

**First 5 Center Program Implementation
Request for Qualifications (RFQ 2023-01)
Questions and Answers Response
Date Posted: March 24, 2023**

The following are the questions received during the First 5 Center RFQ Informational Webinar on March 9, 2023, and all additional submitted questions and requests for additional information received by the 5:00 p.m. deadline on March 16, 2023. Please note:

- To respond to this RFQ, please complete and submit your proposal and all required documents to First 5 Contra Costa no later than **5:00 p.m. PT on April 6, 2023.**
- If you have any questions related to the First 5 Online Application Portal only, please submit them via email to Lisa R. Johnson, Grants and Contracts Manager, at: **grantsandcontracts@first5coco.org.**

Informational Webinar

1. Was the informational webinar recorded and is there somewhere we can find access to the recording and/or slides that were shared?

Response: Yes, the informational session webinar was recorded. Refer to the 'Apply for [Funding Hub](#)' on our website for all details regarding this solicitation.

2. Is there an error in the location address for the Monument location, listed as 1736 Willow Pass Road? Should it instead be located at 1736 Clayton Road?

Response: Yes. The correct location for the Monument First 5 Center is 1736 Clayton Road, Concord, CA.

3. Are questions and scope of work headers subject to formatting requirements and page limitations? Are bulleted lists and tables subject to formatting requirements?

Response: This RFQ has two narrative attachments. ATTACHMENT B—Agency Qualifications and ATTACHMENT L—Proposal Narrative. Applicants must adhere to the formatting requirements and page limits as identified. Bulleted lists and tables are acceptable, however, your response for either attachment cannot exceed the identified page limits.

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Program

4. Is program delivery as prescriptive as the RFP states, do we have to follow the program guidelines exactly, or do we have some autonomy over program design?

Response: First 5 has defined the core areas, programs, services, and activities funded with this RFQ. The Operator will negotiate the number of hours or number of activities that will be offered in each core area. Each core area has certain criteria to be met to satisfy the contract deliverable. Refer to the RFQ for the specific criteria associated with each core area.

5. Would a new provider awarded the contract be expected to hire existing staff of the First 5 Center? Is there autonomy in hiring?

Response: A new provider is not obligated to hire existing staff of the First 5 Center. The Operator is responsible for developing and distributing job descriptions, interviewing, and hiring for all First 5 Center positions.

6. Would we be able to do the prescribed program content, plus our own content?

Response: Generally, all program content must fall into the core areas. Operators are encouraged to approach First 5 with ideas for new program content that is relevant for families with children 0-5 years of age.

7. Can we gain access to the Community Assessments, i.e. the data that shows that these are the right programs for the communities being served?

Response: First 5 Center programming is designed and informed by systematic data gathering, needs assessment and community input collection through a contracted independent evaluator. Additionally, programming is informed by the needs assessment conducted by center Community Advisory Councils at each center.

8. Can we make space for school-aged kids in program design? Or, just 0-5 kids and families?

Response: School-aged children are welcome to attend First 5 Center events with their family and 0-5 aged siblings. Programming is designed specifically for adult

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caregivers and their children aged 0-5. Operators are encouraged to approach First 5 with ideas for programming that would benefit families with children ages 0-5.

9. Can you share who is attending the bidder's conference today?

Response: Click [here is the First 5 Center RFQ Informational Webinar Attendee Report](#).

10. Can you talk more about the evening hours? Does the Center have to stay open until 8:30 pm three nights a week or does the programming just need to happen sometime between 5:00 pm-8:30 pm?

Response: The expansion of the hours of operation outlined in this RFQ is to engage families who are not otherwise available M-F during regular business hours. Operators are expected to offer both in-person and virtual programming at least three evenings a week.

11. What is the eligibility criteria for families to attend?

Response: They must be a resident of Contra Costa County and have a child 0 to 5 years of age.

12. Can you share the current parent handbook?

Response: First 5 Contra Costa does not currently have a standard First 5 Center parent handbook. First 5 Center Operators design and develop their own parent handbook that they distribute to families. Operators awarded a First 5 Center contract through this RFQ will be provided technical assistance to develop a First 5 Center Parent Handbook.

13. Are all 5 centers currently staffed and running the full menu of programs?

Response: Yes, all First 5 Centers are fully staffed and offer the full range of programs, services and activities identified in the RFQ.

14. Regarding the evening hours 3 days a week, do the Centers need to be physically open or is virtual programming considered keeping the Center open on an evening?

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Response: Operators will be expected to be open and provide programs 3 evenings a week. First 5 and Operator will determine the terms associated with evening hours during the contract negotiation process.

15. What are the requirements to keep current staff on board? Or, will new providers be hiring 100 new staff?

Response: There are no requirements for hiring individuals currently employed at a First 5 Center. Operators would be expected to conduct a hiring process to identify qualified and experienced candidates who become employees of the new Operator.

16. Exhibit A of the RFQ states "Centers will offer annually a minimum of two sessions of Level 4 - Triple P, offered at the Centers in conjunction with a Triple P provider contracted by First 5 Contra Costa." CAPC's successful parent education model has been offering the evidence-based Nurturing Parenting Program (NPP) since 2007 with specialized curriculums in Spanish, English, and for parents of children with special needs and health challenges. Could we use this parent education model at the First 5 Center instead of Triple P?

Response: The Evidence Based Parent Education core area would include multiple offerings which includes two sessions of Triple P. The Nurturing Parenting Program (NPP) can be offered in addition to Triple P and other evidence based programs.

17. Is it possible to review a budget that includes specific line items so we can better understand the breakdown of expenses in the First 5 Centers?

Response: Please refer to the attached/linked prior budget, as a sample. Keeping in mind that this is subject to change based on the size of the center and other possible modifications to come that will be finalized upon contract negotiation.

18. The Staffing detail on the PowerPoint slide for a large site only adds up to 7.55 FTE. Is there flexibility to make the Outreach 1 FTE and Childcare at 2 FTEs? This will bring the total to 9.05 FTE for a large site.

Response: The staffing detail included on the PowerPoint and in the RFQ are provided as required roles and FTE (full-time equivalent) per position. The total

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FTEs associated with the small and large sites are the minimum number of FTEs required. The difference between the FTEs is at the discretion of the Operator. Each Operator has the flexibility to choose the number and types of positions needed to effectively operate the Center.

19. Could you please provide any additional detail on Attachment L, question 9, regarding intentionally sharing power with families to promote growth and to develop families' skills toward self sufficiency?

Response: First 5 is interested to hear how applicants interpret this statement and based on that interpretation how they will incorporate this into their work of operating a First 5 Center.

Operator Transition

20. Will the centers be closed during the transition period as a new provider takes over a center and hires new staff?

Response: Yes, Centers that will be transitioning to a new operator will be closed for a limited time. First 5 will work closely with the operator to develop a Transition Plan during the contract negotiation process.

Match

21. If there are costs that are not able to be budgeted (for example over the indirect rate, or higher actual IT costs than allowed in the budget) the amount could be more than 20%. For example, sometimes we have programs that require us to spend more than the budget allows (IT and/or indirect costs). In the past, we have counted any over-spend as match. Would that be possible?

Response: A match can be in-kind, or cash, as stated in the RFQ Match definition. If in-kind, match should be for program expenses. First 5 does not allow over 15% for administrative expenses.

22. Can you talk more about what counts as in-kind?

Response: In-kind is a non-monetary contribution to a budget that may include goods, services, and/or time, and that would normally be a part of a budget. To

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reiterate, First 5 does not allow over 15% for administrative expenses.

23. Would in-kind programming from agency partners be included in 20% match?

Response: A match is considered any portion of the total budget that is not covered by the First 5 funding. This means that a program contributing to the center operations being paid for through other funding is considered a match.

24. Does the 20% match requirement simply mean that we only bill 80% of actual costs and find other revenue sources to cover for the 20%? If we don't find other revenue sources it means that 20% would be the contract deficit. Is this correct?

Response: Yes. Please refer to the RFQ. And, it is expected that the total budget would be expended and the center operates at 100%. The 20% match is a requirement of this RFQ; it is expected that all centers will operate at full capacity.

25. Would we specifically be breaking down the 20% match? Itemizing it?

Response: Yes, please do itemize the 20% match.

26. Is the match a fixed 20% of the Total Program Budget or is it 20% of Total Program Actual Expense. For example, if the contract were underspent, are we still obligated to provide the full match or is it proportionate to the amount of spending?

Response: Yes. Please refer to the RFQ. It is expected that the total budget would be expended and the center operates at 100%. The 20% match is a requirement of this RFQ, it is expected that all centers will operate at full capacity.

Eligibility

27. If we are currently a for-profit private company, we must change our structure to a not for profit organization?

Response: To apply for funding under this RFQ, applicants must be a public agency, or 501(c)3 designated non-profit agency, and must have been in operation for at least the past three (3) years. Please see the full list of minimum requirements to apply for funding on Page 17, listed in the 'Eligibility Requirements' section of the solicitation.

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28. We have been operating as a for-profit for the last 18 years. We are expanding into a new site as a non-profit. Non-profit status was established in January 2023, do we qualify?

Response: To apply for funding under this RFQ, applicants must be a public agency, or 501(c)3 designated non-profit agency, and must have been in operation for at least the past three (3) years. Please see the full list of minimum requirements to apply for funding on Page 17 listed in the 'Eligibility Requirements' section of the solicitation.

29. This is not for family child-care facilities then? I am a nonprofit.

Response: First 5 is seeking public organizations and nonprofit entities to be operators of the First 5 center locations. Applicants must be a public agency, or 501(c)3 designated non-profit agency, and must have been in operation for at least the past three (3) years and have an operating budget of no less than the equivalent of three times the total amount requested but not less than \$1 million dollars excluding First 5 Contra Costa funding for each of the last three (3) years. Please see the full list of minimum requirements to apply for funding on Page 17 listed in the 'Eligibility Requirements' section of the solicitation.

30. I believe I saw that you needed 3 years of audited financial documents. If you do not have that, are you precluded from applying?

Response: Applicants must have annual audits conducted by an outside accounting firm for the last three (3) consecutive years, which do not indicate significant financial concerns. Please see the full list of minimum requirements to apply for funding on page 17 listed in the 'Eligibility Requirements' section of the solicitation.

31. Hello! Kids First Academy has been operating as a for-profit program for the last 18 years in the Pittsburg/Bay Point area. We started as a large family child-care program in Pittsburg back in 2004. We were part of the First Five Preschool Makes a Difference program. As a matter of fact, our program was used to showcase the Longs Foundation so that funding donations will include home-based programs. We eventually expanded into a child-care center facility in Bay Point. Then recently, we had the opportunity to expand into another location in Concord, CA. We are moving

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forward to this expansion as a non-profit. We are currently waiting for a licensing inspection. Anticipating an opening sometime in late April or early May. We have established a non-profit organization in January 2023. Please let me know if we meet qualifications in order to move forward with the application to the First 5 Center 2023.

Response: To apply for funding under this RFQ, Applicants must be a Public Agency or 501(c)3 designated non-profit agency in operation for at least the past three (3) years. Please see the full list of minimum requirements to apply for funding on page 17 listed in the 'Eligibility Requirements' section of the solicitation.

General Information

32. Will the questions asked today (that weren't responded to today) be responded to prior to the other written questions, or grouped with the written questions?

Response: To ensure that all potential applicants receive the same information, all questions and answers received will be compiled and posted on the First 5 Center RFQ [Funding Hub](#) (on the First 5 website, the 'About Us' tab under 'Apply for Funding') no later than March 25, 2023.

33. Will this presentation/slide be available to all participants on this call?

Response: The webinar slide deck and webinar recording are posted on the First 5 Center [Funding Hub](#) (on the First 5 website, the 'About Us' tab under 'Apply for Funding').

34. Would centers be co-branded? I.e., the new provider and First 5? Or, just First 5?

Response: First 5 Centers are a brand of First 5 Contra Costa. First 5 will acknowledge the partnership with funded-partner operators.

35. Should we feel concerned for First 5 fully running center staff teams being replaced?

Response: As a public agency, First 5 Contra Costa is required to publicly bid certain contracts. To adhere to this requirement, and to increase transparency and access, we release an RFQ for First 5 Center Operators every three to five years. This current solicitation aligns with our bid cycle.

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How to Apply

36. If an agency is applying to operating multiple centers, please explicitly explain how the documents for different sites are to be uploaded to Grantrequest.com. Do non-site-specific documents, like the Board of Directors List and Contract & Grant Lists, need to have a duplicated upload for each proposed Center?

Response: Agencies applying to operate more than one site are required to complete one [Online Application](#) in the First 5 Online Application Portal.

- **Agency Qualifications Summary ([ATTACHMENT B](#))** - Please provide **one** summary per application of no more than seven (7) pages (single-spaced, Arial Font size 11). The summary should describe your firm's responsiveness to the qualifications listed in this RFQ.
- **Compliance, Litigation and Fiscal Questionnaire ([ATTACHMENT C](#))** - Please provide **one** questionnaire per application.
- **Resumes, Curricula Vitae and Organization Chart ([ATTACHMENT D](#))** Please provide the necessary resumes, CVs and organization charts to support your application.
- **Contract and Grant Support- ([ATTACHMENT E](#))** - Please provide **one** Contract and Grant Support form per application.
- **Current Board of Directors - ([ATTACHMENT F](#))** - Please provide **one** Board of Directors listing per application.
- **References - ([ATTACHMENT G](#))** - Please provide **one** list of references per application.
- **Agency Annual Budget - ([ATTACHMENT H](#))** - Please provide **one** current agency budget per application.
- **Licenses & Certifications ([ATTACHMENT I](#))** - Please provide **the necessary** documents to support your application.
- **Annual Audit ([ATTACHMENT J](#))** - Provide **one set** of the agency's **three most recent annual audits** conducted by an outside accounting firm within the last three years.
- **Sample Agency Contract ([ATTACHMENT K](#))** – Provide **a sample agency contract** used to contract with outside agencies and subcontractors for services.
- **Proposal Narrative ([ATTACHMENT L](#))** - Please provide **one narrative** of no more than ten (10) pages with 1.5 line spacing, Arial font size 11, and 8.5 x 11-inch paper with 1-inch margins.
- **Supplemental Questionnaire ([ATTACHMENT M](#))** - Provide a questionnaire **for**

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each site you are applying to operate.

- **Budget and Budget Narrative ([ATTACHMENT N](#))** - Provide a budget **for each site** you are applying to operate.

Compress all the documents required for the attachment into one PDF document and upload them in the First 5 Online Application Portal, as instructed. Refer to **ATTACHMENT A**, the 'Proposal Checklist' for guidance.

37. On the First 5 Online Application website, in the Budget Section, it states "Include the budget amount for each site you are applying for." If an agency is applying to operating multiple centers, should they include the budget amount for all sites across each application?

Response: Agencies applying to operate more than one site are required to complete one application in the First 5 Online Application Portal. As indicated, the budget amount for each site you are applying for must be included. The total amount requested (also listed on the application) is the sum of the budget amount for all the sites you are applying to operate. **NOTE:** Applicants applying to operate more than one site must complete **ATTACHMENT M and ATTACHMENT N** for each site and also upload the appropriate documents to support your application. See **ATTACHMENT A** for guidance.