



REQUEST FOR VENDORS (RFV)

Qualified Vendor Services

Event Planning
Grant Writer
Graphic Design
Meeting Facilitation (Virtual/Hybrid)
Photography
PR, Media Outreach, Strategic Communications
Translation/Interpretation/American Sign Language
Video Production

Release Date: September 20, 2023

Due Date: October 18, 2023 by 5:00 pm

For more information, please contact:

Lisa R. Johnson
Grants and Contracts Manager
First 5 Contra Costa
grantsandcontracts@first5coco.org

First 5 Contra Costa reserves the right to cancel or withdraw this RFV at any time without prior notice. First 5 Contra Costa may, at its sole discretion, reject any or all applications submitted in response to this document. Any applications, including attached materials, submitted in response to this document shall become the property of the Commission and subject to public records request.

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I. Introduction & Timeline for Selection Process

Introduction

First 5 Contra Costa Children and Families Commission (hereafter “the Commission” or “First 5 Contra Costa”) is seeking to establish a qualified vendor list (QVL) of vendors with experience and/or subject matter expertise to provide services in each of the following eight (8) service categories:

- **Event Planning**
- **Grant Writing**
- **Graphic Design**
- **Meeting Facilitation (Virtual/Hybrid)**
- **Photography, PR, Media Outreach, Strategic Communications**
- **Translation/Interpretation**
- **Video Production**

Applicants may submit qualifications for more than one category of service. Successful applicants will complement the skills and capacity of First 5 Contra Costa’s staff and partner organizations to help achieve the goals and objectives outlined in First 5 Contra Costa’s Strategic Plan.

Available Funding and Terms

First 5 Contra Costa will fund projects through this RFV on an as-needed basis. Applicants who are selected for a QVL are not guaranteed to receive any particular quantity of business. Applicants will be accepted into a QVL for a 12-month period and will be offered the opportunity to renew their membership in the QVL upon expiration for an additional 12 months at the sole discretion of First 5 Contra Costa.

Timeline for Selection Process

ACTIVITY	DATE
Application Released	September 20, 2023,
Informational Webinar (online)	September 27, 2023 at 1:00 PM
Questions Submittal Deadline	September 29, 2023
Post Responses to Solicitation Questions	On or before October 4, 2023
Application Due	October 18, 2023
Notice of Acceptance	On or before October 27, 2023

The above dates are subject to change as deemed necessary by First 5 Contra Costa.

All questions and requests for additional information regarding this RFV must be received in writing to First 5 Contra Costa via email. First 5 Contra Costa reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information. First 5 Contra Costa may respond to individual inquiries and then post replies to all questions on First 5 Contra Costa's website by the posting date. Any amendments to this RFV will be posted online at First 5 Contra Costa's sole discretion during the period of posting.

Questions and requests for additional information must be submitted in writing attention to:

Lisa R. Johnson, Grants & Contracts Manager
E-mail: grantsandcontracts@first5coco.org

Informational Webinar

Potential applicants are highly encouraged to participate in the informational webinar on September 27, 2023, at 1:00 PM to learn more about the RFV requirements. Please click here to [Register for the First 5 Contra Costa RFV Informational Webinar](#). After registering, you will receive a confirmation email containing information about joining the webinar.

Question and Answers

To ensure that all potential applicants receive the same information, all questions and answers First 5 Contra Costa receives will be compiled and posted on the [First 5 Contra Costa's website, the About Us tab under "Funding Opportunities."](#) The Commission shall not be responsible for or bound by any oral instructions, interpretations, or information provided by the Commission or its employees other than the RFV contact. All questions and requests for additional information regarding this RFV must be received in writing on or before September 29, 2023, no later than 12:00 noon, and directed to Lisa R. Johnson, Grants and Contracts Manager, at grantsandcontracts@first5coco.org

To successfully respond to this RFV, applicants must meet the minimum qualifications and submit all required documents through the online application portal designated by First 5 Contra Costa. We encourage all applicants not to wait until the day of the deadline to apply. First 5 Contra Costa 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.

Updates and Addenda to this RFV

Please check the [First 5 Contra Costa website, the About Us tab under "Funding Opportunities."](#) regularly for updates and addenda. First 5 Contra Costa has the right to amend this solicitation by written addendum. First 5 Contra Costa is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. It is the responsibility of applicants to ensure, prior to submission, that their application reflects the most recent information and RFV requirements.

First 5 Contra Costa is seeking diverse individuals, vendors, consultant teams, and firms to apply. Please review the following information for the scope of work, submission instructions, and the criteria for selection.

Deadline

Applications will be accepted on an ongoing basis until the **October 18, 2023 deadline, at 5:00 PM**. All proposals must be received via the First 5 Contra Costa online application portal no later than 5:00 PM (PST). First 5 Contra Costa is not responsible for late or non-delivery of submissions. Late or non-responsive submissions will be rejected without consideration.

II. Background and Overview

First 5 Contra Costa Overview

First 5 Contra Costa works to ensure young children are healthy, ready to learn, and supported in safe, nurturing families and communities. For more than two decades, we have supported efforts to help children in our county reach their full potential by focusing on their most critical years of development—prenatal through age 5. Research shows that a child’s brain develops most dramatically during the first five years of life. During this critical period, a window of opportunity exists to shape how a child’s brain matures and develops. Safe, nurturing relationships, experiences, and environments in early childhood lay the foundation for lifelong positive outcomes in health, learning, and well-being.

First 5 Contra Costa centers our work around equity and plays many roles to advance our mission: funder, convener, advocate, and incubator. We invest in programs, capacity building, and policy advocacy to improve the well-being of families and children during their first five years. First 5 Contra Costa was established by the creation of California’s Proposition 10 in 1998.

Our current areas of focus include:

Strengthening Families: We focus on strengthening families’ own ability to foster their children’s development, health, and school readiness by:

- Funding five family resource centers that offer free classes, workshops, and community-building opportunities for families and connect them to other community services.
- Enhancing parents’ knowledge of child development and positive parenting practices that promote healthy families.

Early Childhood Education: We ensure children have high-quality early learning experiences that help them in school and in life by:

- Offering professional development for childcare teachers and exploring ways to enhance families’ access to quality early learning programs.
- Piloting innovative ways communities, businesses, schools, and social service providers can help prepare children, particularly children of color, for success in kindergarten.

Early Intervention: We increase families' access to services that foster children's optimal development by:

- Building the capacity of health and social service professionals in proven strategies to address trauma, development delays, and other concerns.
- Advocating for changes in how public and private health care systems work with families and encouraging investments that focus on preventing challenges.

To learn more about First 5 Contra Costa, visit www.first5coco.org

Qualified Vendor List Overview

First 5 Contra Costa will maintain a separate QVL for each of the following areas:

- Event Planning
- Grant Writer
- Graphic Design
- Meeting Facilitation (Virtual/Hybrid)
- Photography
- PR, Media Outreach, Strategic Communications
- Translation/Interpretation/American Sign Language
- Video Production

Applicants that are selected for a QVL are required to enter into a contract with First 5 Contra Costa at the fixed prices/rates they submit pursuant to this RFV. When a Vendor is needed, First 5 Contra Costa will select a Vendor(s) from the appropriate QVL based on project need, availability, capacity, and/or any other criteria needed for the project. The scope of work, contract term (start/end dates), and payment limit will be determined at the time the project is identified..

Vendors may be required to submit additional documentation in order to complete the contract. First 5 Contra Costa may remove a vendor from the QVL at any time for cause (e.g., poor quality of goods or services, noncompliance with terms of the agreement, etc.). Likewise, a vendor may withdraw from the QVL at any time by submitting a signed letter to First 5 Contra Costa via U.S. Mail or via email.

First 5 Contra Costa reserves the right to amend or add to the roster of qualified vendors to best meet the needs of First 5 Contra Costa. First 5 Contra Costa is not obligated to contract with any or all of the qualified applicants.

The QVL may be open for new applicants on an as-needed basis, with applications accepted at additional times during the year.

III. Scope of Services

First 5 Contra Costa seeks to establish a QVL of qualified vendors with experience and/or subject matter expertise to provide services in each of the following eight (8) service categories: **Event Planning, Grant Writing, Graphic Design, Meeting Facilitation (Virtual/Hybrid), Photography, PR, Media Outreach, Strategic Communications, Translation/Interpretation and Video Production.**

To be considered for the list of qualified vendors, applicants must meet the following minimum qualifications that correspond to the service category that they are applying for:

Event Planning

Minimum qualifications:

- Must have a minimum of five (5) years of experience providing event management and production services
- Must have experience working with committees with members from a variety of organizations to produce events
- Must have the ability to be on-site for events in Contra Costa County as needed when requested by First 5

Scope of services: In collaboration with First 5 staff, the selected applicant will provide overall oversight and execution of event planning services, which may include:

- Coordinating and working with a planning committee of First 5 staff and stakeholders, including creating and maintaining a detailed action plan shared with committee members
- Identifying, vetting, and booking spaces/locations for events
- Identifying, vetting, booking, and coordinating food/catering, furniture/linen rental, AV, interpretation, child care, security, and any other services needed for the event
- Overseeing and implementing load-in and load-out equipment and supplies for the event
- Coordinating outreach, marketing, signage, and decorations for the event
- Creating and overseeing run-of-show for all involved parties and serve as principal contact with the venue and all day-of vendors
- Managing all close-out and clean-up aspects of the event

Grant Writer

Minimum qualifications:

- Must have 3 years experience as a professional grant writer for public and /or non-profit organizations
- Demonstrate excellent writing and research skills
- History of successful grant applications or proposals
- Excellent communication and listening skills
- Good time management skills
- Excellent computer skills
- Ability to collaborate with others

Scope of services: In collaboration with First 5 staff, the selected applicant will provide services that may include:

- Research and identify grant opportunities
- Organize, draft, and develop grant applications or proposals.
- Work with First 5 staff to identify and define grant opportunities.
- Lead the development, writing, and submission of grant proposals or applications.

- Attend in-person or virtual meetings as required or needed related to the obtainment of or application process.

Graphic Design

Minimum qualifications:

- Must have a minimum of three (3) years of experience in professional graphic design
- Experience working with nonprofits or government agencies preferred

Scope of services: In collaboration with First 5 staff, the selected applicant will provide graphic design services, which may include:

- Assisting with visual communications to enhance the effectiveness and reach of the agency's communications to multi-lingual, multi-generational, racially and culturally diverse, English-speaking and non-English speaking audiences
- Creating new graphic materials, including outreach flyers, presentation design, social content, and other print and digital collateral consistent with the agency's brand identity
- Creating print layout designs for reports or brief research documents consistent with the agency's brand identity
- Delivering graphic files in a variety of file formats and resolutions as requested by the agency

Meeting Facilitation/Logistics Coordination (Virtual & Hybrid)

Minimum qualifications:

- Must have a minimum of two (2) years of experience providing virtual and/or hybrid meeting facilitation and management services
- Technical knowledge of virtual platforms used for meeting facilitation
- Experience with multiple stakeholder types of meetings

Scope of services: In collaboration with First 5 staff, the selected applicant will provide virtual meeting facilitation services, which may include:

- Determining the best methods for engagement and relationship building and the best virtual platforms and techniques for the desired virtual and/or hybrid event/meeting.
- Developing a work plan to execute the virtual or hybrid meeting/event, including defining roles and responsibilities
- Handling all of the logistics associated with the planned meetings/events
- Facilitating the planned meetings/events, including all technical aspects of the meeting/event
- Through the process of delivering these services, helping build the capacity of agency staff on virtual and hybrid facilitation and meeting production

Photography

Minimum qualifications:

- Must have experience as a professional photographer
- Must have the ability to be on-site for location photography in Contra Costa County as needed when requested by First 5

- Must provide their own camera, lenses, memory cards, lighting, tripods, and other related equipment. The equipment must be of current production quality and produce professional products.
- Will assign rights to First 5 Contra Costa to use the photographs in all media for an unlimited time

Scope of services: In collaboration with First 5 staff, the selected applicant will provide services that may include:

- Group and individual portraits
- Candid photography of programs taking place such as child care, classes, trainings, etc.
- Event Photography
- Delivery of images in potentially multiple digital formats
- Travel to and within Contra Costa County

Public Relations, Media Outreach, and Strategic Communications

Minimum qualifications:

Experience with any of the following:

- Strategic communications planning for nonprofits or public agencies
- Branding and positioning clients as leaders in advocacy, systems change, collaboration, and public policy, and promoting clients as an ideal partner in the community.
- Managing media events, including logistics, outreach, messaging, and follow-up.
- Integrating multiple platforms to reach and engage a mix of diverse, multicultural, multilingual audiences.
- Fostering collaborative relationships with clients, including clients' direct staff, grantees, consultants, and proposers.
- Crisis communications consulting, planning, and messaging.
- Training diverse stakeholders and client staff on communications tactics and messaging.
- Evaluating and assessing the effectiveness and reach of strategic communications efforts.
- Developing creative briefs, market research, and concept testing for diverse audiences.

Scope of services: In collaboration with First 5 staff, the selected applicant will provide strategic communication services that advance the agency's Strategic Plan. Services may include:

- Strategic Communications Planning and Implementation
- Public Relations and Stakeholder Outreach
- Building Brand Awareness
- Media Outreach
- Partnership/Grantee Communications
- Crisis Communications
- Collateral Material Production and Management
- Evaluation and Measurement of Impact
- Concept Testing and Market Research
- Public Awareness Campaigns

Communications efforts will target Contra Costa County's decision-makers, service providers, and parents and caregivers of children prenatal to age 5, including hard-to-reach communities or communities not reached through traditional media. Depending on the project, some efforts will be multi-lingual and must demonstrate cultural sensitivity to specific identified audiences.

Translation/Interpretation/American Sign Language Services

Minimum qualifications

- Minimum of 2 years experience in paid language services
- ASL vendors must have a current certification issued from, or recognized by, the Registry of Interpreters for the Deaf, Inc. (RID).
- Interpretation vendors must be able to provide
- Dual-language capabilities
- Culturally nuanced interpretation
- Simultaneous interpretation

Scope of services:

First 5 Contra Costa is seeking submittals from qualified individuals, organizations, and/or firms to provide translation and/or oral interpretation. Applicants are required to provide language services in one or more of the following languages: **American Sign Language, Spanish, Chinese (e.g., Mandarin and/or Cantonese for oral; simplified and/or traditional for written), Arabic, Hindi, Farsi, and English.** Selected applicants will support First 5 Contra Costa with:

Interpretation Services:

The selected applicant will provide verbal simultaneous interpretation in-person and/or virtually (Zoom and other online platforms) at various First 5 meetings and events (day and evening) in Contra Costa County using First 5 Interpretation equipment. Note more than one interpreter may be needed for meetings that exceed two (2) hours.

Translation Services:

The selected applicant(s) will provide translation services to ensure that public-facing materials about First 5 Contra Costa's programs, advocacy, or other efforts are provided in the language most accessible to impacted residents, service providers, or the general public. The types of publications/documents typically translated include but are not limited to:

- Manuals, reports, marketing materials, and advertising campaigns.
- Social media posts and materials.
- Flyers, posters, signs, and brochures.

Video Production

Minimum qualifications:

- Must have a minimum of five (5) years of experience producing video content
- Must have the ability to be on-site for location filming and photography in Contra Costa County as needed when requested by First 5

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- Must provide their own camera, lenses, memory cards, lighting, tripods, and other related imaging equipment. The equipment must be of current production quality and produce professional products.
- Will assign irrevocable rights to First 5 Contra Costa to use the video

Scope of services: First 5 Contra Costa is seeking submittals from qualified companies to provide video production services to strengthen First 5 's brand and initiatives. Video topics will revolve around, but are not limited to, early childhood, public health, mental health, early care and education, and family engagement and support. Prior experience with these topics and with public sector/government entities is preferred but not required. The respondent selected through this RFV will support First 5 in a variety of areas, which may include but are not limited to, the following:

Video Production Services:

- Scriptwriting and editing
- Storyboarding
- Single-camera and multi-camera shoots
- Video editing
- Motion graphics
- Fully ADA-compliant videos
- Multilingual videos with closed captioning
- Planning and setup for scheduled video shoots or events at the location specified.
- Post-production processing, which may include editing, raw file conversion, color correction, and voice-overs prior to delivery of the final product
- Travel to and within Contra Costa County

Type of Video Projects may include:

- Testimonial videos
- Agency Overview/"About" videos
- Commercials, PSAs, and short promos

IV. Eligibility & Submission Criteria

Applicants must meet the following eligibility requirements:

Eligibility Requirements

1. Must meet the minimum qualifications that correspond to the service category for which they are applying.
2. Must 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.

Note: If your entity is required to register with the California Secretary of State, First 5 Contra Costa will verify an "active" status via the California Secretary of State's website: <https://bizfileonline.sos.ca.gov/>

3. Satisfactory performance on any contract(s) previously awarded by First 5 Contra Costa.

Applicants who do not meet the above eligibility requirements will not advance past the initial Phase 1 review and will be deemed ineligible for inclusion on the QVL.

Terms of Project

1. Applicants accepted into the pool (“Vendors”) will enter into a contract with First 5 Contra Costa. However, acceptance into the QVL does not guarantee work with First 5 Contra Costa. Work will be solicited based on First 5 Contra Costa needs. When First 5 Contra Costa selects a Vendor from a QVL, the Vendor and First 5 Contra Costa staff will negotiate a Task Order that identifies the scope of work, contract term (start/end dates), and payment limit before work can begin. The rates will be at the fixed prices the Vendor submits pursuant to this RFV.
2. Vendor(s) may be selected for work based on project need, rotation, and/or solicitation. Applicants are responsible for providing a valid e-mail address during the application process and communicating any changes to First 5 Contra Costa during the term of pool membership. If a valid e-mail address is not on record, First 5 Contra Costa may deem the applicant ineligible for the opportunity.
3. The initial membership term on the QVL is 12 months. Vendors on the QVL will be offered the opportunity to renew their membership for an additional 1-month period upon expiration at First 5 Contra Costa’s sole discretion. Additionally, applications will be accepted for additional vendors to the pool on an as-needed basis.
4. Vendors may withdraw from the QVL at any time by mailing or emailing a signed letter to First 5 Contra Costa. Vendors that are selected for a project are not bound to accept work solicited by First 5 Contra Costa. However, Vendors on the QVL will be required to abide by the contractual considerations in this RFV.
5. First 5 Contra Costa reserves the right to amend QVL as needed to best meet the needs of all parties. At First 5 Contra Costa’s discretion, Vendors on the QVLI may be removed from the QVLI at any time.

The Commission reserves the right to reject any or all proposals submitted, correct any technical errors in the RFV process, waive any irregularities in any application/proposal, negotiate with any of the applicants, or enter into a subsequent agreement with another applicant if the originally selected applicant fails to execute its agreement with the Commission. The Commission’s primary consideration will be to examine the quality and comprehensiveness of each application.

During the evaluation process, the Commission reserves the right, where it may serve the Commission’s best interest, to request additional information or clarification from applicants or to allow correction of errors and omissions.

The submission of qualifications shall be deemed a representation and certification that the applicant:

- Has carefully read and fully understands the information provided in the RFV and any subsequently issued addenda, including Commission responses to RFV questions, posted

- Has the capacity, ability, and experience to complete the services as specified in the RFV and your application.
- Represents that all the information provided in the application is true and accurate.
- Did not collude; conspire to agree with any person, organization, corporation, or another applicant, directly or indirectly, regarding the amount, terms, or conditions of the application.
- Agrees that the Commission reserves the right to make any inquiry it deems appropriate to substantiate the information provided in the proposal.

V. Online Application & Submission Instructions

The documents listed in this section are required in the applicant's response to this RFV. The omission of any document/form will constitute an incomplete proposal and may be grounds for disqualification.

Submission Instructions

Applicants must complete an Online Application form and submit all required documents specified below through the First 5 Contra Costa Online Application portal. Applicants must set up an online account to access the application form. All Applicants should submit only one (1) response to this RFV. If you are interested in applying for more than one subject matter, your application must clearly identify all subject matter areas.

To access the online application, click the link below:

[First 5 Qualified Vendor Services RFV Online Application](#)

Required Documents, Forms, Narratives, and Attachments

In order to respond to this RFV, applicants must complete an online application form and submit all required documents, specified below, through the First 5 Contra Costa online application portal. Instructions on how to set up an online account and access the online application can be found in [ATTACHMENT A - Application Checklist + How to Complete the Online Application](#).

To be considered a responsive application, complete applications must include the following information and be submitted in the following format. Unless explicitly requested below, do not embed hyperlinks in your application documents. Required attachments do not count toward the page count limitations. Omission of any document/form will constitute an incomplete application and may be grounds for disqualification. Please include the following in your response:

- **Online Application** - Applicants must set up an online account in order to access the application form. Click the link below to access the online application:

[First 5 Qualified Vendor Services RFV Online Application](#)

- **Experience and Qualifications Narrative ([ATTACHMENT B](#))** - Please provide a narrative of no more than **five (5) pages**, (1.5 line spacing, Arial font size 11) to describe your responsiveness to the qualifications listed in this RFV. Include a response to the following questions for EACH scope of work/subject matter expertise you are applying for.

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- **Organization Capacity:** Please tell us about your organization and the names and roles of the key staff members (including supporting personnel), consultants, and subcontractors who will be responsible for work related to the project and their qualifications for carrying out the work.
- **Expertise:** Please describe your expertise in providing the services described in this RFV. Briefly describe relevant education, training, certifications, or real-world learning for each individual who may be involved in delivering the services, including subcontractors. If you are anticipating the use of subcontractors, please also include how you will review and monitor their work for quality purposes.
- **Experience:** Please describe your experience providing the services described in this RFV that you are applying for, including the number of years you/your team have paid experience delivering the services. Include a brief description of the types of relevant services you have provided to other clients in the past or to current clients, including the length of time you worked with those clients, the year in which the services were delivered, the types of services delivered, and any challenges and successes with the delivery of the services. Highlight any previous or current work you have in Contra Costa County and/or that relates to early childhood.
- **Cost/Budget:** Please provide a fixed comprehensive fee/service rate sheet for each proposed service, which may include different rates for each individual that may be involved and any other fees or rates. Ensure the fees presented include a breakdown of all associated costs for transparency and clarity.
- **Work Sample (ATTACHMENT C) - For each scope of work/subject matter area you are applying for,** please provide up to two (2) complete samples of work that highlight your ability to complete the tasks outlined in the Scope of Services. Include a brief paragraph with each work sample that summarizes how the sample relates to your ability to complete the tasks outlined in the Scope of Services.
 - For video production, please include links to videos available online.
 - **For Event Planning and Virtual & Hybrid Meeting Facilitation/Logistics Coordination,** please include documents used to plan and produce the events/meetings. There is no First 5 designated form for this attachment. Please upload as a single PDF
- **Compliance and Litigation Questionnaire (ATTACHMENT D)** - Please read and complete the requested information on the Compliance and Litigation Questionnaire. If you check yes to any of the questions on this form, please explain how this will impact the project in this solicitation. Upload the completed form to the online application portal.
- **Resumes or Curricula Vitae (ATTACHMENT E) maximum of 3 pages per team member** - Include resumes or curricula vitae for key personnel, including proposed subcontractors who will be the core team for this project and will play a role in carrying out the work. There is no First 5 form for ATTACHMENT E. Please upload it as a single PDF.

- **References ([ATTACHMENT F](#))** - Provide three references of current and/or past clients with knowledge of the applicant's ability to manage projects similar in nature and scope to this project. Upload the completed form to the online application portal.
- **Business Licenses and Certifications ([ATTACHMENT G](#))** - Provide copies of any federal, state, or county licenses or certifications held by the applicant relevant to this project and, if required, by the City or County in which your organization operates.(e.g., Business licenses, IRS non-profit letter, Tax Identification Number documentation, etc.). There is no First 5 designated form for this attachment. Please upload as a single PDF

Failure to submit all required attachments may constitute an incomplete application and may be grounds for disqualification. Applicants are responsible for any errors and omissions in their applications. In order to respond to this RFV, please complete and submit your application and all required documents to First 5 Contra Costa via our online portal no later than 5:00 PM PT on October 6, 2023. Applications will not be accepted after this deadline and will be disqualified from consideration.

Application Withdrawal

Applications may be withdrawn before the due date for submission of applications by delivering a written and signed request. Application withdrawals must be submitted electronically to: grantsandcontracts@first5coco.org with the subject line: APPLICATION WITHDRAWAL- **First 5 Qualified Vendor Services RFV 2023**

VI. Evaluation Criteria & Selection Process

Evaluation Criteria

A review panel comprised of First 5 Contra Costa staff and its partners, as deemed appropriate, will evaluate applications/qualifications/proposals. The criteria by which each response will be evaluated are as follows:

1. **Applicable experience and expertise:** The extent to which applicants demonstrate experience and expertise related to the scope of work as outlined in the RFV.
2. **Demonstration of capacity:** The proposal will be evaluated for feasibility, completeness, and capacity to address the scope of work as outlined in this RFV.
3. **Cost/Budget:** The extent to which the costs are reasonable and well justified.

Selection Process

First 5 Contra Costa will review proposals/applications based on the multi-stage review process detailed below. Reviewers are required to sign a Conflict-of-Interest form to certify that there are no conflicts of interest with the applicants. Reviewers will score applications using evaluation criteria identified by First 5 Contra Costa.

Phase 1 Internal Review: First 5 Contra Costa will evaluate all proposals for completeness, eligibility, and minimum requirements. Proposals with omissions of any required documentation are subject to disqualification. First 5 Contra Costa will also conduct a due diligence review, which includes a review of Attachment D: Compliance and Litigation Questionnaire, a review of previous and current contract awards to see if the applicant is in good standing, and verify “active” status via California Secretary of State (if applicable). First 5 Contra Costa reserves the right to request additional information, if needed, to validate eligibility and/or minimum requirements.

Phase 2 Application Review: Applications that pass Phase 1 will proceed to the Phase 2 *Application Review*. A review panel will evaluate the applications in accordance with the criteria and procedures set forth in this RFV. Reviewers will participate in a review calibration session prior to finalizing scores.

Reference Checks

Reference checks will be completed after Phase 2. First 5 Contra Costa must be able to contact three (3) references provided by the applicant. Otherwise, First 5 Contra Costa may deem the applicant ineligible for this opportunity.

Acceptance into Qualified Vendor List

The most responsive applicants from Phase 2 Application Review that align with the mission, vision, and needs of First 5 Contra Costa will be accepted into the Qualified Vendor List pool. Note that acceptance into the Qualified Vendor List does not guarantee work with First 5 Contra Costa.

VII. Acceptance Notification, Appeals & Contract Requirements

Acceptance Notification

The Commission's "Notice of Qualified Vendors List (QVL)" will be published via our website and emailed to all applicants who responded to this RFV, notifying them of the organizations accepted to the pool as qualified vendors.

Appeals

First 5 Contra Costa reserves the right, without prejudice, to reject any or all submitted applications. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 Contra Costa policies and procedures, or the terms of the solicitation.

Only applicants who have submitted a response in accordance with this RFV process may appeal the RFV process. Appeals challenging First 5 Contra Costa's decision must be submitted **within five (5) business days following the date the notification of the decision is made by First 5 Contra Costa and posted on First 5 Contra Costa's website at [First 5 website, the About Us tab under "Funding Opportunities."](#)** Grounds for appeals are limited to the following:

- The decision violated applicable law, First 5 Contra Costa policies and procedures, or the terms of the solicitation;
- The RFV evaluation and eligibility criteria were not appropriately applied to the application; and/or
- The Commission failed to follow the RFQ process/procedures.

The Appeals must be in writing and specifically state the grounds on which the appeal is based. Oral appeals will not be accepted. Letters of appeal must be submitted electronically to: grantsandcontracts@first5coco.org and addressed to Lisa R. Johnson, Grants & Contracts Manager, with the subject line:- APPEAL- **Qualified Vendor Services RFV 2023**

The Commission's Executive Committee will handle all appeals. At this time, all decisions by the Executive Committee will be final and cannot be appealed further. Notification of the final decision on the appeal shall be made in writing to the applicant. Appeals will only be considered if received by the appeal deadline.

Contract Requirements

Applicants who are selected to be on a QVL are required to enter into a contract with First 5 Contra Costa. First 5 Contra Costa will execute an Indefinite-Quantity Contract for an indefinite quantity of specific services and supplies at the fixed prices set forth in Applicant's RFV for up to 12 months. Acceptance into the QVL does not guarantee work with First 5 Contra Costa. Work will be solicited

based on First 5 Contra Costa needs. When First 5 Contra Costa selects a Vendor from a QVL, Vendor, and First 5 Contra Costa will negotiate a Task Order that identifies the scope of work, project term (start/end dates), and payment limit before work can begin.

A successful applicant must execute the contract without substantive alteration. Applicants must review the First 5 Sample Indefinite-Quantity Contract in detail and fully understand the contractual obligations described in the contract, including insurance requirements.

Unless otherwise submitted during the RFV process, the successful applicants will be required to submit additional required documentation before the awarded contract can be fully executed. The commencement of any activities under the contract's Scope of Work/Performance will not begin until the contract execution date (the date all parties have signed the contract.). The successful applicant will not be eligible to obtain reimbursement for any costs incurred prior to the task order execution date by First 5 Contra Costa.

If selected for funding, the Applicant will also be required to:

- Show proof of general liability and worker's compensation insurance (if the applicant has employees).
- Indemnify First 5 Contra Costa Children and Families Commission.
- If using a Federal Tax ID Number Contractor will need to submit a copy of the Employer Identification Number letter from the IRS.
- If the applicant's status is a sole proprietor contractor will need to submit a copy of the Driver's License, and if using a social security number applicant will need to submit a copy of their social security card.

If the value of the contract is \$50,001 or more in any fiscal year, the award and execution of the contract is subject to First 5 Contra Costa Commission approval.

It is First 5 Contra Costa's intent to contract with independent contractors and not to create an employer/employee relationship.

Insurance Requirements

The Applicant shall provide a Certificate of Insurance and required endorsements to comply with First 5 insurance requirements prior to the commencement of work under the contract and task order. The insurance certificate shall state that First 5 Contra Costa will be given 30 days' notice of any material change or cancellation in coverage.

VIII. Attachments

Attachments

Below is a list of corresponding Attachments. All Attachments and Exhibits are hyperlinked and/or referenced in this document below. These documents will open as “view only” Google Docs. To use them to complete your application, do the following:

1. Open the Attachment or Exhibit document
2. In the menu, click File. Make a copy.
3. Rename the document and choose where to save it
4. Click ok. You can now type in the File.

For Informative Purposes:

- [Attachment A - Application Checklist + How to Complete the Online Application](#)

For Submission

- [Attachment B - Experience and Qualifications Narrative](#)
- Attachment C - Work Sample (no designated form)
- [Attachment D - Compliance and Litigation Questionnaire](#)
- Attachment E - Resumes or Curricula Vitae (no designated form)
- [Attachment F - References](#)
- Attachment G - Business Licenses and Certifications (no designated form)