



Request for Qualifications(RFQ)

This is a Request for Qualifications (RFQ) to select a vendor to provide evaluation services for the Commission. The successful applicant will be expected to:

- Design evaluation methods to address research questions
- Gather, analyze and report data for a midyear report and an annual report
- Prepare data for submittal to First 5 California for the annual report
- Make oral presentations to Commission on midyear and annual report
- Meet with funded program staff as needed.

The RFQ will allow for an open, fair and competitive selection process. The First 5 Plumas Executive Director will review the responses and make a recommendation to the Commission to develop a service agreement in the amount of **\$31,000** with the successful applicant.

The Vendor that is selected will be expected to:

- Enter into a Service Agreement Contract with the County of Plumas and have the required \$1 million in Errors and Omissions liability insurance

APPLICATION and STATEMENT OF QUALIFICATIONS PROCESS

For consideration, all interested parties should submit a written Statement of Qualifications to: First 5 Plumas Executive Director Ellen Vieira 270 Hospital Road, Suite 206 Quincy, CA 95971. The statement should describe the applicant's professional qualifications and experience in the following areas:

1. Evaluation methodology: evaluation design, qualitative and quantitative data collection and analysis and reporting
2. Communication skills: oral and written, clear reports for a general audience
3. Technical assistance to funded programs on data collection
4. Demonstrated ability to collaborate with Commission, staff and funded program staff.
5. Research based knowledge of child development and programs for young children to promote child development and child health.
6. Knowledge of programs to strengthen families.
7. Knowledge of First 5 mission, programs, and policies desirable

8. Five years of experience conducting evaluation studies
9. Master's Degree
10. A recent work sample

Deadline: All Statements of Qualifications must be received by or postmarked by July 17, 2015. For further information about this offering and for online Bidder's Conference information, contact First 5 Plumas Executive Director Ellen Vieira at (530) 394-7016 or first5plumasev@psln.com. To access the First 5 Plumas Strategic Plan and 2013/14 Annual Report visit the Commission's Web Site at: www.first5plumas.com.

The schedule for response to the RFQ is:

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| 1. Request for Qualifications (RFQ) release | June 17, 2015 |
| 2. Bidders Conference Online meeting (mandatory) 1 pm to 2:30 pm | June 29, 2015 |
| 3. Statement of Qualifications submission deadline | July 17, 2015 by 5:00 p.m. |
| 4. Notice of Intent to Award Contract posted on First 5 Plumas website by 4:00 p.m. | August 3, 2015 |
| 5. Last day to submit an Appeal | August 10, 2015 |
| 6. Commission meeting to review / approve funding recommendations | August 26, 2015 |
| 7. Contract negotiations with the First 5 Executive Director | September 1-30, 2015 |
| 8. Anticipated contract start date | October 1, 2015 |

Contract Award Protest Procedures

1. An applicant that has submitted a response to the RFQ may file a Notice of Intent to Appeal. Any Intent to Appeal must be filed by August 10, 2015 by 4:00 p.m.
2. Within five (5) calendar days after filing the intent to protest, the protesting applicant shall file with the Commission a full and complete written statement specifying the grounds for the protest.
3. Protests must state the reasons, law, rule, regulation or practice that the applicant believes has been improperly applied in regard to the scoring of the application or awarding of the contract.
4. Protests are to be labeled and addressed as follows:

PROTEST TO RFQ PCCFC 2015

First 5 Plumas County Children and Families Commission
 270 Hospital Road, Suite 206
 Quincy, California 95971

5. The contracts will not be awarded until all protests are either withdrawn or resolved to the satisfaction of the Commission.

BACKGROUND:

Research shows that a child's brain develops most dramatically in the first five years, and what parents and caregivers do during these years to support their child's growth will have a meaningful impact throughout life. Based on this research, California voters passed Proposition 10 in 1998, adding a 50 cents-per-pack tax on cigarettes to support programs for expectant parents and children ages 0-5 years. First 5 Plumas County distributes approximately \$350,000 a year in Proposition 10 revenues to programs and services that meet local needs.

Currently the Commission funds five direct service grants that provide intensive home visiting services to families (including foster parents) who have children ages 0-5. Information on all of the Commission's funded programs can be found on the Commission's web site at www.first5plumas.com