

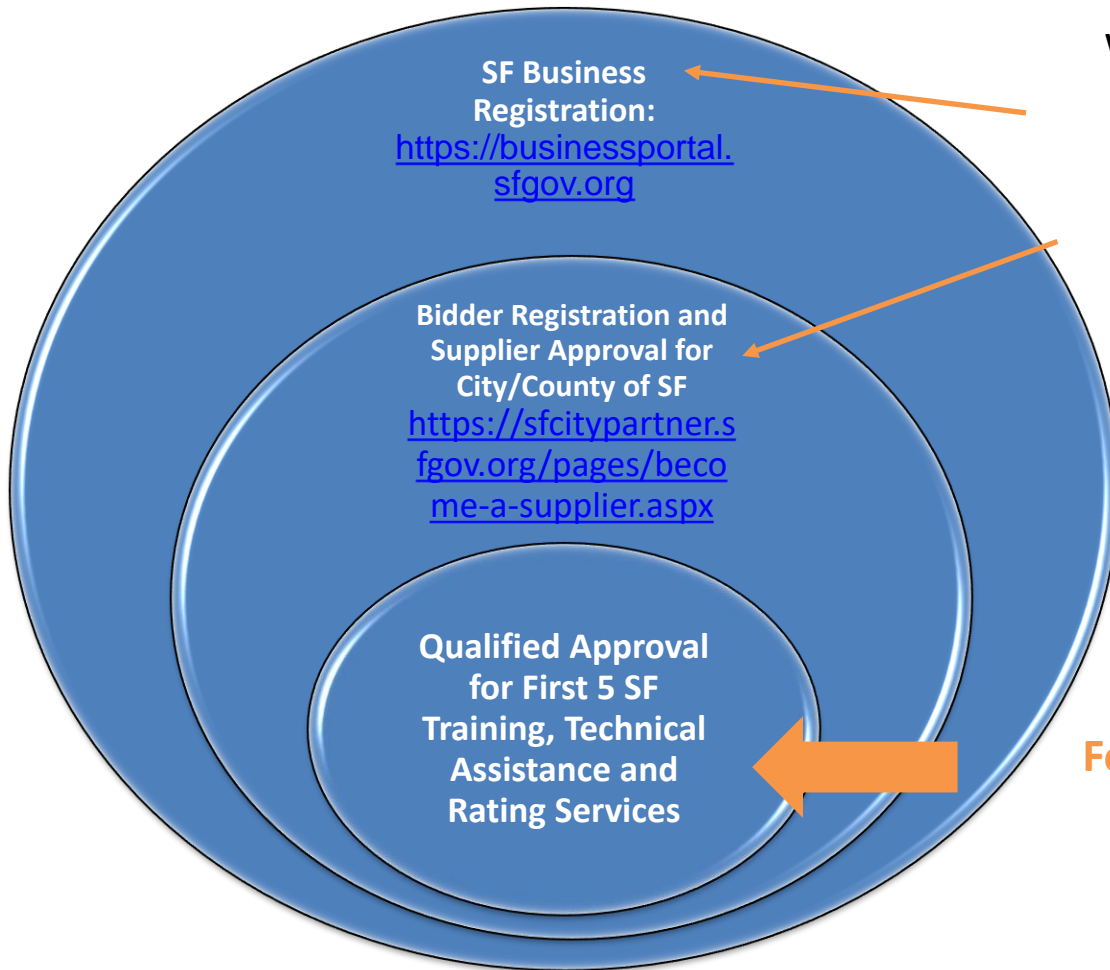


Training, Technical Assistance, and Rating Services for Early  
Childhood Quality Improvement System Request for Qualifications

**Bidder's Conference, September 28, 2020**

## First 5 San Francisco has two RFQ's active

- ❖ This Bidder's Conference is for the Training, Technical Assistance, and Rating RFQ: It is a non-competitive RFQ to establish a pre-qualified list of entities that can provide services to San Francisco's Early Childhood Quality Improvement System



We will not be covering these areas today; See city websites or [www.first5sf.org](http://www.first5sf.org) for Business Registration Workshop recording

**Focus today will be here.**

## Purpose

- ❖ Purpose of this RFQ is to establish a pre-qualified list of entities that can provide training, technical assistance, capacity-building and rating services to San Francisco's Early Childhood Quality Improvement System. This will be the primary method of contract selection moving forward especially for >10,000.
- ❖ San Francisco has more than a decade of investing in local early childhood quality improvement efforts that include a variety of training and technical assistance supports for licensed ECE settings and community-based programs. These investments, inclusive of the County's Quality Rating and Improvement System (QRIS), are led by First 5 in close funding collaboration with the Office of Early Care and Education.
- ❖ Qualifying under this RFQ makes you eligible to contract with First 5 San Francisco for training, technical assistance, capacity-building and rating services; however, it is non-binding and does not obligate any party to enter into contract agreement.

# Timeline

## Key Dates for Training, Technical Assistance, and Rating Services RFQ

RFQ Issued	September 16, 2020 <a href="http://www.first5sf.org">www.first5sf.org</a>
Non-Mandatory Bidders' Conference	September 28, 2020 1:00 – 2:00pm
Mandatory Letter of Intent Due	September 30, 2020 Via email to: <a href="mailto:RFQ@first5sf.org">RFQ@first5sf.org</a>
Proposals Due	October 16, 2020 Application: <a href="https://www.surveymonkey.com/r/TTA-RFQ2020-02">https://www.surveymonkey.com/r/TTA-RFQ2020-02</a>

## Letter of Intent

At minimum we recommend the following to be included in the letters: a) the date; b) the name of your entity (***please ensure this matches the name on your application so they can be matched in the review process***); c) your stated intent to apply for the RFQ with correct RFQ title (please ensure you are referencing the correct RFQ to avoid confusion); d) official signature at bottom of letter; and e) submit by the specified due date to [RFQ@first5sf.org](mailto:RFQ@first5sf.org) .

If entity type is in process and name is still being determined then please note this in the Letter of Intent and please ensure that a contact name is included that matches the contact name in your application Coversheet. *Nowhere on the Letter or Applicant Name should First 5 San Francisco be used as named entity or contact.*

Received Letters of Intent will be posted on the First 5 Website by way of confirmation of receipt.

## Funding and Terms

- ❖ Contracts may be project based, annual or for multiple years. Specific contract activities, budgets and length of contract term will be negotiated for each individual project initiated, utilizing consultants identified through this RFQ.
- ❖ Pre-qualified list established through this RFQ will be active from December 31, 2020 through December 31, 2022. Qualified respondents will remain eligible for consideration and contract negotiation on an as-needed basis during this time.
- ❖ Process to re-establish list would be in Fall 2022.

## Scope of Work

- ❖ Prequalified entities, consultants, and organizations will be counted on to implement supports in multiple settings through a range of modalities that align with 3 Core Areas:
  - Child Development and School Readiness;
  - Teachers and Teaching; and
  - Program and Environment.
- ❖ All activities and modalities will be offered in multiple languages and may be required in multiple formats and times.
- ❖ Pre-qualified entities will also be expected to complete activities in the areas of evaluation, reporting, documentation/administration, and overall systems improvement, as requested or outlined in final negotiated scopes of work and contracts. All prequalified entities are expected to participate in CA State Coach Competency Training and Certification efforts.



## Minimum Eligibility

- ✓ Physical presence in a state eligible for contracting with the City and County of San Francisco and must have capacity to provide in-person services throughout San Francisco County.
- ✓ Minimum of two years verified direct prior experience specific to technical assistance and training for early care and education and/or early childhood sector.
- ✓ Must provide proof of TB Clearance at the time the contract is executed if working directly in early care and education facilities. If contract indicates direct work and supervision of children, proof of fingerprinting will also be required.
- ✓ If not already a vendor at time of application submission, applicant must provide assurances that they will be compliant with City-approved supplier/vendor process within 45 days of qualifying award notice. Applicant must be a San Francisco City-approved supplier/vendor at the time the contract is executed.

## Experience and Desired Qualifications

- ✓ Relevant experience in providing selected Core Content Area activities, in selected modalities, within selected settings to a diverse ECE workforce.
- ✓ Capacity to coordinate with other partners and organizations; capacity to perform tracking, data collection, reporting and other administrative tasks.
- ✓ Ability to stay within allowable and unallowable costs.
- ✓ Specialists/staff have relevant work history, qualifications, and/or certifications and experience providing training and technical assistance to a diverse early care and education workforce.
- ✓ Specialists/staff reflect the diversity and lived experience of the early childhood workforce and San Francisco's neighborhoods and have professional and/or personal experience with Black, Indigenous, People of Color and other historically marginalized and oppressed populations.

## Eligible Entities

All the below are eligible to apply and to be included on the pre-qualified list, there are no point differences/advantages assigned by entity type.

- Community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code, a part of the San Francisco Unified School District, City College of San Francisco, San Francisco State University or other educational institution.
  - Sole Proprietorship, even if business registration is in process
  - General or Limited Partnership, even if business registration is in process
  - Limited Liability Corporation (LLC), even if business registration is in process
  - S Corporation (S Corp), even if business registration is in process
  - Joint Powers Authority (JPA)
- Nowhere on the application for Applicant Name/Applicant Contact should First 5 San Francisco be used as named entity or contact; First 5 San Francisco can be used as a reference.

## Scoring

The proposal applications will be scored using the following scale. Applicants scoring 75 points or above, **inclusive of a requisite score of at least 25 points in Verification of Minimum Eligibility.**

### ❖ Coversheet

**No point value**

Complete the information as requested for the on-line application Coversheet. The contact information provided will be used by the Commission to communicate with applicants.

### ❖ Verification of Minimum Eligibility

**25 points**

Verify all Minimum Eligibility Requirements and provide complete responses to verification questions, including business location of record/physical presence and capacity to serve San Francisco County; minimum prior experience in technical assistance and training, with contact information provided for at least one reference; statement of city-approved vendor status; statement regarding TB clearance and, if applicable, fingerprinting.

# Scoring

The proposal applications will be scored using the following scale:

## ❖ Experience and Capacity

**40 points**

- Select one or multiple Core Content Areas of Expertise, Modalities, and Settings. Include descriptions that either individually or in whole demonstrate experience and expertise in selected Core Content Areas; Modalities; and Settings. Points are based not on quantity but on observable match between project descriptions and selected Content Areas, Modalities, and Settings.
- Describe capacity to collaborate with other partners and with organizations.
- Describe capacity to perform tracking, data collection, reporting and other administrative tasks.
- Describe ability to stay within allowable and unallowable costs.

# Scoring

The proposal applications will be scored using the following scale:

- ❖ **Staffing Expertise and Qualifications** **35 points**
  - List key staff with statement of qualifications and certifications that matches selected Core Areas; Modalities; and Settings and upload staff resumes in the required upload section of the application. Points are based not on quantity but on observable match between project descriptions and selected Content Areas, Modalities, and Settings. Note: staff resumes must be uploaded in order to earn full points.
  - Describe staff/specialists articulated racial equity stance and demonstrated ability to provide linguistically, ethnically, and culturally concordant training and technical assistance to San Francisco's diverse workforce.

# Entirely Online Application Process – All entities should utilize same link

## A. Mandatory Letter of Intent

- ❖ The letter of intent is **due by 5:00pm on September 30, 2020**, emailed to [RFQ@first5sf.org](mailto:RFQ@first5sf.org). The number of Letters of Intent greatly assists staff in planning the proposal review process during this time of remote work and global health crisis.

## B. On-line Application

- ❖ Application is due on **Friday, October 16, 2020 at 5:00 pm**. The online application will close at that time, and no late applications will be allowed to be submitted. The application link is below

<https://www.surveymonkey.com/r/TTA-RFQ2020-02>

## C. Forms and Attachments

- ❖ All forms and attachments are also due by **Friday, October 16, 2020 at 5:00 pm**, and will be submitted via the same online application link (<https://www.surveymonkey.com/r/TTA-RFQ2020-02>) .

# Entirely Online Application Process – All entities should utilize same link

## A. Note about “Test” or “Dummy” Applications in SurveyMonkey

- ❖ First 5 SF asks that as much as possible the application template be used to plan responses rather than creating a “Test” application in SurveyMonkey.
- ❖ Two mechanisms have been embedded in the application to certify them as final (one at the beginning and one at the end). All applications with these boxes not checked to indicate they are valid submissions and/or applications with apparent "dummy" or "test" information will be deleted at the close of each business day up until the application due date in order maintain a clean submission list.



## Note on Application Fix

In response to a submitted question we have added a “Not Applicable” to application questions for each of the Core Areas 1, 2 and 3. Since these are required-response questions on the application itself, but not a requirement that you complete all three for eligibility, the “Not Applicable” allows for completion of as many or as few as apply to your entity.

If you have already submitted your application and checked “Other” and filled in “Not Applicable” or something similar to remedy this technical glitch, that is fine and will be accepted.

# Open Questions