



**2010 REQUEST FOR QUALIFICATIONS (RFQ)
Strategic Plan**

Release Date: June 25, 2010

Response to Request for Qualifications Due: August 12, 2010 BY 4PM

Response to Request for Qualifications Approved by Commission: August 26, 2010

Contract resulting from this RFQ begins September 1, 2010

Our Vision

All Yuba County children age prenatal through five (5) years old will thrive in strong, supportive, nurturing, and loving family environments; enter school healthy; and ready to learn and become productive, well-adjusted members of society.

**First Five Yuba Commission
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For more information, please contact:
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1. Overview of Yuba County

One of California's original 27 counties founded on February 18th in 1850, Yuba County is California's gateway to the historic Mother Lode Country, with a diverse landscape that boasts grand rivers, thriving farmland, friendly communities and numerous recreational possibilities that extend into the Sierra foothills. Our communities have that small town feel so many people are seeking. With a population just over 70,000 people, residents enjoy relaxed living and affordable housing, while both ocean beaches and mountain skiing are only a couple of hours away. And, amazingly, the county's border is just 30 minutes north of the State Capitol in Sacramento.

Yuba County is located in the northern corridor of California's capitol region and includes the incorporated towns of Marysville and Wheatland. New industry and housing projects continue to grow. Major employers include Beale Air Force Base, medical services, and County of Yuba.

2. Overview of First Five Yuba Commission

The First Five Yuba Commission (Commission) was created in 1999 following approval of Proposition 10, the California Children and Families First Act. The Act funds County Commissions to provide, on a community-by-community basis, a comprehensive, integrated system of early childhood development services. These services enhance the emotional, physical and intellectual foundation for every child so they develop the potential to become productive, well-adjusted members of society. The Commission is composed of seven members appointed by the Yuba County Board of Supervisors and is a legal separate entity from the County. The strategic plan revised in 2009 describes the Commission's vision, mission, and strategic outcome areas and can be found at www.first5yuba.org. The strategic plan also includes the latest data relevant to the activities of the Commission.

3. Strategic Plan RFQ Objective

- To produce a strong five-year strategic plan tied to the five-year financial plan for the First Five Yuba Commission
- To create a specific implementation plan for carrying out the strategic plan goals and objectives, documenting precisely where and when to start executing the strategies

4. The Strategic Plan Scope of Work

Using the existing strategic plan as a foundation, its goals, objectives, strategies and outcome areas, the 2011-2016 Strategic Plan scope of work entails information gathering, facilitation, consensus building, writing and other work needed to create the 2011-2016 Strategic and Implementation Plan including:

- Develop surveys
- Collect, organize and analyze data
- Organize and facilitate public and committee meetings, focus groups and interviews
- Update strategic plan data sources and incorporate county data publications
- Present new or updated indicators with measurable outcomes
- Ensure all indicators have related source data
- Ensure that the strategic plan meets the legal requirements
- Provide a written report and presentation to the Commission

5. Strategic Assessment Phase

- Define long term goals, statements of desired change over the next 5 years
- Define intermediate objectives, precise changes sought in the next one to five years
- Develop strategies, overall approaches, or methods by which goals and objectives will be achieved
- Define strategic relationships, the interconnected groups of parents, providers, business, government, and children and family services providers' key to the success of a long-range plan

6. Deliverables

- Comprehensive plan including methodology/process, objectives, strategies, and an implementation plan, with timeline
- Development of community survey tool; compilation and analysis
- Comprehensive data report, packaged for community release
- Journal record of all meetings facilitated

7. Invitation to Submit Bids

The First Five Yuba Commission is looking for a mutually beneficial independent contract relationship to assist the Commission in its efforts to achieve sustainable outcomes on behalf of children 0-5 and their families in Yuba County.

The Commission invites bids for a consultant and/or consultant organization to enter into an independent contract for an initial one year term of September 1, 2010 through August 31, 2011. A maximum of \$25,000 will be allocated. After the initial term, a one-time extension may be considered by the Commission if the consultant is meeting their service delivery goals and the Commission decides to continue the program.

8. Applicant Requirements & Qualifications:

- Knowledge and background in community or countywide planning
- Knowledge of resources, funding streams and program models for children 0-5 years
- Experience in data collection, survey research, policy and data analyses
- Knowledge of child development, early education and family support systems
- Background in public policy research and analysis
- Administrative expertise in organizing and facilitating meetings, input sessions, focus groups, and interviews
- Knowledge of economic and demographic projection techniques
- Excellent ability to work with diverse groups of people
- Ability to draft and finalize reports and provide presentations to a variety of audiences

9. Procedure

Response to Request for Qualifications should be 12-point font, single-spaced and single-sided, on 8½ x 11 white paper, although graphics and/or color printing may be used, with at least 1" margins. Please submit one original signed copy and eight copies addressing the following criteria, mailed or hand-delivered to the Commission office by 4:00 p.m. on July 10, 2010. Do not bind the response.

RFQ Response should include the below (up to five (5) pages maximum):

- A description of yourself and/or organization including its primary purpose and function (e.g., mission, vision and values), length providing this type of work, the names, degrees and credentials held by staff who will work on the Strategic Plan, and the general range of child development professional development services in which you and/or your organization has experience. Include any grants/contracts awarded by any other First 5 Commissions, and your familiarity with issues facing Children and Families Commissions
- A proposed work plan, listing activities and timeframe to accomplish the scope of work
- A Budget and Budget Narrative providing projected costs using a line-item format, covering all costs to provide the services requested in this RFQ along with a brief description and purpose of each line items using the included "recommended annual budget" as a guideline
- Resumes for principal staff for this project
- A list of 3-5 references including names, addresses, telephone numbers, email addresses and the title of the project work completed
- A sample report from a previous project (may be submitted electronically to ccontreras@co.yuba.ca.us)
- Additional documents should not be included

10. Award Process

The Commission will review all responses that meet the qualifications and may choose to interview the top candidates. The award criteria will be based on:

- Demonstrated expertise
- Experience in similar projects
- Quality of report samples
- Professional References

11. Rights and Responsibilities

- The Commission reserves the right to cancel the RFQ process at any time for any reason, even after review of all the applications.
- All cost incurred by the applicant preparing the proposal, or cost incurred in any other manner by the applicant in responding to this proposal will be solely the responsibility of the applicant.
- The Commission is under no obligation to award a contract to the applicant who presents the lowest cost or highest yield. Selection will be made based on overall evaluation of the applications and the best interests of the Commission as determined by the Commission.
- The Commission reserves the right to negotiate changes to proposals, offer awards of contract agreements for all the services offered in a proposal, or for any portion thereof, recommend and/or award in amount(s) less than stated in the proposal, and to negotiate a reduction or increase to the proposal.
- The Commission reserves the right to accept all or a portion of any application.
- Late bids, faxed or emailed bids will not be accepted.
- All proposals become the property of the Commission.
- The entity submitting a proposal agrees that by submitting a proposal, it authorizes the Commission to verify information and/or references provided in the proposal.
- Proposals are considered public record the day after the deadline for proposal submission.
- The individual or agency awarded the project will be an independent contractor and not an officer or employee of the Commission.

Responses to the 2010 Request for Qualifications must be dropped off or mailed to Jenny Sharkey at First Five Yuba, 1114 Yuba St., Ste. 121, Marysville, CA, 95901 by August 12, 2010. If you have any questions, please contact Jenny Sharkey at (530) 749-4876 or at jsharkey@co.yuba.ca.us.