**FIRST 5 ORANGE COUNTY**

**2022 REQUEST FOR QUALIFICATIONS**

**Questions and Answers – UPDATED – SEE QUESTION 17**

1. I understand that existing consultants need to re-submit this year. Is this one of the years where we only re-submit/update areas of expertise on Attachment 1 Checklist or one of the years when we re-submit an entire qualification proposal?

The current RFQ has been significantly updated in terms of subject matter expertise.  All current consultants and previously qualified applicants must re-submit a new and complete proposal.

1. Will this current roster be renewable for up to 3 years like the previous RFQ?

Rosters of qualified applicants are approved by the Commission and remain effective until a new roster is approved. The current roster has been in effect for one year. First 5 Orange County intends to approve a new roster in June of 2022.

1. What detail is needed to meet this requirement Section, III.B. 4 regarding Compensation history?  Is it sufficient to include hourly rates for staff (as has been done in the past)?

Applicants should provide past hourly rates for comparable projects or services that will inform the applicant’s rates for First 5 Orange County consultant services.

1. Can tables/graphs in the proposal be smaller than the required 12 point font?

If necessary, lettering in tables and graphs may be smaller than 12 point font. Lettering smaller than 12 point font must be legible.

1. To respond to one of the 10 subject matter areas indicated on the Attachment 1 checklist, must the consultant, consultant team, or firm have experience in all bulleted capacities listed under the subject matter area?

No. Applicant must have experience in at least one of the specific areas of expertise listed under any of the 10 subject matter categories for which they indicate their qualification. Qualification submissions should include information demonstrating all of the applicant’s relevant expertise.

1. On page 6, section III.A. of the RFQ, the text indicates that "Page number limits for each component are listed below." Page limits are only indicated for the expanded references. Are there page limits for any other component, such as the cover letter or qualifications?

Page limits are applicable to the expanded references component. Other personal components (e.g., cover letter, qualifications) are not subject to page limits.

1. If we meet the general expertise in the area but not in sub-areas of expertise, should we still apply? Example, we have a lot of experience in early and on-going health and development (i.e. running and evaluating a parent-child intervention designed to support child development) but have less (or no) experience in the subcategories listed in the bullet points under each category. Is it appropriate to apply if we are strongly matched with the overarching categories but not necessarily with the subcategories?

Yes. Please be specific in your proposal about the experience within the general subject area expertise category. Your specific expertise will be considered.

1. As consultants, our team each individually have strong expertise and knowledge in some of the subcategories but have not worked on projects as a partnership (or company). Is that a problem?

Organizations which include qualifications of staff members with relevant expertise in their proposal will be considered. Also see responses to questions 5 and 7.

1. The RFQ states that we are to provide an expanded reference narrative for one project in each subject matter area listed on our cover letter. Is an expanded reference required for the overarching categories (e.g., Safe, Stable, and Nurturing Home) or is a reference required for each of the sub-areas within that general area of expertise/experience?

Within the expanded reference for each main subject matter category, information related to experience in all applicable sub areas should be included to support the applicant’s overall expertise and qualification.

1. Do we need to provide expanded references for each subset (Project Management, Strategic Communication, Contract Compliance & Audit, Organizational and Professional Development, Language Translation) of the Organizational Support SME area or is one expanded reference for this area (Organizational Support) sufficient?

Organizational Support is not a subject matter area that can be selected (please see Attachment 1, Checklist). The various expertise within this category are areas applicants may indicate as their expertise. With respect to other subject matter areas, please see question (and answer) to Question 7.

1. Are you able to share information (awardee/scope of work) about projects that have been awarded in the past?

Past consultant agreements are approved by the First 5 Orange County Commission. Information regarding those agreements may be found in past Commission meeting agenda. Link to the 2021 approval is here: <https://cob.ocgov.com/sites/cob/files/2021-03/04-07-21%20CFCOC%20agenda%20packet.pdf>

1. How many consultancy firms does First 5 OC typically utilize at any given point in time for program evaluation, and how many program evaluation consultancy firms does First 5 OC expect to pull from the consulting pool for this coming fiscal year?

First 5’s use of evaluation consulting firms varies from year to year. Additionally, the type of evaluation needed varies. For example, in past years we have used consulting firms to conduct evaluations on our programmatic work such as our early learning initiative or home visiting programs. At most we have conducted three programmatic evaluations in a year. We have also used evaluators to help us develop system-level and population-level indicator evaluations. This year, we may use an evaluation consultant to help us evaluate our placed-based programmatic strategy called Engaged Neighborhoods (see our website for more information: First 5OC.org).

1. Would it be expected that selected program evaluation consultants will interface more frequently with the First 5 staff, the grantees of First 5 program funding, or is it a mix of both?

It would be a mix. First 5 staff would direct the work and manage the evaluation consultant agreement; the consultant would advise and work with First 5 staff to develop the evaluation; with partners receiving First 5 funding to conduct the evaluation of programmatic work; and provide recommendations as to program efficacy and proposed improvement. For the place-based strategy, we are seeking expertise with tools related to shared vision, goals, and measurement of progress.

1. How much technical assistance might be needed among First 5 grantees with respect to data collection and reporting that contains all pertinent data points and other information that aligns with First 5 requirements? Is this an anticipated area of need that selected program evaluation consultants can assist with?

We do not anticipate needing this technical assistance for our funded partners.

1. If available, can you please direct me to where I can find any evaluation frameworks, resources, etc. that First 5 OC has developed thus far?

We don’t have this type of resource to share.

1. What does First 5 OC’s program evaluation budget look like for this coming fiscal year?

We have not finalized our budget for next fiscal year, but our evaluation budget has been between $770,000 and $1,000,000 annually in the last four years.

1. Would we be able to update our rates each year? That was not previously included as a specific item in Attachment 1.

Yes, rates for consultant services may be updated each year.