



NEIGHBORHOOD PARTNERSHIP COACH/CONSULTANT
Request For Qualifications

SECTION 1: INTRODUCTION

The California Children and Families First Act of 1998 (Proposition 10) created a statewide program to promote, support and improve the early development of children from the prenatal stage to five years of age. The intent of this act is to enable counties to create and implement an integrated, comprehensive and collaborative system of information and services to enhance optimal early childhood development.

In December 1999, First 5 Alameda County approved a strategic plan for a comprehensive system of early intervention services for children 0 to 5 years of age and their families in Alameda County. This plan is called Every Child Counts. Every Child Counts (ECC) is designed to support young children at home, in child care, and in the community. Our programs promote system changes and improve early childhood development through family support, parent education, child care and health care services. Program descriptions, past strategic plans and annual reports may be found on our website at www.first5ecc.org.

A key component of Every Child Counts is the Community Grants Initiative (CGI) which funds providers throughout the county to expand and enhance services for children ages 0 to 5. One component of the CGI is the Partnership Grants program. In addition to receiving funding for services, Partnership grantees participate in an intensive training and peer learning program to develop best practices in specific fields. In the 2009-2011 CGI grant cycle, Neighborhood Partnership grants will enhance the capacity of Departments of Parks and Recreation and public library systems to offer family-centered school readiness activities. After the 18 month grant term, if funding allows, successful Neighborhood Partnership grantees will have the opportunity to apply for continuation funding through June 2013.

Five organizations received Neighborhood Partnership grants to provide strength-based, family-centered, developmentally-specific school readiness services for children ages 0 to 5 and their parents or caregivers. Services are neighborhood-based and priority was given to neighborhoods served by schools with very low academic performance index scores and limited access to parent-child school readiness activities. Grantees will meet quarterly as a group over the 18 month grant term for training and peer support. Each agency will also receive monthly site visits for customized training and technical assistance. See **Appendix C** for a list of Neighborhood Partnership grantees.

NEIGHBORHOOD PARTNERSHIP COACH/CONSULTANT

First 5 Alameda County (F5AC) is seeking an individual or agency to serve as a coach/consultant to our 2009 -2011 Neighborhood Partnership grantees and to co-facilitate the Neighborhood Partnership training program. The individual(s) who serve(s) as coach/consultant must have expertise in best practices of school readiness, parent support and education, early care and education, and child development.

In addition, they must have experience providing training and technical assistance to build the capacity of programs that provide community-based school readiness and child development services. Interested organizations or individuals should submit their qualifications to:

Janice Edwards, Community Grants Program Manager
janice.edwards@acgov.org
First 5 Alameda County
1100 San Leandro Blvd., Suite 120
San Leandro, CA 94577

Qualifications may be submitted by email, mail or hand delivered. Consultancy is open until filled.

If you have questions about the RFQ, please contact:

Janice Edwards
Community Grants Program Mgr
Tel: 510.875.2441
Email: janice.edwards@acgov.org

OR

Malia Ramler
Community Grants Administrator
Tel: 510.875.2444
Email: malia.ramler@acgov.org

SECTION 2: BACKGROUND

As part of First 5 Alameda County's strategic planning process, community members told us that they would like to see neighborhood-based services. In response, the CGI created a Neighborhood Partnership to fund public Departments of Parks and Recreation and public library systems to offer school readiness activities for children ages 0 to 5 and their parents/caregivers. The vision is that families with young children can walk to their local park or library and enjoy a play group or story time with their neighbors. Grantees will be providing a variety of services including playgroups, family literacy activities, parent education, and story times.

By bringing grantees together through a partnership model, First 5 Alameda County will learn more about the challenges faced by public agencies delivering these services and encourage the adoption of best practices in school readiness, parent support, and early education into their service delivery models. As a learning community, this cohort will share lessons learned and develop a common approach to assessing outcomes. Each grantee will also develop a customized plan to enhance staff and program capacity to provide strength-based, family-centered, developmentally-specific services.

Planning for and leading the learning community cohort and developing and delivering the customized site based enhancement plans will be the shared responsibility of the First 5 Alameda County program officer and the coach/consultant. Please read **Appendix B** carefully for a full description of the Neighborhood Partnership program including grantee guidelines and requirements.

SECTION 3: OBJECTIVES AND DELIVERABLES

The individual(s) who serve(s) as coach/consultant to the Neighborhood Partnership grantees will work closely with the First 5 Alameda County staff program officer to:

- Identify best practices in neighborhood-based parent support, child development, and school readiness services
- Conduct an assessment of grantee training needs and interests
- Provide training, technical assistance and on-site consultation to grantees as they implement their funded programs. Each grantee will receive a monthly site visit. We anticipate the coach/consultant will devote 10-12 hours per grantee per month on preparation and delivery of site-based consultation.
- Plan the scope and sequence of the training and peer support meetings for the Neighborhood Partnership
- Co-facilitate cohort trainings and meetings
- Identify and secure speakers and trainers for the cohort training meetings and for individualized technical assistance

TERM OF CONTRACT

The coach/consultant contract will begin no sooner than April 1, 2010 and will end on June 30, 2011. If funding allows, we anticipate that this contract may be extended for one additional grant cycle from July 1, 2011 through June 30, 2013. Interested organizations or individuals should review the background, project deliverables and qualification evaluation criteria, and submit their qualifications to our office as soon as possible. The consultancy is open until filled and we will retain a coach/consultant as soon as a qualified candidate is selected.

COACH/CONSULTANT

Although an agency rather than an individual consultant may assume this contract, First 5 Alameda County must have a consistent individual or individuals who will fulfill the role of coach/consultant. Changing the staff assigned to the coach/consultant role requires the approval of First 5 Alameda County and may result in termination of the contract.

FIRST 5 ALAMEDA COUNTY STAFF PROGRAM OFFICER

The coach/consultant will work directly with Janice Edwards, Community Grants Program Manager, First 5 Alameda County Program Officer for the Neighborhood Partnership.

LOCATION OF SERVICES

We anticipate that the work will take place at grantee sites throughout Alameda County and at the First 5 Alameda County offices in San Leandro. All consultants working on this contract will be required to demonstrate current automobile insurance and workers compensation coverage.

SECTION 4: TIMELINE OF ACTIVITIES AND DELIVERABLES

DATES	ACTIVITY	DELIVERABLE	DUE
April 2010	In collaboration with F5AC program officer: <ul style="list-style-type: none"> Conduct literature review to identify best/promising practices Develop grantee self assessment tools 	Promising Practices Self-Assessment Tool for Neighborhood Partnership	April 30, 2010
April-May 2010	In collaboration with F5AC program officer: Make site visits to each of five Neighborhood Partnership agencies to conduct individualized need/interest assessment for quality enhancement plans	Written report on quality enhancement needs assessment findings. Protocol for development of site-based quality enhancement plans	May 15, 2010
Quarterly	In conjunction with the F5AC program officer, schedule, coordinate and facilitate quarterly cohort meetings <ul style="list-style-type: none"> Report on progress to include: <ul style="list-style-type: none"> Neighborhood Partnership cohort curriculum development and changes Partnership cohort meeting agendas and materials Documentation of technical assistance or consultation provided to grantees (completed in ECC Online, F5AC's web-based grants reporting tool and training registration system) Results of meeting evaluations and successes/challenges 	Cohort training calendar to include: learning objectives, training topics, and brief description of each quarterly cohort meeting. ECC Online Training Log updated regularly Quarterly reports to F5AC per accountability plan	Quarterly throughout grant term
Throughout the term of the contract	<ul style="list-style-type: none"> Meet with F5AC program officer to plan cohort meetings as well as to debrief and evaluate the learning process and performance of grantees Provide on-site consultation to grantee agencies with each of five agencies receiving an average of one site visit per month 	Activities should be reflected in quarterly reports	Throughout grant term

SECTION 5: QUALIFICATIONS PERFORMANCE FORMAT

Interested organizations should submit their Qualifications in the following proposal format: no more than five pages, twelve point font, double-spaced. **Budget pages, resumes and references are not included in the five page limit.**

1. **Introduction** – Discuss areas of alignment between organization or individual's capabilities and background, the program goals of the Neighborhood Partnership and the activities required of the coach/consultant.
2. **Understanding of Need** – Demonstrate understanding of the need for neighborhood-based school readiness activities and the benefits for public agency grantees of participating in this capacity-building effort.
3. **Qualifications** – Describe the organization's and/or individual's qualifications to successfully fill the role of consultant/coach to the Neighborhood Partnership grantees. If an agency, specify the name and position the individual(s) your organization will assign to the project, the role they will play, and the number of hours per week they will spend on the project. Include a resume for each individual including length, breadth and depth of experience. Please include the specialized skills you feel the coach/consultant has to provide training and individualized consultation and technical assistance to community-based organizations that serve a variety of cultural communities. Please describe experience or expertise with any of the following: school readiness, parent engagement and education, parent-child playgroups, early literacy, family support, child development, and working with public Departments of Parks and Recreation and/or public libraries.
4. **Approach** - Describe your approach to the following activities: developing rapport and forming relationships with community-based providers, assessing grantees' training needs and interests, planning training and curriculum, reflective supervision and practice, and providing coaching/consultation. Describe any challenges you anticipate in working with grantees and how would you approach them.
5. **Costs** – Identify costs to carry out the project based on an hourly rate for the coach/consultant(s). Please stay within \$80,000 per fiscal year to the agency or individual coach/consultant to produce the deliverables mentioned in this contract. Please provide an annual budget and a narrative budget justification (use the **Project Budget** format in **Appendix A** as a guide for submitting your budget). Please pro-rate costs for the 2009-10 fiscal year (not to exceed \$24,500). The budget may include mileage at the First 5 approved rate (.50 per mile) for the coach/consultant to travel to grantee sites.
6. **References** – Please provide references from three agencies or individuals who can speak to your expertise in school readiness, family support and/or child development and your qualifications in facilitating the professional development of community-based family support and school readiness providers.

SECTION 6: CRITERIA FOR SELECTION

The criteria by which each response will be judged are as follows:

1. **Applicable education and training** – The extent to which named staff have applicable education and training. This includes the educational qualifications of the principle participants within the applicant institution as well as the education and training background of the primary individual assigned to the project.
2. **Applicable experience** – The extent to which the agency or individual demonstrates a depth of relevant experience in both school readiness and child development and in supporting the development of professionals practicing in those fields.
3. **Demonstration of understanding** – The extent to which the applicant communicates an understanding of the intent, components and process of the Neighborhood Partnership.
4. **Applicable approach** – The extent to which the applicant describes a coherent and effective approach to planning for, managing and implementing the tasks described.
5. **Fit with First 5 Alameda County** – The degree to which the applicant's approach and values are consistent with that of the 2009-2013 First 5 Alameda County Strategic Plan.
6. **Cost** – Should be reasonable, well-justified and within the range specified.

SECTION 7: OTHER INFORMATION

1. Interviews with candidates whose qualifications best fulfill the needs described in this RFQ will take place on a rolling basis as applications are received.
2. No response will be considered for award unless submitted in full, delivered on or before the date specified in the RFQ.
3. Specifications are carefully prepared describing the services desired. An appropriate addendum will be issued to all applicants, if necessary, stating revisions, deletions, or additions to be made to the specifications as a result of any inquiries.
4. In instances where an exception is taken to the RFQ that does not meet the minimum requirement, the bid will be disqualified.
5. F5AC reserves the right to decrease the scope of work to stay within budget limitations.
6. Solicitation of bids in no way obligates F5AC to purchase any or all of the described goods or services prior to bid award by the Commission.
7. F5AC shall require indemnification on behalf of itself and Alameda County from agencies with which it enters into agreements.

APPENDIX A

APPENDIX A: PROJECT BUDGET FORM

PERSONNEL EXPENSES (list positions separately)	hourly rate	# hours per month	2009-10		2010-11	
			Request	Other Funding	Request	Other Funding
SUBTOTAL						

GENERAL EXPENSES	2009-10		2010-11	
	Request	Other Funding	Request	Other Funding
Travel				
Equipment				
Miscellaneous				
SUBTOTAL				

TOTALS	2009-10		2010-11	
	Request	Other Funding	Request	Other Funding
SUBTOTAL: DIRECT EXPENSES (Personnel, General)				
ADMINISTRATIVE/INDIRECT EXPENSES (Agencies Only) Maximum 15%				
TOTAL PROJECT EXPENSE				

APPENDIX B

APPENDIX B: NEIGHBORHOOD PARTNERSHIP GRANTS

PARTNERSHIP GRANTS

Partnership Grants have been a funding category of the Community Grants Initiative (CGI) since 2003. These awards are intended to both fund services and enhance the quality of early childhood practice through training, consultation and technical assistance, and reflective peer networks. Partnerships are different than traditional CGI awards in several specific ways:

- Grantees not only provide a specific set of services, they commit to engage in training, receive consultation, and actively participate in a network that offers peer support and opportunities for reflective practice
- Grantees commit to a process of program quality improvement and seek to bring their program services into alignment with best or promising practices
- Grantees are expected to become community leaders and share lessons learned

Past Partnerships have focused on school readiness, mental health consultation to childcare, developmental playgroups, and parenting education and support.

Neighborhood Partnership grantees will:

- Provide family centered school readiness activities to children 0-5 and their families in neighborhood based public institutions.
- Attend quarterly trainings for all Neighborhood Partnership grantees
- Work with a coach who will support the development and implementation of a grantee specific plan to enhance staff and program capacity to provide strength-based, family-centered, developmentally specific services

PURPOSE OF NEIGHBORHOOD PARTNERSHIP GRANTS

The purpose of Neighborhood Partnership grants are to support and enhance the capacity of public Departments of Parks and Recreation and public library systems to provide strength-based, family-centered, developmentally specific school readiness services for children ages 0-5 and their parents/caregivers. Imagine an Alameda County where every family with a young child can walk to a play group at the park or enjoy toddler story-time at the local library with their neighbors. As part of First 5 Alameda County's strategic planning process, community members told us that they would like to see services located in neighborhoods. The Neighborhood Partnership is intended to support neighborhood services for children 0-5 and their families throughout Alameda County, particularly in neighborhoods with limited access to family-centered school readiness activities.

Interviews with potential institutional partners spoke to the opportunities to expand access to existing neighborhood resources by enabling 0-5 programming that is available to all families regardless of ability to pay and available in languages other than English.

DESIRED OUTCOMES

All Neighborhood Partnership grantees will offer services that support the following Every Child Counts Outcome for families:

- Improved school readiness and transition to kindergarten

In addition the Neighborhood Partnership seeks to achieve the following desired outcomes for systems change:

- Increased access to school readiness services for children 0-5 and their families, located at neighborhood public institutions
- Increased capacity for and commitment to sustainable early childhood programming at public institutions
- Increased knowledge of and use of best practices in early childhood practice at public institutions
- Increased collaboration between public institutions and community based organizations

EXAMPLES OF SERVICES THAT CAN BE FUNDED BY NEIGHBORHOOD PARTNERSHIP GRANTS

(not intended to be a complete list)

- Play and Learn Groups (parent-child playgroups)
- Family literacy activities (story times, family read events)
- Parent education and parent support
- Other innovative programming based on community need which is consistent with the First 5 Alameda County strategic plan outcome for “improved school readiness and transition to kindergarten”
- Programs may use First 5 funds to:
 - Create new services
 - Expand access by offering programs that are free, low-cost, and/or available in languages other than English
 - Purchase developmentally appropriate equipment and materials
 - Improve cultural and linguistic access to services
 - Conduct outreach
 - Hire dedicated early childhood staff
 - Hire staff or contractors with early childhood expertise
 - Purchase release time for program staff and contractors to attend F5AC trainings and meetings

APPENDIX C

APPENDIX C: NEIGHBORHOOD PARTNERSHIP GRANTEES

NEIGHBORHOOD PARTNERSHIP GRANTEES	SERVICES PROVIDED
Alameda Recreation and Park Department	Provide socialization opportunities for children with special needs and peer support groups for their parents and caregivers; expand and enhance an early literacy program for multilingual audiences and provide parent education workshops.
City of Berkeley, Recreation Division	Provide parent education workshops, a parent-child drop-in play program, and a play-based program for children base on the “Tools of the Mind” curriculum.
City of Union City Leisure Services	Offer neighborhood playgroups in Spanish, Chinese and Hindi, parent education classes, and family literacy events.
Hayward Public Library	Expand programming to include Spanish or bilingual story times, increase outreach to Spanish-speaking families, and enhance Spanish language book collection and outreach materials.
Oakland Public Library	Hold a series of Saturday Family Workshops designed for working families which include bilingual story times, brief parenting workshops with supervised playtime for children, open community-building time, and take-home story time kits.