities and others to address areas of particular concern in Placer

County: Child Abuse and Neglect, Improved Reading Levels, Maternal and Child Health and Oral Health.

For the period July 1, 2016 through June 30, 2022, the Commission has allocated \$12,900,000 toward activities related to the 4 areas above. At its October 1, 2015 meeting, the Commission decided to allocate funds by phasing to a Collective Impact model. This involves two phases

Phase 1:

- Part 1a: RFP Component: (FY 16/17-17/18) **COMPLETED!**
 - Release a competitive RFP
 - Applicants must address one or more of the goal areas.
 - It would be an open, competitive process.
 - Amount available for contracts: \$1,950,000 a year for 2 years.

- Part 1b: Collective Impact Component: (FY 16/17-17/18)
 - Act as facilitator/convener, working with others to align cross system programs and services (public and private) over the next 2 years related to Child Abuse Prevention, Oral Health, Maternal and Child Health and Improved Reading level
 - Establishing working cross-system county-wide goals
 - As possible, work on cross-system projects (such as immunization education) that can align with an emerging collective impact approach
 - Hire consultants as needed
 - Amount available: \$150,000 per year for 2 years.

Phase 2

- Aligning goals/outcomes across systems (public and private) and funding (FY 18/19-21/22)
- Establish initiatives for funding, based results of work from Parts 1a and 1b
- Develop and implement an organizational structure at the executive and implementation levels with the capacity to lead and promote collective impact engagement with cross system partners. This effort will include implementing a technology system that reinforces the collective efforts of all, and provides a platform for a common language, communication, for internal and external audiences, regarding programs, progress and outcomes.
- Release funding through whatever process best suits work requirements (competitive RFP, collaborative funding, sole source, etc.)
- Amount available: \$2,175,000 per year for four years.

This RFP addresses the need for staff, commission and community support around the collective impact component of Phase 1: Part 1b and sustaining it through Phase 2, as needed.

Work in Process

First 5 Placer contracts with Harder+Company Community Research for evaluation services, working to develop indicators to direct some of the allocation of the Commission (see Strategic Plan). Additionally, the Commission has participated in some collective thinking around shared outcomes. The Public Health Department of Placer County Health and Human Services is undergoing accreditation, has completed its Community Health Assessment and is working on the Community Health Improvement Plan. As part of this process, HHS has established a Health Communities Initiatives website (<http://www.placerdashboard.org/>) to begin tracking shared outcomes. First 5 and other partners are also engaged with the Align Capital Region's (ACR)

Collective Impact work on student success and career readiness. <http://www.aligncap.org/> It is anticipated that the successful bidder will work with and within these models to avoid duplication and harness already-existing energy within the community.

Scope of Services and Deliverables

Proposals are being accepted to help First 5 work with stakeholders to advance the aims of the Strategic Plan with respect to the following:

- Assisting with the formation of initiatives centered around 4 strategic objectives: Child Abuse Prevention, Oral Health, Maternal and Child Health and Improved Reading levels, to include:
 - o Develop and implement an organizational structure to lead and promote collective impact engagement with cross system partners, including a technology system to reinforces collective efforts and provide a platform communication
 - o Asset mapping
 - o Designing a funding model and collaborative investment approach with a shared agenda
 - o Development and alignment of outcomes, indicators and strategies toward achievement of outcomes
 - o Development of evaluation framework
 - o Development of a sustainability plan

Amount of Funding and Contract Term

First 5 Placer has allocated up to \$150,000 per year for 2 years to this RFP. Funding beyond the first year is dependent upon the applicant's success, contract compliance, and availability of funds.

The Commission is under no obligation to continue funding beyond the terms of an initial one-year contract. The following criteria will be considered when evaluating if the initial one-year contract will be extended:

- The evaluation contractor is meeting its stated goals and objectives
- The evaluation contractor has consistently complied with First 5 Placer contract terms
- F5P continues to receive Prop 10 funding at anticipated levels

Application Instructions and Content Requirements: This section describes the required application format and content. Failure to follow the prescribed format may result in rejection of the application.

A. Outline of Application Content: The content and sequence of the Application is as follows:

1. Application Cover Sheet (Attachment 1)
2. Detailed summary of qualifications and applicable experience
3. Narrative overview of how you would complete these services
4. Scope of Work
5. Proposed Budget and Budget Justification

B. Proposal Format: Narrative text sections of the application should be typewritten on standard 8½ X 11 paper, single spaced with one-inch margins on all sides of the paper using 12-point font. Pages should be double-sided and numbered consecutively from beginning to end. Please do not staple proposal; include your agency name on every page with page number.

C. Number of Copies: Applicants must provide one (1) original application with a signature in blue ink by an individual legally authorized to bind the agency/organization

D. Application Instructions

1. **Application Cover Sheet and Certification Form:** Complete the Application Cover Sheet (Attachment 1). Original signature must be in blue ink by an individual legally authorized to bind the agency/organization.
2. **Detailed summary of qualifications and applicable experience:** Provide a brief history of the individual/agency, including number of years in operation, and demonstrate the Applicant has the qualifications, capability and experience to perform the requirements included in this RFP. Provide a description of the experience and qualifications of the proposed key staff members who will be assigned to this project, including function, level of education, degree and/or license, if appropriate, and a detailed resume for each person. If any subcontractors will be used, explain their use and provide their name and qualifications.
3. **Narrative overview of how you would complete these services:** Describe in detail how the Applicant will meet the desired services in this RFP. Include activities and deliverables you believe may be accomplished with the resources available. Identify all major tasks, activities and outputs and describe how they will be reached, including the timeframe required.
4. **Scope of Work:** Provide a detailed scope of work, including timeline and tasks
5. **Proposed Budget and Budget Justification:** Include and clearly detail all costs associated with the application. Please include a budget justification providing clear explanation of costs.
6. **Application Submission:** Please submit your application to: Janice LeRoux, First 5 Placer Children & Families Commission, 365 Nevada Street, Auburn, CA 95603 or by scanned (color) email to jlroux@placercoe.k12.ca.us .

Applications are due by 5:00pm on Friday, April 14, 2017.

Selection Process

A selection team consisting of F5P Commissioners and staff will review the applications prior to interviews with the Applicants; a recommendation for award will be voted on at the April 20, 2017 Commission meeting. The recommendation will be based on the best interest of First 5 Placer, rather than the lowest cost application. All funding decisions are final; there is no appeal process to the Commission. Applicants who meet the minimum qualifications set out in this RFP may be asked to interview with the selection team, enabling F5P to gather further information on any aspect of the application, to seek additional information and/or references and to review work samples and other relevant materials.

Applicants will be notified in writing of their application status following completion of the review, interview and award process.

**Attachment 1
First 5 Placer Children & Families Commission
Evaluation Services Application Coversheet**

Agency Name _____

Contact Person _____ **Title** _____

Address _____

Phone: _____ **E-mail:** _____

RFP Check List:

- _____ Detailed summary of your qualifications and applicable experience
- _____ Narrative overview of how you would complete these services
- _____ Scope of Work
- _____ Proposed Budget and Budget Justification

Authorized Representative:

THE APPLICANT CERTIFIES THAT: To the best of my knowledge and belief, data in this application are true and correct. The document has been duly authorized by the governing board of the applying agency.

Name: _____ **Title:** _____
(please print)

Signature: _____ **Date:** _____

This page must be attached to your application. Submit an original, signed copy (blue ink!) to:

First 5 Placer
365 Nevada Street
Auburn, CA 95603

Or email: jleroux@placercoe.k12.ca.us