

FIRST 5 MONTEREY COUNTY (F5MC)

Request for Qualifications

PROJECT: Consultants to Provide Technical Assistance to Child Care Settings

SUBMISSIONS DUE: On-going beginning November 6, 2009 until revoked

I. Purpose and Background

First 5 Monterey County (F5MC) is developing a resource bank of qualified consultants to provide technical assistance to support child care quality and inclusion through technical assistance in a variety of early learning and care programs and settings (i.e., Family, Friend and Neighbor Care, Family Child Care and Center-based Child Care). Submissions will be accepted on an on-going basis.

F5MC Technical Assistance (TA) Projects will support child care quality and inclusion through on-site technical assistance that is grounded in best practice research and relationship-based, collaborative work. TA Projects will engage program participants (including administrators, educators/teachers, families and children) in developing/enhancing program quality. Additionally, project participants will share their learning with others in the community in order to create an extended community of learners. Projects applying for *F5MC* funds to support technical assistance through on-site consultation will be selected beginning in June 2009.

Consultants grounded in best practice and relationship-based work will work with selected projects in order to:

- co-develop goals and strategies based on observation and dialogue;
- share research-based resources and materials;
- develop training related to new approaches and techniques followed by immediate feedback and support; and
- model new approaches and techniques in alignment with unique requirements, strengths and challenges of the child care context (including program requirements, values and beliefs of the teachers and parents).

Criteria and requirements for TA Projects were developed through a planning process involving the Access Workforce Development Workgroup (25 stakeholders) and Advisory Committee (23 stakeholders) during the summer and fall of 2008. The program goals, approach and values are in alignment with community identified desired outcomes and best practice research.

The following best practice approaches and values will be incorporated into the design of each TA project:

- Projects will include on-site work with a consultant grounded in early childhood education best practices and committed to relationship-based learning.

- Project goals will be co-developed by participants and consultant.
- Project goals will relate to the practical and daily experiences of the program.
- Professional development activities will incorporate a variety of learning methods (including individual work as well as small and large group discussion and activities)
- Professional development activities will support collective/collaborative learning that incorporates the diverse experiences and knowledge of the project participants.
- All levels of an organization (including administration and staff) will support the project and participate in appropriate ways.
- The project will be responsive to cultural and socioeconomic diversity.
- The project will incorporate “unanticipated learning’s” as the technical assistance project unfolds.

F5MC funded TA Projects will have the following outcomes:

- Improved program quality.
- Improved infrastructure and operations that support program quality.
- Increased professional development and leadership skills¹ of staff/providers.
- Increased collaboration and networking, among early educators.

In April 2009 **F5MC** began funding processes to select *Technical Assistance Projects for Family Child Care and Center-based Programs*. Eligible applicants will be licensed and license-exempt child care centers and organizations coordinating 4-8 family child care homes. It is anticipated that another CGM application process for projects to support Family, Friend and Neighbor (FFN) care will be issued by fall 2009. Priority will be given to projects from Monterey’s “South County” area (Chualar, Gonzales, Soledad, Greenfield, King City, San Ardo).

Projects will identify their initial or anticipated goals and areas for improvement through the application process and may include but will not be limited to:

- Teacher-child interactions
- Teacher-teacher interactions
- Teacher- parent interactions
- Peer interactions
- Physical environment
- specific programming areas (such as English Language Learners, use of creative materials, etc.)
- program structure, administration and supervision

To learn more about **F5MC**, please visit our website at www.first5monterey.org.

¹ “Leadership skills” as used here are defined as ‘the ability to listen, ask effective questions, make proposals, use interest based negotiation, reach consensus, and commit to specific aligned action’ (Annie E. Casey Foundation’s Leadership in Action Program)

II. Scope of Work

The scope of work for each consultant will be developed in conjunction with the selected projects and will be based on the particular goals and context of each project. Consultants will typically be contracted directly by *F5MC*. *F5MC* will support development of the scope of work for the project/consultant and the project budget. A sample scope of work reflecting the best practices and values will include, but not be limited to:

1. Collaborate with program participants to co-develop specific interests, questions and goals related to enhancing quality early learning and child care.
2. Collaborate with program participants to identify activities and resources to support exploration/learning related to the participant-identified interests, questions and goals.
3. Establish a timeline for the activities that are in alignment with consultant availability as per budget/contract with F5MC (may include activities implemented by the program during weeks which consultant provides off-site technical assistance such as telephone or email consultation).
4. Co-develop and implement with program participants methods for collecting data related to the identified activities (may include written observations, digital media, collections of work, interviews with others, notes from meetings, etc.)
5. Co-develop and implement with program participants methods for reflection on the data (that may include other colleagues or community members).
6. Recommend purchase of necessary technological equipment and/or materials and supplies to implement the project and support documentation that are in alignment with F5MC budget or agency/program resources.
7. Provide a written report (including data as described in item #4) to F5MC that describes the project including questions, goals, activities, involvement of participants and outcomes related to how the on-site technical assistance improved program quality.
8. Work with program participants to prepare a presentation about project outcomes and recommendations (may be for F5MC staff and/or Commissioners or other professional venue).
9. Participate in F5MC meetings related to developing common understanding and coherent approaches for technical support projects.
10. Support F5MC evaluation efforts (may include but is not limited to collection of participant demographic data, telephone interview, and/or participation in focus group).

III. Selection Criteria

Consultants will be selected based on the criteria listed below as well as their fit with a potential project. A submission of qualifications does not guarantee a match with a project.

Consultants will be qualified based on the following:

1. Education and training in early childhood education or related field.
2. Experience teaching or working with children ages 0-5 years and their families.
3. Experience/ability in providing relationship-based on-site consultation to early childhood programs and co-creating goals with participants.
4. Experience in developing trainings utilizing a variety of learning methods.
5. Ability to work on a schedule compatible with a selected project.
6. Ability to travel to various homes and agencies in Monterey County.
7. Ability to clearly communicate orally and in writing.
8. Bilingual English/Spanish language preferred.

IV. Submission Requirements

Consultants will fill out *Appendix A: Statement of Qualifications* and submit, along with a resume, by e-mail or mail to the address below. Fax submissions cannot be accepted. Additional information may be asked of selected consultants via telephone, e-mail or in-person interview in order to assist in the selection process.

First 5 Monterey County

Lisa Luis, Program Support

1125 Baldwin Street

Salinas, CA 93906

Ph: (831) 444-8549

Lisa@first5monterey.org

Submissions will be accepted on an on-going basis and can be updated with new skills or experiences at any time by resubmission of Appendix A and a resume at the applicant's discretion. Please note, submission of an application does not guarantee a match of your unique qualifications with the unique needs of our technical assistance applicants.

V. Selection Process

REVIEW PROCESS

When an application is received *F5MC* staff will review and score each proposal. *F5MC* may elect to include potential project staff and/or resource persons with relevant experience to participate in the Application review. *F5MC* reserves the right to conduct interviews (which may be conducted by telephone), if deemed necessary. If the Applicant is selected for a project requiring more than a \$25,000 contract formal approval will be required by the *F5MC* Commission.

AWARD OF CONTRACT

The Commission is not required to award a contract as a result of this RFQ process; the Commission is not bound to accept the applicant with the lowest estimated cost and may reject an applicant, even if the cost is less than all other submissions. Selection will be based upon the submission that best meets the needs of *F5MC*.

When a Consultant has been matched to a project and recommended for a contract, a Letter of Intent will be posted to the *F5MC* website. Upon award, the successful applicant will be required to execute a contract with *F5MC*. Consultant, at their own cost, will be required to comply with *F5MC* insurance requirements as described in Appendix B.

The contract term will be approximately one year and will commence upon signing of the contract. Upon successful completion of the initial contract term, the contract may be extended for up to another one year period if it is in the best interest of *F5MC* and the Center to do so.

The selected Consultant will submit a final work plan and budget during contract negotiations.

APPEAL PROCESS

Any applicant who wishes to file an appeal must file a written Letter of Appeal delivered by certified mail to Lisa Luis at the address on the cover of this RFQ within 3 business days of the date on the Intent to Award. Appeals are limited to violations of law, regulation or procedure. Appeals will not be accepted on any other grounds. The Letter of Appeal must state the reason for the appeal, including all facts, citations of law, regulation or procedure that are the basis for the appeal.

The Executive Director will review the Letter of Appeal and issue a written decision. The decision on appeal is final.

QUESTIONS

Any questions in regards to this RFQ should be submitted in writing to: Lisa Luis, Program Support. Questions may be submitted by email at Lisa@first5monterey.org or delivered to the address above.

Answers to all questions will be posted on the *F5MC* website (www.first5monterey.org under Current Solicitations) and will be updated as new questions are received.

VI. Caveats and Legal Notes

1. *F5MC* reserves the right to amend or cancel the RFQ process at any time for any reason, even after review of all submissions, and is not responsible for any expenses incurred by any applicant.
2. *F5MC* reserves the right to accept or reject all or a portion of any Submission.
3. *F5MC* is under no obligation to award a contract to the applicant who presents the Submission with the lowest estimated cost. An RFQ award is based upon technical superiority within a reasonable proximity to the estimated costs in Submissions. Selection will be made based on overall evaluation of the submissions and the best interests of *F5MC* as determined by *F5MC*.
4. The estimate given in the Submission must include all design, planning, and implementation costs such as telephone, travel, etc.
5. The RFQ is not a contract for employment or hire and the final terms of the proposed contract are subject to negotiation and review and approval of the *F5MC* Commission.

6. The contract is expected to be developed on a deliverable budget with a not to exceed amount.
7. The successful applicant must provide the required insurance described in Appendix B.
8. **F5MC** reserves the right to waive any minor irregularities in any Submission and/or request clarification from any applicant. **F5MC** may request additional submissions from applicant.
9. All Submissions become the property of **F5MC** upon receipt.
10. **F5MC** reserves the right to reject an Submission based on errors made in computing costs or due to noncompliance with the requirements of this RFQ as determined by **F5MC** at its sole discretion.
11. **F5MC** is not responsible for submissions that are not received by the deadline regardless of the reason.