



**REQUEST FOR QUALIFICATIONS**  
**EVALUATION SPECIALIST**

**INTRODUCTION**

First 5 Lake (F5L) is seeking an independent consultant to manage the Commission’s Evaluation Plan. This plan calls for a regular, ongoing evaluation of the Commission’s major grantees and internal programs. The evaluation is based on each grantee’s achievement towards established outcomes as measured through the use of applicable and reliable indicators. The evaluation process has an annual cycle comprised of quarterly meetings, quarterly reports, data analysis and an annual report that includes programmatic modifications, if necessary, to achieve desired outcomes. The annual evaluation cycle is commensurate with F5L’s fiscal, i.e., July 1 – June 30. The Commission allocates approximately \$250,000 annually to 4-6 major grantees. Awards range in amount from \$5,000 to \$100,000. Services provided address the four goal areas of the Commission’s Strategic Plan, i.e., Child Health, Child Development, Family Support, and Systems of Care. The funding noted includes the Commission’s base allocation plus the state’s initiative funding. It is anticipated that the same level of funding will continue for the next three years with a gradual reduction occurring commensurate with the projected decline in Proposition 10 revenue. It is estimated that the Evaluator Specialist’s level of effort is 400-450 hours annually.

F5L was established by the County of Lake Board of Supervisors in 1999, following the California electorate approval of Proposition 10 on the 1998 ballot. This proposition is intended to improve services for children between the ages 0-5 years old. This legislation calls for a strong evaluation component in all major programs implemented statewide or locally by the respective First 5 California Commission. The status of the Evaluation Specialist is that of an independent contractor. The First 5 Lake Commission intends to enter into a three-year agreement with the lowest cost, most responsive qualified applicant, and continuation of the agreement is subject to the applicant’s performance in each preceding year.

**APPLICATION TIMELINE:**

RFQ Release Date:	May 23, 2024
<b>RFQ Submission Deadline:</b>	<b>TBD</b>
<b>Commission’s Approval of Award:</b>	TBD
Recommended contract signed:	TBD
Award Date:	TBD

**THERE WILL BE NO PRE-QUALIFICATION CONFERENCE.**

*Submit applications electronically to: [first5@lakecountyca.gov](mailto:first5@lakecountyca.gov)*

### Scope of Work

The scope of work envisioned to be performed by the consultant includes without limit the following:

- Manage F5L's Evaluation Plan, including logic model(s), definition of outcomes and related measures to track, data collection approaches, and communication strategies.
- Develop outcome statements with attendant reliable and measurable indicators tailored to each grantee.
- Meet with grantees to review current data collection and reporting processes and modify, as required.
- Monitor automated data collection process and make recommendations for upgrades, as required.
- Assess and analyze programs data, make independent observations and prepare findings for F5L Commission and staff.
- Work with each grantee to provide technical assistance on program design that in turn leads to successful outcomes for children and parents.
- Assist grantees in preparing and submitting state evaluation data, as necessary.
- Develop qualitative and quantifiable findings on the impact of F5L's work based on the performance and outcome data.
- Develop qualitative and quantifiable findings on the impact of F5L's work based on community-wide indicators.
- Provide recommendations on how to effectively implement First 5 CA evaluation plan's local commission requirements.
- Keep abreast of "best practices" and "evidence-based" programs for parents and early childhood development.
- Assist F5L staff in preparing the annual report to be submitted to F5 CA.
- Develop a comprehensive annual evaluation report for review and action by F5L Commission, including program level, result area and overall outcomes of interest to the Commission.
- Consult with F5L staff on pertinent evaluation topics, issues and strategies.

This list of activities may not be "all inclusive." A well-qualified applicant may identify other activities that are believed to be essential to managing a successful evaluation program.

### Consultant Qualifications

The successful applicant will possess the following minimum qualifications:

- ✓ Six (6) years' experience performing program evaluation services in the field of social services of which at least three (3) years have been with programs serving parents and children ages 0-5 years of age.
- ✓ Demonstrated knowledge of program evaluation methodology and models.
- ✓ Demonstrated experience providing technical assistance to service providers with a wide range of understanding of program evaluation.
- ✓ Demonstrated understanding of the strengths and weaknesses of automated data collection programs.
- ✓ Demonstrated report writing capability.
- ✓ Demonstrated experience meeting deadlines.
- ✓ Demonstrated competitive fee schedule.

In addition to the above minimum qualifications, the successful applicant may possess the following qualifications:

- Experience in performing program evaluation for another First 5 Commission.
- Knowledge of First 5 CA's current Evaluation Plan and Model.

#### APPLICATION GUIDELINES AND CHECKLIST

##### **Cover Page**

Applicants will submit a cover page that includes the following:

1. Name of the independent consultant or if a firm, the names of the principals and the name(s) of the staff to be assigned to F5L to conduct the outlined evaluation processes and tasks. Outline the relevant experience and level of effort for each staff assigned.
2. If a firm, describe the firm (e.g., sole proprietary, partnership, or corporation).
3. Contract lead (include name, mailing address, phone, fax and email).
4. Signature of applicant(s) who has/have authority to enter into a binding agreement.

##### Qualifications Questionnaire

Applicants must complete the attached questionnaire, within a maximum page limit of 8, including cover page.

##### Application Checklist

- a. Cover Page
- b. Completed Qualifications Questionnaire
- c. Resumes of relevant or key proposed staff
- d. References
- e. Weblinks to samples of relevant work

#### APPLICANT QUALIFICATIONS

This RFQ 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) necessary 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 application 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**

First 5 Lake Commission and staff will evaluate all Qualifications Statements submitted and determine which are most qualified for further consideration. Following its review and evaluation, the Commission will make their final approval. Evaluation criteria will be based upon the "Consultant Qualifications" sections starting on page 2 of this RFQ.

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 the Application Checklist and other requirements of this RFQ, the Commission may elect, at its discretion, to reject the submittal.**

#### **Revisions or Addenda**

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

The Commission reserves the right to amend, alter, or change the rules and conditions contained in the RFQ prior to the deadline for submission of applications. Any revisions to the RFQ will be accomplished through addenda or supplements to the RFQ and shall become a part of the RFQ. The Commission will not be responsible for any other explanation or interpretation.

#### **Rejection of Proposals**

Issuance of the RFQ in no way constitutes a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all qualification statements received in response to the RFQ, or to cancel the RFQ, 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 lowest cost, most responsive and qualified application, a contract will be awarded contingent upon its successful negotiation. Successful applications 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 an 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 recommendation(s) or may appeal to the Commission for re-consideration if it can be demonstrated that a procedural error occurred with the RFQ process.

## QUALIFICATIONS QUESTIONNAIRE

*Please complete each response fully. **Additional pages may be added as needed (up to a total of 8 pages including the cover page).***

1. Describe your experience in performing program evaluation services in the social services field. Emphasize your experience with programs serving parents and young children.
2. Discuss issues or barriers encountered in acting as an independent program evaluation consultant and solutions that effectively addressed these issues/barriers.
3. Discuss your knowledge of program evaluation methodology and models, present and explain your preferred approach.
4. Discuss your experience with providing technical assistance to service providers (grantees) with an emphasis on problems identified and solutions proposed. Include any experience you have working remotely with clients.
5. Discuss your understanding of automated data collection programs used in the field of social services with a brief explanation of each programs' strengths and weaknesses.
6. Discuss your experience in providing service to local First 5 Commissions as a program evaluation specialist. (This is a supplemental question. Award of contract is not contingent upon a response. Thus, if "no experience or no knowledge" to question 6, then please so state.)
7. Discuss your understanding of First 5 California's current Evaluation Plan and challenges to implementation that one can anticipate. (This is a supplemental question. Award of contract is not contingent upon a response. Thus, if "no experience or no knowledge" to question 7, then please so state).
8. Please complete the following fee schedule:

	FY 24-25	FY 25-26	FY 26-27	Total
Annual Fee*				
Hourly Rate**				

\* = The fee proposed to perform the Scope of Work as presented plus any additional tasks proposed by the Consultant as valuable for an evaluation plan. Include a breakdown of all relevant expenses to accomplish scope and any overhead costs.

\*\* = The rate that would be applied for any similar evaluation related tasks that are not identified as part of the Scope of Work that might arise and be required of the Commission during the contract timeframe.