



## **First 5 Lake County Request of Proposal (RFP)**

All Proposals must be received by:

**Friday, October 14, 2022, 5:00pm PST**

**Mail or hand deliver proposals to:**

First 5 Lake  
1173 Eleventh St.  
Lakeport, CA 95453

**OR**

**Email proposals to:**

[first5@lakecountyca.gov](mailto:first5@lakecountyca.gov)

## **INTRODUCTION**

On November 12, 1998, California voters passed Proposition 10, adding a 50-cent tax to each pack of cigarettes or comparable product sold in California. These resources were then utilized to provide increased support for early childhood development of children from conception through age five, within four result areas of: Improved Child Health, Improved Child Development, Improved Family Functioning, and Improved Systems of Care.

### ***First 5 Lake Vision***

One day Lake County's success will be measured by the wellbeing of its youngest children.

### ***First 5 Lake Mission***

First 5 Lake builds the early childhood systems and supports needed to ensure Lake County's youngest children are safe, healthy and ready to succeed in school and life.

First 5 Lake (F5L) is seeking proposals intended to secure the services of a qualified Applicant to provide/develop and maintain a web-based data management system. F5L currently provides funding in support programs throughout the county that provide services to children 0-5 and their families. As part of the agency's evaluation activities and increased access to services for families with young children, F5L is interested in securing a web-based data management system that will support F5L's evaluation efforts in data collection, referrals, management, submission and reporting. F5L expects to fund \$50,000 not to exceed for the period of this RFP.

F5L was established by the County of Lake Board of Supervisors in 2000, following the California electorate approval of Proposition 10 on the 1998 ballot. This proposition is intended to improve services to children, perinatal to 5 years of age and their families. This legislation encourages innovation in the provision of services and mandates an evaluation component. **F5L is an independent commission with support services provided by the County of Lake.** The status of the Commission's grantees shall be that of an independent contractor. **Awards under this RFP shall commence on or around January 2, 2023.**

**GOALS, STRATEGIC PRIORITIES & DESIRED OUTCOMES**

Successful proposals will address the need for increased access to an integrated, strategic and user-friendly service delivery system that is continually adapting to enable our community to give all Lake County children the best possible start in life. The database will help facilitate properties of the Help Me Grow Framework and incorporate the Smart Start Eligibility Wizard.

**Help Me Grow Framework**

Help Me Grow is a national network of over 100 systems in 31 states building early childhood infrastructure to support the healthy development of all children 0-5 and their families. Help Me Grow system offers a central point of contact for families to navigate a real-time directory of resources, from basic needs to child development supports.

**Smart Start Eligibility Wizard**

Smart Start Lake County Collective is made up of members from agencies and organizations around the Lake who serve pregnant woman and/or families with children ages birth to five. The goal of the collective is to create a local early childhood system that makes sense to families and is easy to navigate so that parents and caregivers can find and be connected to services with as little hassle as possible.

**APPLICATION TIMELINE:**

RFP Release Date:	September 1, 2022
Proposal Submission Deadline:	October 14, 2022
Evaluation of Proposals:	Late October 2022
Tentative Commission Award Approval:	November 16, 2022
Contract Start Date:	January 2, 2023

## **SCOPE OF SERVICES**

The applicant will develop, implement and maintain a web-based, user-friendly data system to be used by F5L staff, partnering agencies and evaluator. The Applicant's data system will have the following characteristics and capabilities:

### **Reporting Functions**

1. The system must be able to create real time standard and easy customizable reports using data contained in the database. Please describe the standard reports available in the system and the ability to design/create reports.
2. Please describe the extent to which reports can be customized and the ability to create custom reports.
3. Platform should be able to provide additional analytical tools necessary for implementing evaluation activities, including customizable raw data exports, as defined as necessary by F5L staff and/or external evaluator
4. The system must have the ability to readily export data into common formats for outside analysis. Describe the export process and the formats available.

### **General Requirements**

5. The platform must have minimal technical requirements given the range of tech available in the county, with stable access from commonly used browsers and mobile devices with common operating systems. It should be a cloud-based system with NO special installation requirements for users.
6. Platform should be able to house both client level data and program level data with the ability to link individual clients to a family unit, including consent tracking and asset tracking.
7. The Platform should be able to refer individual clients to internal programs and external programs, with the ability to track whether the referral was successful or not.
8. The system must support multi-level security/role levels (eg. Contractor, Administrator, etc.). Security level (guided by related definitions) will determine user level access type, including what information may be viewed and what actions may be performed.

### **Training and Maintenance**

9. Applicant will be expected to provide customer support and technical assistance for F5L staff, partnering agencies and evaluator on the data system, including data administration activities, providing a user guide, establishing user profiles and appropriate levels of access consistent with F5L policies and procedures.
10. Applicant will provide trainings and technical assistance services in the use of the database system for all staff, partnering agencies, and evaluators on data base components as needed.
11. Updates: The Applicant must provide F5L, at no additional charge, all new releases and bug fixes (collectively referred to as "Updates") for any software deliverable developed or published by Applicant and made generally available to its other customers at no additional charge. All such Updates shall be a part of the Program and Documentation and, as such, are governed by the provisions of this Contract.

### **Ownership and Confidentiality**

12. F5L will own all rights, title, and interest to data imported or manually entered into Applicants application and all work products derived from said system. Furthermore, we must have available past data pertaining to all clients and programs whenever requested. This includes manual and automated queries.
13. Applicant shall employ data system security measures and standards, including encryption technologies, as may be necessary or proper, and as mutually agreed by F5L, its evaluator, and Applicant during performance of this Agreement. Applicant and its agents, if any, shall not have access to any information except as required to perform Applicant's obligations under this Contract.

The information contained within this RFP are not exhaustive and include the requirements known at this time. The Applicant will describe any additional information or components necessary to achieve the intent as outlined. Upon award, the successful Applicant must work with F5L to develop a detailed Scope of Work to guide the system implementation.

## **PROPOSAL FORMAT**

### ***Proposal Components and Instructions for Each Page:***

All proposals must include the following components in this order:

- **Cover Sheet – Form A:** Fill in all boxes. Not to exceed one (1) page.
- **Check List – Form B:** All applicants must check off each item listed and submit this form with its application. Not to exceed one (1) page.
- **Table of Contents** – Not to exceed one (1) page – *optional*
- **Project Narrative – Form C:** Provide all requested information in a narrative format. See Form C for section page limits.
- **Budget – Form D:** Complete the Budget Summary and Budget Detail spreadsheets by using the instructions provided.
- **Logic Model - Form E:** Logic Model with a proposed timeline.
- **Proposal Attachments:** The following listed attachments should accompany the proposal.
  - Copies of F5L's Tobacco, Alcohol and Drug policy and Healthy Beverages Policy with authorized signatures, or copies of Applicant's existing related policies.

## **Applicant Qualifications**

This RFP is open to individuals, public, non-profit, private agencies, and proprietary business entities, practicing in the State of California. Applicants may be required, before the award of any contract, to demonstrate to the complete satisfaction of the Commission, the ability (including financial resources) to provide the required services in a satisfactory manner.

The Commission may make reasonable investigations deemed necessary and proper to determine the ability of the applicant to perform the work, and the applicant shall furnish to the Commission

all information for this purpose, as may be requested. The Commission reserves the right to reject any proposal if the evidence submitted by or the investigation of the applicant fails to satisfy the Commission that said applicant is properly qualified to carry out the obligations of the contract and to complete the work described therein.

### **Review Process**

A review team will evaluate all proposals and determine which are most qualified for further consideration. Following its review and evaluation, the Committee will make its recommendation to the Commission for their final approval. The Evaluation Criteria below will be based upon proposal materials submitted.

SECTION	WEIGHTED PERCENTAGE
Alignment with Commission’s Mission, Vision, Goals, and Strategic Priorities	10
Proposed Outcomes	20
Proposed Strategies	20
Program Performance Measures	10
Capacity to Implement the Project	10
Sustainability	10
Proposed Costs	20
<b>Total Points Possible</b>	<b>100</b>

The Commission will follow the principles of competitive negotiation during the review process, that is, cost and contractual terms are negotiable.

In the event an application contains omissions, deletions, or incomplete information submitted in response to Application Checklist and other requirements of this RFP, the Commission may elect, at its discretion, to reject the proposal.

### **Revisions or Addenda**

The Commission reserves the right to restructure or otherwise make adjustments in the selected proposal as may seem appropriate to better represent the intent of the RFP and goals of the Commission. Funding decisions amounts, and duration of funding, will also be within the purview of the Commission.

The Commission also reserves the right to amend, alter, or change the rules and conditions contained in the RFP prior to the deadline for submission of proposals. Any revisions to the RFP will be accomplished through addenda or supplements to the RFP and shall become a part of the RFP. The Commission will not be responsible for any other explanation or interpretation. All addenda will be sent to all persons and entities registered as potential bidders.

### **Rejection of Proposals**

Issuance of the RFP in no way constitutes a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all proposals received in response to the RFP, or to cancel the RFP, if it is deemed to be in the best interest of the public to do so.

### **Proposal Confidentiality**

All submissions will be maintained as confidential until a recommendation is submitted to the Commission meeting agenda for award of contract. After that time, all submissions will become public record.

### **Contract Award**

Following Commission approval to accept and fund the most qualified applications, contracts will be awarded contingent upon successful negotiation. Successful applicants must agree to all terms and conditions of any resultant contract with the Commission as a condition of executing the contract. The Commission shall have no contractual or other obligation to any applicant under any successfully negotiated contract until the contract has been approved and signed by both parties.

### **Appeal Process**

The decision of the Commission is final and cannot be appealed. Applicants may present evidentiary statements to the Commission with respect to the Review Committee's recommendation(s) or may appeal to the Commission for re-consideration if it can be demonstrated that a procedural error occurred within the RFP process.

### **Questions & Inquiries**

All questions or inquiries must be addressed **only** to Samantha Bond, Executive Director, F5L in writing via email at [sbond.first5@lakecountyca.gov](mailto:sbond.first5@lakecountyca.gov). This requirement will enable registered applicants to receive the same information and responses to all inquiries. Applicants not registered assume complete responsibility in the event that amendments or other communications are issued. Applicants may register with F5L by phone, 707.263.6169, or email.

**FORM A –COVERSHEET**

**REQUEST FOR PROPOSALS – Data System**

**First 5 Lake County**

**Complete the Proposal Cover Sheet**

**This will serve as the front cover of your proposal.  
An official authorized to bind the entity must sign it.**

Name of Agency/Organization:	
Program Contact/Title:	Telephone Number:
Alternate Contact/Title:	Telephone Number:
Agency Address:	
Amount of Grant Application Request	\$
Name of Agency Director:	
Signature of Agency Director	

Application Deadline:  
October 14, 2022 at 5:00 p.m.  
at  
First 5 Lake – [first5@lakecountyca.gov](mailto:first5@lakecountyca.gov)

<b>FORM B: CHECK LIST – REQUEST FOR PROPOSAL – ALL SERVICES</b>
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**Submit one (1) of the following:**

***FORMS***

- Form A: Cover Sheet
- Form B: Check List
- Form C: Program Narrative
- Form D: Budget
- Form E: Logic Model

**ATTACHMENTS** - All requested attachments are related to the lead organization.

- Letters of commitment from key partners, if appropriate
- Copies of F5L's Tobacco, Alcohol and Drug Policy with authorized signatures, or copies of Applicant's existing related policies.

## FORM C: PROGRAM NARRATIVE

**Instructions:** Please provide the following information in narrative format. Your response will be read and scored by a panel of reviewers, so please be clear and concise in your answers. In order to make your proposal easier to read and score, your narrative should follow the structure outlined on the following pages and each section should include the titles listed below in bold. Be sure to stay within the page limits for each section.

### **PROJECT ABSTRACT – ½ page maximum**

Provide a brief abstract of the proposal. This summary should highlight clearly what you hope to accomplish and the proposed plan of action.

### **AGENCY & STAFF QUALIFICATIONS – 1 page maximum**

- Provide a brief description of the agency and any key collaborating agencies.
- State the agency's mission and overall philosophy.
- Highlight the agency's relevant experience in providing the services you are proposing.
- List the qualifications of key personnel proposed to be funded by this RFP. Note the funded activities they would perform and their experience and qualifications. Note any leveraged resources or experience available to support the funded staff.

### **PROPOSED IMPLEMENTATION – 7 pages maximum**

1. Reference each of the Commission's goals and strategic priorities that the proposal intends to address.
2. For collaborative proposals, describe how the coordinated effort will impact service delivery, training opportunities, evaluation and sustainability.
3. Describe how the agency and/or partners propose to build on its/their strengths and resources to implement the proposed model of services. Additionally, describe existing partnerships that would indirectly strengthen the proposed effort.
4. Discuss how the proposal will increase access to an integrated, strategic and user-friendly service delivery system that is continually adapting to enable the community to give all children the best possible start in life.
5. Detail the Scope of Work: identifying activities to be performed, assignment of each activity and time-line for completion.
6. Discuss the monitoring and control function(s) that will be used to ensure model fidelity (if applicable) and program integrity as related to day-to-day activities. Identify the staff assigned to these responsibilities.

### **ACCOUNTABILITY – 1 page maximum**

Describe the protocols to be followed to verify that clients receive services and that they are being delivered in culturally and linguistically appropriate manner, and how outcomes will be documented.

**EVALUATION – 1 page maximum**

1. Describe how the effectiveness of the system will be evaluated.
2. Present if/how participants will be involved in the evaluative process.
3. Describe how data will be collected and maintained with confidentiality.

## **First 5 Lake County Tobacco, Alcohol & Drug Policy**

All agencies receiving First 5 Lake County funding and/or services must provide proof in the form of a written copy of an established comprehensive, tobacco, alcohol, and illicit drug-free policy prior to receipt of funds. The policy shall have clear procedures for implementation, protocols for monitoring compliance, reporting of violations, and instituting sanctions.

The following activities shall be included in the implementation of the policy:

- As per SB7 (effective January 1, 2008) it is an infraction to smoke in a car moving or at rest if a child is in a car safety seat in the state of California.
- Information about the policy and enforcement procedures shall be clearly communicated by administration to staff, parents, and/or clients within the larger community.
- All agency worksites must be in compliance with section 6404.5 of the California Smoke-Free Labor Law (AB 13).
- Agencies shall have written policies specifying that the use of tobacco products, including and without limit cigarettes, e-cigarettes (including vaping), use of alcohol, and the use of and/or possession of illegal drugs (including non-medical marijuana) are all prohibited.
- The hazards of second-hand smoke warrant the prohibition of smoking in proximity of children outdoors at any time, as well as in proximity to child care areas at any time. Agencies shall continuously encourage families with small children to not allow smoking in their homes and cars whenever and wherever children are present, including outdoors.
- Information and materials about secondhand smoke and children shall be provided to staff, parents, and/or clients.
- Information and resources related to smoking cessation, drug and alcohol counseling and intervention/support programs shall be provided to staff, parents and/or clients upon entry to services and on a continuing basis as appropriate.

### **TOBACCO INDUSTRY FUNDING**

Funding by tobacco industry funds is incompatible with that of the First 5 Lake County Commission. Therefore, please know that agencies receiving or benefiting from tobacco industry funding are not eligible to receive funds from First 5 Lake County.

#### **CERTIFICATION:**

I hereby declare that I am duly authorized to legally bind the contractor or grant recipient to the above-described certification.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Grantee or Authorized Agency Representative