



**REQUEST FOR QUALIFICATIONS (RFQ)  
EVALUATION SERVICES  
RFQ #17/18-01**

**REQUIREMENTS**

***Our Vision***

*Sacramento County will have strong communities where children are safe, healthy and reach their full potential.*

***Our Mission***

*Support the optimal development of children ages zero through five, healthy pregnancies, the empowerment of families, and the strengthening of communities.*

The response to this RFQ must be submitted to the Commission Office at:

**FIRST 5 SACRAMENTO COMMISSION  
2750 Gateway Oaks Drive, Suite 330  
Sacramento, CA 95833  
(916) 876-5865  
(916) 876-5877 (Fax)  
[www.first5sacramento.net](http://www.first5sacramento.net)**

**Mandatory Letter of Intent Due: Friday, December 15, 2017 by 5:00 p.m.**

**Submittals Due: Friday, January 12, 2018 by 5:00 p.m.**

**FIRST 5 SACRAMENTO COMMISSION  
Request for Qualifications (RFQ)  
Evaluation Services – RFQ #17/18-01**

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**RFQ TIMELINE AND SCHEDULE**  
**Funding for Evaluation services**  
**RFQ #17/18-01**

**IMPORTANT NOTE: ITEMS LISTED IN BOLD FONT ARE MANDATORY REQUIREMENTS AND DEADLINES. RESPONDENTS WHO FAIL TO MEET THESE REQUIREMENTS WILL HAVE THEIR SUBMITTALS REJECTED.**

<b>Date, Time</b>	<b>Event</b>	<b>Location/Contact Information</b>
December 1, 2017	Release RFQ	Available at: <a href="http://www.first5sacramento.net">www.first5sacramento.net</a> or by contacting First 5 Sacramento at (916) 876-5865
December 8, 2017	Final Date to Submit Questions regarding the RFQ Document or RFQ Process	Contact: Carmen Garcia-Gomez Email: <a href="mailto:garciacar@saccounty.net">garciacar@saccounty.net</a>
December 12, 2017	RFQ Questions and Answers Released	Download from Commission website at: <a href="http://www.First5Sacramento.net">www.First5Sacramento.net</a>
<b>December 15, 2017</b>	<b>Mandatory Letter of Intent due (mail, hand delivery, fax, or e-mail)</b>	<b>Deliver to:</b> <b>First 5 Sacramento Commission</b> <b>2750 Gateway Oaks Dr., Ste. 330</b> <b>Sacramento, CA 95833</b> <b>Fax to: 916-876-5877</b> <b>Email to: garciacar@saccounty.net</b>
<b>January 12, 2018</b>	<b>Submittal Deadline</b>	<b>Deliver to:</b> <b>First 5 Sacramento Commission</b> <b>2750 Gateway Oaks Dr., Ste. 330</b> <b>Sacramento, CA 95833</b>
January 15 – February 2, 2018	Submittal Review Process	First 5 Sacramento Commission
Week of February 5, 2018	Oral Interview with Review Panel	First 5 Sacramento Commission
February 9, 2018	Post Notification of Intent to Award	First 5 Sacramento Commission 2750 Gateway Oaks Dr., Ste. 330 Sacramento, CA 95833  First 5 Sacramento website <a href="http://www.First5Sacramento.net">www.First5Sacramento.net</a>
<b>March 5, 2018</b>	<b>Commission Hearing – Respondents recommended for funding are required to attend</b>	<b>County of Sacramento</b> <b>Board of Supervisors Chambers</b> <b>700 H Street</b> <b>Sacramento, CA 95814</b>
March 6, - April 30, 2018	Contract Negotiations	First 5 Sacramento Commission 2750 Gateway Oaks Dr., Ste. 330 Sacramento, CA 95833
July 1, 2018	Contract Executed and Services Begin	

<b>SUBMISSION AND CONTACT PERSON</b>
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**A. Contact Person and Submittal Questions**

All inquiries concerning this RFQ are to be directed to the official contact person listed below:

**Carmen Garcia-Gomez, Program Planner**  
**Request for Qualifications**  
**First 5 Sacramento Commission**  
**2750 Gateway Oaks Drive, Suite 330**  
**Sacramento, CA 95833**  
**Telephone: (916) 876-5869**  
**Fax: (916) 876-5877**  
**E-mail: [garciacar@saccounty.net](mailto:garciacar@saccounty.net)**

**B. Submission**

The submittals (**hard copy of signed original and six (6) copies**) must be assembled together in the order specified, placed in one package and submitted as follows:

**First 5 Sacramento Commission**  
**Attention: Julie Gallelo, Executive Director**  
**2750 Gateway Oaks Drive, Suite 330**  
**Sacramento, CA 95833**

The submittals can be mailed or hand delivered. Regardless of the postmark date, the Commission must receive the packet **no later than 5:00 p.m. on the due date**. The respondents are cautioned that the processing time of U.S. mail can add extra time to the mail delivery. **Qualifications, regardless of postmark, received after the submission deadline will be returned unopened.**

**C. Withdrawal of Submittals by Respondent(s)**

Submittals may be withdrawn by submission of a written request signed by the director or other authorized representative of the agency. Submit and label a withdrawal request as follows:

**Withdrawal of Submittal**  
**First 5 Sacramento Commission**  
**Attention: Julie Gallelo, Executive Director**  
**2750 Gateway Oaks Drive, Suite 330**  
**Sacramento, CA 95833**

# First 5 Sacramento Commission

## A. Introduction

The First 5 Sacramento Commission is seeking responses to this RFQ for Evaluation Consultant Services.

The Children and Families Act of 1998 requires that each of California's 58 counties develop a strategic plan that at minimum includes the following provisions:

- A description of the goals and objectives proposed to be attained;
- A description of the programs, services and projects proposed to be provided, sponsored, or facilitated; and,
- A description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate and reliable indicators.

Each county commission is required to submit an Annual Report to the First 5 California Commission by November 1st. The Annual Report provides basic data about client demographics, service delivery counts, program highlights, and expenditure information. The State Commission then prepares a consolidated Annual Report for all 58 counties which is transmitted to the Governor and the Legislature.

In addition to the State Annual Report, First 5 Sacramento Commission (Commission) will engage in evaluation activities in order to describe and demonstrate the effectiveness of services provided, and inform decision-making about First 5 investments in the community. Evaluation activities will be used to help guide program development, implementation, and continuous improvement efforts. Also, evaluation efforts will support accountability by the Commission to the Board of Supervisors and the community regarding the use of First 5 funds.

The Strategic Plan and the Implementation Plan for Fiscal Years 2018-21 can be found on our website at [www.first5sacramento.net](http://www.first5sacramento.net).

## B. Project Objective

This RFQ seeks respondents to implement an evaluation design based on the following components:

1. Two comprehensive annual reports (each Fiscal Year):
  - An Annual Report to First 5 California submitted each fall that includes client demographics, service delivery counts, program highlights and expenditure information; and,
  - An Annual Report to the community and Commissioners submitted each winter that provides descriptive information, analysis, and outcomes of all funded services.
2. One stand-alone program specific report:
  - An Annual Report submitted in the fall on perinatal and infant sleep related deaths amongst African American children - focus on the impact of services on infant death rates and improved perinatal and birth outcomes such as a reduction in premature and low birth weight infants;

The intent of the stand-alone report is to provide comprehensive in-depth information about the efforts of First 5 Sacramento and its contractors to reduce African American child deaths. The evaluation methodology will be developed by the Evaluation Consultant in collaboration with Commission staff and service delivery contractor(s). The report will address key outcome questions that are specific to the program and/or services provided.

Submittals must include both of the evaluation components stated above.

**C. Data Collection**

The Commission currently uses Persimmony, a web-based data system, to track client level data contract milestones, and aggregate data. The Commission also uses a Family Intake Form to collect data from all consenting participants receiving direct services.

The Family Intake Form includes basic knowledge, attitude, and behavior questions at intake and six-month follow up. The information will be documented in the Persimmony data system and results will be reported in the First 5 Sacramento Annual Evaluation Report.

The Commission will continue to use the Persimmony data system to collect information on client demographics, service delivery counts, and various performance indicators that are tailored to individual contractors (milestone reporting).

**D. Additional Activities**

In addition to the activities mentioned above, the Evaluation Consultant will also perform the following activities:

- Evaluation methodology planning in collaboration with Commission staff and the Commission's Evaluation Committee;
- Provide consultation to contractors related to the development of logic models, data tracking forms, milestone reporting and individual evaluation efforts;
- Design evaluation measures and tools to track progress on Systems Sustainability Plan efforts;
- Present evaluation reports to the Commission and contractors as requested; and,
- Support the future strategic planning efforts, such as preparation of a trends report and the development and administration of a community survey.

In addition, the Commission implemented a Results Based Accountability (RBA) framework during FY 2016-17. It is expected that the Evaluation Consultant, the Evaluation Committee and the Commission's contractors participate in updating the RBA framework for 2018 Strategic Plan funded programs. Please see Attachment D for a sample of the RBA template.

**E. Contract Term**

The agreement will begin July 1, 2018 and extend through December 31, 2021. The three fiscal years (FY) (FY 2018-19, FY 2019-20, FY 2020-21) will be the focus of the evaluation activities. The remaining six month period (July 1, 2021 through December 31, 2021) will be used to produce follow-up reports pertaining to year three of the evaluation period (FY 2020-21).

**F. Amount of Funding**

The amount available for general evaluation consultant services is \$765,000 for the three years and 6 month period; \$635,000 for the three-year strategic plan period and \$130,000 for the final six-month follow-up period.

The Commission is under no obligation to continue funding beyond the contract term stated in this RFQ.

The Commission expressly reserves the right to:

- Negotiate changes to the proposed project.
- Make awards of contracts for all of the deliverables offered or for any portion of the deliverables offered in the submittal.
- Recommend and/or award amounts less than stated in the RFQ and to negotiate or modify deliverables within resultant contracts commensurate with availability of funds.
- Make no funding recommendations for the RFQ.

#### **G. Mandatory Letter of Intent**

All respondents must submit a one page Mandatory Letter of Intent by **Friday, December 15, 2017 by 5:00 p.m.** The Mandatory Letter of Intent must contain the agency name, contact person and title, contact information (address, phone number, and e-mail address). Briefly summarize why the respondent should be selected.

The Mandatory Letter of Intent can be mailed, hand delivered, e-mailed, or faxed to:

**First 5 Sacramento Commission**  
**2750 Gateway Oaks Dr., Ste. 330**  
**Sacramento, CA 95833**  
**Fax to: 916-876-5877**  
**Email to: [garciacar@saccounty.net](mailto:garciacar@saccounty.net)**

It is the responsibility of the respondent to ensure that the Mandatory Letter of Intent is received by the stated deadline. **Upon receipt of the Letter of Intent, respondents will be emailed required documents to be included in the submittal (Attachments A-D).**

#### **H. Format of the Submittal**

The submittal has no specific page limit; however, the narrative portion should be 1.5 spacing and a 12 point Arial font. The submittal should be clear and concise. If needed, the Commission may request further detail during or following the selection process.

#### **I. Contents of the Submittal**

Each respondent must include in their submission:

1. Request for Qualifications Cover Sheet – Attachment A complete the Qualifications Cover Letter and place at the front of the Submittal package. An official authorized to act on behalf of the agency must sign the Respondent's Statement.
2. Qualifications, Experience, and Competence of Agency that include summarizing and documenting the qualifications, experience, and competence of the agency in relation to the contractual activities anticipated. It is desirable that the consultant(s) has worked with or is familiar with First 5 Commissions.
3. Personnel Qualifications and Availability must identify and summarize the relevant experience of personnel that would actually provide the anticipated evaluation services. Describe staff's capacity to provide in-depth analysis and maximize information available through multiple data systems, including but not limited to the Persimmony system. Please include resumes of key personnel identified.
4. An Organizational Chart showing key personnel by name and title.

5. Scope of Work/Work Schedule – Attachment B that identifies major milestones, activities, start and end dates, deliverables, and amount/percent of budget for each activity.
6. Budget Forms and Narrative – Attachment C that includes a total cost to perform the proposed work, a cost breakdown for major budget categories, including estimated personnel and deliverables.
7. Sample of Previous Work. Please attach one sample of an evaluation design and one sample evaluation report you have completed to the original and each of the six (6) copies of your submittal.
8. List of three (3) references from current and/or past clients.

Six (6) copies and an original of the required submission and forms are due at the First 5 Sacramento Commission office **no later than 5:00 p.m. on Friday, January 12, 2018** at:

**First 5 Sacramento Commission  
2750 Gateway Oaks Dr., Ste. 330  
Sacramento, CA 98533**

**J. Selection Process**

Each submittal will be reviewed for the required documents and completeness of requirements. Thereafter, there will be a review process to score each submittal. The top submittal(s) will be contacted for an in-person interview during business hours the week of February 5, 2018. Respondents are asked to schedule a block of two hours maximum to allow for the interviews. Final selection is at the sole discretion of the First 5 Sacramento Commission.

Following the interviews, the First 5 Sacramento Commission will consider approval of the top-ranked Respondent(s) for funding. The Commission hearing will be held on **Monday, March 5, 2018 at 12:30 p.m.** at:

**County of Sacramento  
Board of Supervisors Chambers  
700 H Street  
Sacramento, CA 95814**

Those being recommended for funding are required to attend the Commission hearing.