



**QUALITY COUNTS
FAMILY, FRIEND AND NEIGHBOR PILOT TRAINING PROGRAM
REQUEST FOR QUALIFICATIONS**

Application Deadline: Friday July 22, 2016 at 5:00 PM

APPLICATION INFORMATION:

1. Applications are limited to agencies administering Alternative Payment Child Care Vouchers in Alameda County.
2. All five sections of the application must be completed and submitted by email.
3. Completed applications should be emailed to: Margaret Jerene, ECE Specialist at margaret.jerene@first5alameda.org
4. Emailed applications must be received by Friday, July 22, 2016 at 5:00 PM
5. All applicants will be notified by Monday, August 22, 2016

If you have any questions, please submit your questions to Margaret Jerene via email at margaret.jerene@first5alameda.org

SECTION 1: INTRODUCTION

First 5 Alameda County (F5AC) works to ensure that every child in Alameda County will have optimal health, development and wellbeing to reach his or her greatest potential and is ready for school. Applicants should be familiar with the First 5 Alameda County 2013-2017 Strategic Plan and guiding principles which can be found at: www.first5alameda.org/strategic-plan.

This work is part of the strategy described on page 10 of our current 2013-17 strategic plan – integrated child care quality programs.

First 5 Alameda County was awarded an IMPACT grant from the California First 5 Commission to expand our local Quality Rating and Improvement System, Quality Counts, programming to Title 22 Centers, Family Child Care Homes and Family, Friend and Neighbor (FFN) caregivers. This request seeks proposals from Agencies administering Alternative Payment Child Care Vouchers (APCC Vouchers) to provide training for Family, Friend and Neighbor caregivers who care for children birth to 5 years old in the Alameda County. Two categories of funding are available:

1. FFN Training
2. FFN Training and Playgroups

Interested APCC Voucher-administering agencies should email their qualifications to Margaret Jerene, ECE Specialist at margaret.jerene@first5alameda.org.

Qualifications should be submitted by email and received **by 5:00 p.m. on Friday, July, 22, 2016**. All applicants should be available for an interview between July 22 and August 1, 2016.

If you have questions about this RFQ, please send them via email to Margaret Jerene at margaret.jerene@first5alameda.org.

Please review the application materials for scope of work, application instructions and the criteria for selection.

SECTION 2: BACKGROUND

In early January 2012, the California Department of Education Child Development Division (CDD) received a Race to the Top Early Learning Challenge award (RTT-ELC). This grant process was competitive and calls for states to take a comprehensive approach to developing integrated, high-quality learning systems. The goal of these grants is to increase the number of low-income and high need young children who are enrolled in high-quality early learning programs through the design and implementation of a quality rating and improvement system that conforms to national standards. Alameda County's participation in RTT-ELC allowed us to develop Quality Counts, the Alameda County Quality Rating and Improvement System (QRIS) and to coordinate with other Bay Area counties to develop a regional approach. The California

Department of Education's Preschool QRIS Block Grant allowed us to increase the number of California State Preschool Program (CSPP) sites participating in Quality Counts. First 5 Alameda County was awarded an IMPACT grant from the California First 5 Commission to expand Alameda County's Quality Counts programming to Title 22 Centers, Family Child Care Homes and Family, Friend and Neighbor (FFN) caregivers. IMPACT provides resources to include quality improvement activities for FFN caregivers as part of Quality Counts.

In an effort to reach FFN serving low income children, Quality Counts seeks to partner with APCC Voucher agencies to provide training that supports quality caregiving experiences for children 0-5, their families and FFN caregivers who utilize APCC Vouchers. This RFQ seeks contractors to pilot and deliver a training program for FFN caregivers during the period September 1, 2016 – June 30, 2018. The specific scope and required qualifications are described below.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

CONTRACT OBJECTIVES

1. Improve quality of Family, Friend and Neighbor child care for children birth to 5 years old in Alameda County for families utilizing APCC Vouchers

CONTRACT ACTIVITIES

FFN Training Activities:

1. Plan for and coordinate outreach to Family, Friend and Neighbor caregivers receiving APCC Vouchers who care for children birth to 5 years old including care provided by grandparents, relatives, and friends, neighbors and caregivers who care for members of only one other family.
2. Provide formal and/or informal training for 20-50 Family, Friend, and Neighbor caregivers annually who provide child care to children birth to 5 years in designated high priority neighborhoods.
3. Provide a minimum of 12 trainings over 2 years, including and not limited to the following topics: Child Development; Safety; Health; Pre-literacy; Challenging Behaviors; Discipline; Math; Strengthening Relationships with Parents; and Self Care.
4. Provide participants with an incentive package for each training consisting of materials to be used in the caregiving environment that will assist the caregiver in using learning from training. For example, health and safety training participants might receive a fire extinguisher or first aid kit, literacy training participants might receive age-appropriate children's books, etc.

5. Provide connections to referrals and resources, including but not limited to activities such as story times and playgroups at Park and Recreation centers and Public Library branches, that enhance Family, Friend and Neighbor caregivers' ability to meet children's and family's needs.
6. Leverage agency offerings to parents and providers by inviting FFN caregivers to participate in other agency trainings, activities and events.
7. Track both contract funded training and leveraged training activities with Family, Friend and Neighbor participants to meet CA First 5 IMPACT reporting needs.
8. Evaluate contract funded activities including outreach, training and incentives and participate in data collection as required by First 5 California IMPACT (tbd).
9. Report and meet 2 times annually with other FFN Training organizations and First 5 Alameda County ECE Specialist to coordinate outreach, share lessons learned, offer peer support and engage in reflective practice.

FFN Training and FFN Playgroups:

1. All of the FFN Training Activities 1-9 listed above plus the following:
2. Provide a minimum of 16 facilitated FFN playgroups over 2 years.
3. Provide a facilitator to guide and model empathy, appropriate interactions and expectations of children for FFN caregivers with the children that they care for in an enhanced play space.
4. Utilize evidenced-based or promising practice Playgroup design in activities, interactions and curriculum.
5. Provide materials and/or instructions for take home extension of playgroup activities for FFN caregivers to utilize at home that promote children's early learning and healthy development.

CONTRACT REQUIREMENTS AND QUALIFICATIONS

1. Contracted Agency must currently administer APCC Vouchers to Family, Friend and Neighbor caregivers serving children birth to 5 years old in Alameda County.
2. Contracted Agency will assign an individual as the lead contact to F5AC to carry out the contract activities identified above.
3. F5AC is seeking contracting agencies that have expertise and/or demonstrated ability in the following areas:

- a. Demonstrated infrastructure to manage, schedule, plan, deliver, evaluate and report on training.
 - b. Expertise providing training on early childhood development and learning, health, safety, and nutrition.
 - c. Demonstrated ability to work with culturally and linguistically diverse families and providers in Alameda County.
 - d. Expertise on resource supports for children, parents and caregivers.
- Additionally for agencies seeking contracting for FFN Training and Playgroups:
- e. Expertise in at least one evidence-based or promising practices-based school readiness playgroup model.
 - f. Demonstrated experience in school readiness playgroup outreach, planning, implementation, evaluation and reporting.
4. **Travel** – It is expected that the contractor will provide agency automobile insurance coverage or will require individual automobile insurance coverage.
 5. **Orientation** – Contractor’s key staff assigned to the project will receive an overview and orientation to F5AC & Quality Counts.
 6. **Meeting Requirements** – Contractor’s key staff assigned to the project will meet with staff from F5AC quarterly.
 7. **Oversight** – On-going contract oversight will be provided by F5AC.

SECTION 4: TIMELINE, FUNDING AND DELIVERABLES

CONTRACT TIMELINE

The term of the contract will be September 1, 2016 to June 30, 2018.

FUNDING

Proposals may **not exceed \$30,000.00 for the FFN Training only option** for the contract timeline described above and should **not exceed \$70,000.00 for the FFN Training and Playgroups option** for the contract timeline described above. Proposals that exceed this amount will not be considered. Contractor payments will be made based on actual approved expenses and satisfactory work performance of identified deliverables.

DELIVERABLES

1. FFN Training
 - Conduct outreach for, plan and offer a minimum of 12 trainings designed specifically to meet the needs of FFN caregivers and increase their capacity to provide care that supports development and school readiness.
 - Annual attendance of 20-50 FFN caregivers of children birth to 5 years in FFN trainings and in attendance at leveraged parent or provider trainings.

- Provide information about FFN caregiver participants to meet CA First 5 reporting and evaluation requirements.
- Submit training agendas and learning objectives for 12 training topics over the term of the award designed specifically for FFN caregivers. At minimum topics will include the following: Child Development; Safety; Health; Pre-literacy; Challenging Behaviors; Discipline, Math; Strengthening Relationships with Parents; and Self Care.
- Distribution of incentives to Family, Friend and Neighbor caregivers who participate in each training.
- Evaluation summaries of activities including outreach, activities, referrals and incentives submitted with reporting.
- Staff attendance at two annual meetings with other FFN Training organizations held by First 5 Alameda County.

2. FFN Training and Playgroups

- All of the Activities described in FFN Training, plus the following:
- Conduct outreach for, plan, and facilitate a minimum of 16 FFN playgroups over the term of the award.
- Documented FFN caregiver attendance in 16 FFN Playgroups.
- Documented Information on FFN caregiver participants to meet CA First 5 reporting requirements at FFN trainings and attending leveraged parent or provider trainings.
- Identify and provide qualified facilitator staffing for playgroups.
- Submit description of playgroup curriculum and activities.
- Develop and distribute materials and/or instructions for take-home activities for FFN caregivers to use with children.
- Evaluation summary for activities including outreach, playgroups and take-home activities submitted with reporting.

SECTION 5: ELIGIBILITY & APPLICATION INSTRUCTIONS

ELIGIBILITY

Agency must administer APCC Vouchers to FFN caregivers in Alameda County.

For FFN Training, and FFN Training and Playgroups, Agency must have:

- Expertise in Adult Learning Principles, Child Development, and Strengthening Families.
- Proven ability to provide training to parents/caregivers and/or early care and education providers.
- Ability to communicate effectively across diverse families and caregivers.
- Knowledge of resources and community activities to support children, families and caregivers.
- Infrastructure necessary to manage a training program including outreach, attendance tracking, activities and evaluation.

In addition for FFN Training and Playgroups, Agency must have:

- Knowledge of at least one evidence- or promising practices-based playgroup model.
- Demonstrated experience in playgroup outreach, planning and implementation.

APPLICATION INSTRUCTIONS

Response to the request for Qualifications is due **Friday, July 22, 2016 at 5:00 pm**. Applicant is responsible for ensuring that application is received on time.

Please respond in no more than three (3) total pages of narrative for FFN Training or four (4) total pages of narrative for FFN Training and Playgroups. Narrative must be written in font size 12.

For both FFN Training, and FFN Training and Playgroups:

1. Briefly describe your agency's qualifications to conduct FFN Training or FFN Training with Playgroups for caregivers receiving APCC Vouchers. Please include a brief agency history with an emphasis on administration of APCC Vouchers, the type and volume of vouchers administered, knowledge of families and FFN caregivers your agency serves including known demographics and your agency's ability to serve this demographic.
2. Briefly describe your agency's infrastructure to manage outreach, training, participant tracking and evaluation.
3. Describe your agency's current or past experience providing training to parents, providers and/or FFN caregivers. Please include the number of years providing training, examples of training topics covered, average range of attendance at trainings, expertise of agency staff who provide or manage these trainings and at

least one example of how your agency has used evaluation to adjust training or the training program.

4. Describe your agency's proposed FFN Training program including, but not limited to:
 - a. Number of trainings your agency plans to offer, how often trainings will take place, and length of proposed trainings.
 - b. Outreach plan to FFN caregivers receiving APCC Vouchers.
 - c. How formal and/or informal trainings will be conducted, location(s) where trainings will be held, who will provide the training, examples of incentives you plan to provide based on training topics, and how you plan to evaluate the trainings.
 - d. Other training and resources within your agency that you will leverage as support(s) to FFN caregivers.
 - e. Outside resources you anticipate leveraging as supports to FFN caregivers

Additional for FFN Training and Playgroups:

5. Describe the evidence-based or promising practices playgroup design you will be using, the training that staff has had in this design and where the playgroups will be held.
6. Describe your agency experience with playgroup outreach, planning, implementation, evaluation and any lessons learned to date.
7. Describe your agency's proposed FFN Playgroup including, but not limited to:
 - a. Number of playgroups your agency plans to offer, how often playgroups will take place and length of playgroups.
 - b. Outreach plan to FFN caregivers to participate in playgroups.
 - c. How playgroups will be conducted, location(s) where playgroups will be held, who will facilitate the playgroups, examples of home extension activities you plan to provide and how you plan to evaluate the playgroups.

Responses to the Request for Qualifications are due **Friday, July 22, 2016 at 5:00 pm**. Responses may be submitted to Margaret Jerene, ECE Specialist by e-mail to margaret.jerene@first5alameda.org. No faxed copies will be accepted. Applicants are responsible for ensuring that applications are received by the deadline. Late applications will not be considered.

SECTION 6: PROJECT BUDGET

PROJECT BUDGET

1. Please provide a budget of your proposed expenses using the form included at the end of this packet. The budget form and narrative does not count toward the three (3) page limit for FFN Training, or four (4) page limit for FFN Training and Playgroups.

2. Please provide a narrative budget justification with sufficient information for the cost basis. (1-page limit)

SECTION 7: SELECTION CRITERIA & SELECTION PROCESS

SELECTION CRITERIA

The criteria by which each response will be judged are as follows:

1. **Applicable experience** – The agency must administer APCC Vouchers. The extent to which the agency demonstrates a depth of relevant experience in training parents, providers or FFN caregivers.
2. **Applicable approach** – The extent to which the applicant describes an informed approach to address the training needs of FFN caregivers who receive APCC Vouchers for child care that is consistent with the needs outlined in this document.
3. **Demonstration of understanding** – The extent to which the applicant communicates an understanding of the unique needs of Family, Friend and Neighbor caregivers in Alameda County, Strengthening Families and F5AC.
4. **Fit with First 5 Alameda County** – The degree to which the applicant's approach and values are consistent with that of F5AC.
5. **Cost** – Should be reasonable and well justified.

SELECTION PROCESS

All applications will be reviewed by an internal staff committee. References may be consulted and interviews may be required.

SECTION 8: OTHER INFORMATION

1. No response will be considered for award unless submitted in full, delivered on or before the date specified in this RFQ.
2. Specifications are carefully prepared describing the services desired. An addendum will be issued to all applicants, if necessary, stating revisions, deletions, or additions to be made to the specifications.
3. Solicitation of qualifications in no way obligates F5AC to purchase any or all of the described goods or services prior to bid award by the F5AC Commission.
4. F5AC shall require indemnification on behalf of itself and Alameda County entities with any agencies or individuals into which it enters into agreements. In addition, F5AC requires all agencies to provide evidence of both workers compensation and general liability insurance, with F5AC and Alameda County listed as additional insured.

FIRST 5



QUALITY COUNTS FAMILY, FRIEND AND NEIGHBOR PILOT PROGRAM

Proposed Budget Form

September 1, 2016 through June 30, 2018

STAFF NAME & POSITION	FTE	Proposed Budget
Benefits		
SUBTOTAL		

GENERAL EXPENSES (include brief description)	Proposed Budget
SUBTOTAL	

SUBCONTRACTORS/CONSULTANTS (List separately)	Proposed Budget
SUBTOTAL	

TOTALS	Proposed Budget
SUBTOTAL OF DIRECT EXPENSES (Add subtotals for Personnel, General, Equipment, Subcontractors)	
ADMINISTRATIVE/INDIRECT COSTS (Maximum is 15%)	
TOTAL PROJECT BUDGET	