



REQUEST FOR QUALIFICATIONS

2021-2026

**Proposals Due By:
May 25, 2021, 5:00 P.M.**

All proposals must be submitted through:

[First 5 Yuba Request For Qualifications Online Portal](#)

Complete proposals must be received by May 25, 2021 by 5:00 p.m.

**Late responses will not be considered.
Faxed, emailed or hand delivered proposals will not be accepted.**

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SECTION I- BACKGROUND OVERVIEW

A. BACKGROUND and AUTHORIZING LEGISLATION- PROPOSITION 10

In November 1998, California voters passed Proposition 10, The California Children and Families Act (Act). The Act, which levied a 50-cent tax on tobacco products, created the California Children and Families Commission and a subsequent local commission in each of California's 58 counties. Eighty percent of the revenues generated statewide are distributed to the county commissions to fund local programs that promote, support, and improve early childhood development from the prenatal stage to age five. Over the years smoking rates and tobacco tax revenue have declined at a rate of approximately four percent a year and the trend is expected to continue.

The California Children and Families First Act requires outcome-based accountability and evaluation from local commissions. 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. In addition to the State Annual Report, First 5 Yuba County engages 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 are used to help guide program development, implementation, and continuous improvement efforts.

B. PURPOSE OF THIS REQUEST

The Commission is seeking proposals from vendors who specialize in web-based data management system to implement an online intake, enrollment, and data management system. The system will allow for the collection of client level data, aggregate data, service data and assessment data in order to complete state and local reporting requirements, ensure accurate monitoring for accountability, evaluate outcomes, guide continuous quality improvement efforts and potentially allow for contract and grant management.

The Commission has allocated a maximum of \$90,000 over five fiscal years to implement this project.

SECTION II - PROPOSAL

A. PROPOSAL PREPARATION

The Commission recommends that applicants carefully review the information in this section and the instructions in the RFQ before submitting their proposals.

A proposal will be rejected without appeal rights if the applicant disregards the instructions

regarding completeness of the proposal, required forms and attachments, required signatures and timeliness of submission.

B. GENERAL FORMAT

In order to promote a fair process, all proposals must follow the standardized format below:

1. Portrait Orientation 8½” by 11”
2. 1” margins
3. No more than 1.5 space
4. Typed in Arial font, size 11
5. The proposal must not exceed 10-pages, excluding other supporting documents (page 5).
6. Proposals and attachments should be submitted in .pdf format

C. SUBMISSION

First 5 will use a Survey Monkey© platform for proposal submission. Use this [First 5 Yuba RFQ Online Portal](#) to submit your proposal by the date and time outlined in the RFQ.

If you have technical issues please contact Robin Timoszyk at rtimoszyk@co.yuba.ca.us or call 530-749-4877.

D. PROPOSAL CONTENTS – ORDER OF PRESENTATION: Table 1

Document
Proposal Cover Page
Qualifications & Experience
Scope of Services
Work Plan & Timeline
Budget
<i>Other Required Forms</i>
Resumes
References
Work Samples

E. PROPOSAL CONTENTS – DESCRIPTIONS

1. Qualifications and Experience

This section provides information regarding the Applicant’s ability and experience to successfully provide services outlined in the proposal. The ideal vendor should demonstrate have the following qualifications:

- Recent and long-term experience as a vendor of client case management systems that includes a web-based intake, enrollment and data management system

- Experience working with large government organizations and/or experience working with county First 5's or other child/family centered programs.
- Strong expertise in technical assistance services associated with utilization of the data system by a variety of users, including data administration activities, a user guide, establishing user profiles and appropriate levels of access consistent.
- Demonstrable knowledge of database interoperability and Application Programming Interface (API) functionality that allow for system customization to align with other data systems.
- Ability to enter into a contract with First 5 Yuba County and implement the Work Plan as defined in this proposal.

2. Scope of Services – 4 Pages Maximum

First 5 Yuba County is seeking an experienced vendor who will be able to demonstrate their qualifications and relevant experience to provide a web-based data collection and reporting system, along with associated data support services including activities and deliverables. The selected vendor will be able to fulfill the functions outlined below.

Individual Client & Family Database

- a. The database will have capacity for core client and aggregate data collection, specifically including tracking of individual and family program data with unique client and family identifiers, customizable demographic data, services and assessment collection.
- b. The platform should include a user-friendly case management system and family-intervention tracking that allows for the integration of a closed loop referral system.
- c. The system should be able to allow for client communication abilities including a family access portal with client's direct access to personal information, direct messaging capabilities, and a secure platform to complete forms and assessments that allow for electronic signature.
- d. The system will have the capability to maintain a customizable resource directory for appropriate referral for HMG initiative.

Reporting, Evaluation and Continuous Quality Improvement

- a. The database will have the capacity to provide real time various, easily customizable reports for F5Y staff and partners to review and analyze all data collected.
- b. Platform should be able to provide additional analytical tools necessary for implementing evaluation activities, including customizable raw data exports, as defined as necessary by F5Y staff and/or external evaluator.
- c. Platform will be expected to easily provide accurate data exports for First 5 California in a manner that is consistent with existing State requirements.

Interoperability and Security

- a. The system must be HIPPA compliant, including security features with the ability for customizable configuration and deployment of user permissions and system level access.
- b. Provide comprehensive data management functions for the data system, including activities such as regular backups of the entire F5Y database.

- c. System will allow for Application Programming Interface (API) connections and for system customization to align with other data systems.

Training and Technical Assistance

- a. Vendor will be expected to provide customer support and technical assistance for F5Y staff and funded partners on the data system, including data administration activities, providing a user guide, establishing user profiles and appropriate levels of access consistent with F5Y policies and procedures.
- b. Vendor will provide trainings and technical assistance services in the use of the database system for all staff, funded partners, and evaluators on data base components as needed.

Online grantee/contractor fiscal reporting, contract document management, and funding application capability

- a. The system would provide a fiscal reporting and invoicing platform whereby F5Y would establish budget line items and grantees/contractors would enter expenses for the reporting period and submit supporting documentation by authorized grantee/contractor users.
- b. The system would securely store data and be able to generate an invoice for payment processing by F5Y.
- c. The system would allow F5Y users and grantee/contractor users to securely upload and store documents, e.g., insurance certificates, supporting documents and other forms.

Any other applicable features not listed above

3. Work plan & Timeline:

Proposals should include a proposed work plan and timeline that outlines implementation of the planning, setup and maintenance of the database by no later than September 30, 2021. The timeline should identify major tasks needed to implement and maintain the data management system, the start and end date for each task and the person in-charge of completing each task.

4. Budget and Budget Narrative

Proposals must include complete and detailed budget for implementing the scope of work in accordance with the timeline. The Budget should include ongoing annual costs for the web-based data management system that includes storing and maintenance of data. In addition, the budget should include any additional training and implementation costs, additional products or modules, on-going standard data storage and maintenance costs and limits.

The Commission has allocated a maximum of \$90,000 over five fiscal years to impalement this project.

5. Other Supporting Documents

All applicants are also requested to submit the following which will count against the 10 page maximum:

- a. Resumes – include the resumes of all staff expected to work on this project, delineating roles of each staff member in the proposed project.
- b. List of References – provide a listing of the names, addresses, telephone numbers, email addresses (if applicable), and contacts of three (3) former clients and the title of the project completed. F5Y may contact some or all of the bidder’s references as part of its review process.
- c. Example of Prior Work – Any items that help visually demonstrate the database will be accepted (e.g., screenshots)

SECTION III- PROPOSAL SUBMISSION AND INQUIRIES

A. RFQ TIMELINE & AWARD SCHEDULE: Table 2

Event	Date
Request for Qualifications Release	May 6, 2021
Questions and Answers Period	May 7, 2021 – May 13, 2021
Proposals Due*	May 25, 2021 by 5:00 p.m.
Proposal Review Period	May 26 – June 11, 2021
Recommendation to the Commission	June 24, 2021
Contracts Executed and Services Begin	July 1, 2021

*Dates subject to change.

B. PROPOSAL SUBMISSION

- Applicants must submit their proposals and all supporting documents through an online portal hosted by Survey Monkey©.
- All required documents outlined in in this RFQ should be uploaded in electronic PDF format.
- No paper, faxed or emailed submissions of the proposal will be accepted.
- Each proposal must contain all the required documents when submitted. No changes, modifications, corrections, or additions may be made to the proposal once it is submitted. NO EXCEPTIONS WILL BE MADE.

C. INFORMATION AND QUESTIONS

Any questions regarding the intent of content of this RFQ or about the proposal and evaluation process may be submitted to Ericka Summers, Executive Director via email at esummers@co.yuba.ca.us. Questions may be submitted until May 13, 2021. Agencies will not receive personal replies to questions regarding the RFQ process, either by phone, mail,

or email. Questions and answers will be posted on the Commission website within 48 hours. We will not respond to or post questions received after May 13, 2021. Applicants should check the website prior to submitting questions at [First 5 Funding Opportunities](#).

The Commission will use its website www.first5yuba.org as the primary means for providing information about the RFQ to applicants and any other interested parties. Modifications, responses to requests for clarification, and any other communication from the Commission will be deemed to have been adequately noticed and provided by the Commission at the time it is posted on the website. It is the responsibility of applicants to monitor the website for such information.

Contact Person for Website Issues: Robin Timoszyk: rtimoszyk@co.yuba.ca.us

SECTION IV - REVIEW PROCESS

A. RECEIPT OF PROPOSAL & COMPLETENESS SCREENING

All proposals received by the deadline will be reviewed by First 5 staff for completeness.

- A late or incomplete application will be considered non-responsive and will be disqualified.
- The absence of required information will result in rejection of the proposal.
- Applicants will only be notified if an application was not sent forward for review

B. RATING PROPOSALS (100 Point Maximum)

The submitted proposals will be reviewed by internal staff and external partners with expertise in evaluation and data management using the Scoring Matrix: Table 3. The Scoring Matrix will yield scores for all factors and combined for a total score for each proposal. The resulting scores will assist reviewers in assessing the overall proposal and making recommendations to the Commission. Proposal scores and all reviewer comments will remain confidential. The First 5 Yuba reserves the right to request any additional information in order to facilitate the recommendation process.

SCORING MATRIX: Table 3

The following is a breakdown of possible total points for each section of proposal. Refer to the Section IV for a detailed description of each section.

Application Component	Total Point Value
Qualifications & Experience	25
Scope of Services	35
Work Plan & Timeline	25
Budget	15
TOTAL	100

C. AWARD OF AGREEMENT

The Commission will make all final award decisions no later than June 24, 2021. Agreements are awarded based on proposals that meet RFQ requirements, are aligned with the Strategic Plan, and approved by the Commission. Following approval, Commission staff will meet with vendor to negotiate and execute an Agreement. An Agreement will be in effect only after the effective date of the Agreement and authorized representatives of the applicant and the Commission have signed the Agreement. The Agreement may include contents of the RFQ, the proposal, and any other modification or addendums determined by the Commission to be necessary prior to its execution by the parties.

Funding for all approved programs and services are subject to an annual review. Programs will also be subject to a quarterly review process to determine if anticipated results are achieved.

SECTION V - LEGAL INFORMATION AND REQUIREMENTS

A. RFQ DOCUMENT

Submitting a proposal in response to this RFQ and/or Commission approval of proposals, does not commit the Commission to award an Agreement. The Commission assumes no responsibility for any costs incurred by an applicant in submitting a proposal.

The Commission reserves the right to reject any and all proposals or a portion of any proposal and accept a proposal or proposals that do not provide services for the lowest cost.

B. LEGAL INFORMATION

1. Proposal Confidentiality

Proposals will be maintained as confidential until the recommendation to fund proposals is forwarded to the Commission. At that time, all proposals will become public record.

2. Disposition of Proposals

All materials submitted with this RFQ will become the property of the Commission and will not be returned. The original copy will be kept on file and become a public record for a minimum of three years. All reviewer comments, notes and scores will remain the confidential property of the commission.