



Request for Proposals Lighthouse for Children's Community Learning Center Operator

Deadline to submit: *Wednesday, March 30, 2022 at 5:00 p.m.*

Submissions must be submitted **electronically** on our website:

www.first5fresno.org/funding

RFP Opportunity Overview

This page contains a summary of this Request for Proposals (RFP) opportunity; please read the entire document for full requirements and details.

Intent of RFP

First 5 Fresno County (F5FC) is seeking proposals from 501(c)(3) nonprofit public benefit organizations with the capacity to provide management and oversight of the Community Learning Center (CLC), located on the second floor of the Lighthouse for Children facility in downtown Fresno. The CLC is designed to bring together a network of community partners to offer an array of free services for young children, their families, and early childhood professionals all in one location.

Annual Funding

The total annual funding available under this RFP is up to \$150,000.

Eligibility

Only nonprofit public benefit 501(c)(3) organizations are eligible to apply. If the proposer is a past or current F5FC funded partner, their contract(s) must be in good standing.

Timeline

Date		Action
February 1, 2022		Release of the Request for Proposals
February 9, 2022, 1:00 p.m. – 3:00 p.m.		RFP Informational Session (optional)
February 23, 2022		Site Visit (optional)
March 28, 2022		Deadline to submit questions
February 10, 17, 24	March 3, 10, 17, 24, 29	Dates when a response to submitted questions will be posted on the F5FC website
Wednesday, March 30, 2022		RFP Submission Deadline
May 26, 2022		Notification to proposers
June 8, 2022		Recommended agency presented for approval
June 2022		Scope of work and budget development
July 1, 2022		Contract start date

Community Learning Center Operator Request for Proposals

ABOUT FIRST 5 FRESNO COUNTY

At First 5 Fresno County, we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved, and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the wellbeing of every child and family. The First 5 Fresno County Commission (the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

INTENT

First 5 Fresno County (F5FC) seeks to contract with an agency able to provide, recruit, and coordinate prevention, intervention and treatment services and programming focused on families with young children ages 0 to 5 out of the Community Learning Center (CLC) located on the second floor of the Lighthouse for Children facility in downtown Fresno. In 2015, F5FC built the Lighthouse for Children facility, an innovative community hub in the heart of downtown Fresno, where families and early childhood professionals can access services, resources, and opportunities to transform the first 5 years of a child's life. F5FC manages the three-story facility, which houses a high-quality Child Development Center, the Community Learning Center, various office, and meeting space for community agencies, and F5FC's administrative offices.

Based on community input, the CLC was designed to bring together a network of community partners to offer an array of free services for young children, their families, and early childhood professionals all at one location offering the unique opportunity for collaboration between community-benefit organizations, educational institutions, public and government agencies, and health providers. Since inception, the CLC has hosted an array of services and programming including, but not limited to vaccination clinics, group prenatal care sessions, parent-child developmental learning and socialization groups, parenting education, parent focus groups, speech therapy, and numerous trainings for early learning professionals. However, since the onset of the COVID-19 pandemic, the CLC minimized operations only opening on a case-by-case basis, at community partners' request for limited in-person services.

With this Request for Proposals (RFP), F5FC desires to contract with a 501 (c)(3) nonprofit public benefit organization to use and manage the use of the CLC for in-person and/or virtual programming and services (based on current COVID-19 health and safety guidance); and to recruit new partner agencies needing space to offer additional needed services/programming for young children, families and early childhood professionals. Details of the CLC space are outlined in the Attachment 1: *Layout and Amenities*.

FUNDING AND CONTRACT PERIOD

The total funding available under this RFP is \$150,000 for one year, with the option to renew for two additional years based on performance and availability of funds. The initial contract period would be from July 1, 2022 through June 30, 2023.

F5FC assumes the overhead and operating building expenses and provides basic furnishing for all CLC rooms. In addition, if deemed feasible and complimentary, F5FC has the opportunity to offer up to two full-time AmeriCorps members to provide school readiness activities to young children and their families as a component of the CLC services. Please note, the F5FC Commission reserves the right to negotiate any proposed activities and/or budgets.

SCOPE OF SERVICES

Funding under this RFP will be used for program services, oversight and coordination of partners using the CLC space to support Fresno County families with children ages 0 to 5 and early childhood professionals. Agencies applying for funding under this RFP must develop their proposals with the following requirements in mind:

- F5FC funding cannot be the program's sole funding source for this project. In-kind, leverage, and/or cash match funding must be included in the program budget.
- Agency must include a method and timeline for soliciting and implementing ongoing community input to build/confirm the services offered at the CLC. It is essential that all programming, services and activities of the CLC are directly informed by and designed with the voices of families and partners served.
- Agency must demonstrate their ability and commitment to develop and maintain strong partnerships with the community, including other community agencies and families.
- While the selected agency will offer some direct services to families and professionals at the CLC, it is foundational to the CLC model that services/activities are offered by a diverse network of community partners and not by one agency alone.
- The network of services offered at the CLC must be free to the public, culturally responsive, accessible, and support the well-being of children and their families.
- F5FC desires to engage an agency with the experience and capacity to provide oversight and management of services of a similar scope to the CLC (e.g., Family Resource Center, Neighborhood Resource Center, community center, etc.).
- Proposals should demonstrate that proposed services are culturally and linguistically reflective of Fresno County families.
- The agency that F5FC ultimately contracts with will be responsible for collecting and reporting data on service activities provided at the CLC.
- The agency will be required to support children and families with needs assessments and other screenings (e.g. Ages & Stages Questionnaire - ASQ) and refer and connect families to services/supports as needed.

ELIGIBILITY

Only nonprofit public benefit, 501(c)(3) organizations are eligible to apply. If the proposer is a past or current F5FC funded partner, their contract(s) must be in good standing. Proposers must provide F5FC a copy of the agency's IRS determination letter showing that it is recognized as a 501(c)(3) tax-exempt entity.

SUBMISSION REQUIREMENTS

All proposals must be submitted via the F5FC website (www.first5fresno.org/funding) by 5:00 p.m. on **Wednesday, March 30, 2022**. Proposers are solely responsible for ensuring their submissions are received on time. Late proposals will not be accepted. To complete the submission process, follow the steps on the website. Enter all required information and upload the required forms and the attachments listed below. *All documents must be submitted in PDF form.* Each form is available as an individual file on the F5FC website. Upon receipt by F5FC, applicants will receive an email from funding@first5fresno.org as proof of receipt. Below are the required components to be submitted and their assigned maximum scoring value.

1. Narrative (70 total points) – FORM A - Attached:

Please submit in writing the requested information in brief narrative form, as outlined in the attached Form A and, to the extent possible, organize the narrative using headers (no more than 10 typewritten pages). Please do not use a font size smaller than 11-point size for legibility.

2. Scope of Work and Budget (20 total points) – FORM B - Attached:

Outline proposed activities and how F5FC funds are to be used to execute the intent of this RFP.

3. Attachments (10 points, not a part of the narrative page limit) – Submissions must include the following:

- a. Audited Financials or Internal Financial Statements: If agency's gross receipts from the previous fiscal year are \$500,000 or more, audited financial statements are required. If gross receipts from previous fiscal year are less than \$500,000, please submit most recent board reviewed internal financial statements, including balance sheet and income statement. (Note: Gross receipts total can be found on Form 990, line G or Form 990EZ, line L)
- b. Job descriptions or a Summary of Job experience for Personnel included in FORM B, the Scope of Work and Budget
- c. IRS determination letter showing 501(c)(3) status
- d. Completed W-9 Form
- e. Agency Organizational Chart
- f. Names, titles, addresses, email address, and telephone numbers of three (3) professional references of organizations or individuals for whom the proposer has provided services citing related experience

FUNDED PARTNER REQUIREMENTS

All agencies funded by F5FC must abide by all the policies and guidelines stipulated in the Funded Partner Manual - Programmatic Services, as appropriate. The Funded Partner Manual is updated annually and can be found here on the F5FC website (www.first5fresno.org/forms-docs). Please note, all partners are required to collect demographic and service data for clients (i.e. parents/caregivers and children/early childhood professionals) served. Specific data elements will be agreed upon between the selected agency and F5FC.

RFP PROCESS

Informational Session (Optional)

An informational session is an opportunity for proposers to seek clarification on the contents of this RFP. The informational session for this RFP will be held virtually on Wednesday, February 9, 2022, at 1:00 p.m. on **Zoom**. Attendance is not required. Register for the virtual Information Session here:

<https://us06web.zoom.us/meeting/register/tZl1ce6tqDgpE92itfKmTDzFZidi4WoGANbk>

A recording of the presentation will be posted on the F5FC website at www.first5fresno.org/funding no later than 5:00p.m. on February 17, 2022.

Site Visit (Optional)

Interested proposers will have the opportunity to visit and tour the Community Learning Center, located at 2405 Tulare Street, Suite 201, Fresno, CA 93721. To limit the number of people gathering at once, we will have 30-minute appointment slots available on a first come, first served basis between 9:00 am - 12:00 pm and 1:00 pm - 4:00 pm on Wednesday, February 23, 2022. Appointment slots can be reserved by emailing funding@first5fresno.org no later than 5:00 p.m. on Friday, February 18, 2022. Interested proposers must follow COVID-19 safety protocols in place when visiting, including but not limited to wearing face coverings, social distancing, and limiting the number of individuals per party to no more than three people.

Questions

Any questions about this RFP must be submitted via e-mail to funding@first5fresno.org with the subject line: “*Question RFP - CLC Operator*”. Questions will be accepted until Monday, March 28, 2022. F5FC will post answers to any questions received by 5 p.m. on the F5FC website (www.first5fresno.org/funding) every Thursday beginning on February 10, 2022 through March 24, 2022 with an additional posting on Tuesday, March 29, 2022.

RFP Review and Notification Process

A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFP. Submissions receiving a score of 70 or more points out of 100 may become finalists for award. However, there is no guarantee that scoring above 70 will result in an awarding.

Proposers should be prepared to present and elaborate on their submission to the Review Committee as requested. Following the submission deadline, all proposers will be notified by email confirming whether a presentation is required and, if necessary, additional logistics.

Following the review process, F5FC will work with the recommended proposer to develop and finalize a contract agreement that will be presented to the F5FC Commission for consideration and ultimate approval. Notwithstanding the foregoing, F5FC reserves the right to terminate this RFP without awarding a contract.

The contact person for each submission will be notified in writing of F5FC’s decision. All submitters, including those that are selected as a finalist, will be notified by **May 26, 2022**, of the status of their submission. Upon notification, the finalist will be contacted by F5FC staff to confirm requirements prior to consideration by the F5FC Commission.

OTHER IMPORTANT INFORMATION

Protest Process

Upon notice by F5FC of a proposed award, any applicant may file a formal written protest regarding a procurement by the Commission. The protest shall be filed with the Executive Director no later than forty-eight (48) hours before the day of the meeting at which the Commission is scheduled to award the subject contract. The protest shall be in writing addressed to and filed with the F5FC Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services

sought. The protest should provide evidence that the award violated F5FC's procurement procedures or State law. Mere disagreement with the Commission or Executive Director's decision shall not be the basis for a successful protest.

Confidentiality of Responses

F5FC cannot guarantee the confidentiality of information submitted by the organization/agency. In the event that F5FC receives a California Public Records Act request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide such records as it deems appropriate. All materials submitted as part of an applicant's response to this RFP opportunity become the property of F5FC.

Caveats and Legal Notes

As of the issue date of this RFP and continuing through the public notification of the award, agencies submitting a proposal shall not hold any unscheduled meetings, conferences, or technical discussions regarding this RFP with F5FC staff, Commissioners or the Community Review Committee. "Off the record" contacts can taint the Commission's decision-making process and are therefore prohibited. Interested agencies may only submit inquiries through the funding@first5fresno.org email address as provided above in response to any matter pertaining to the RFP. Any prohibited contact may result in disqualification of the potential contractor's submission.

Issuance of this RFP does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all submissions received in response to this RFP, or to cancel it if it is in the best interest of the Commission to do so. In addition, F5FC reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of F5FC.

Any contract awarded by the Commission will contain various terms and conditions that will not be negotiable, including, but not limited to, proposer's obligation to indemnify, defend, and hold the Commission harmless from and against proposer's negligence and willful actions, insurance requirements as determined by the Commission, and compliance with various Commission policies.

No Commission funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money for any purpose. This prohibition does not apply to federally funded or privately funded programs.

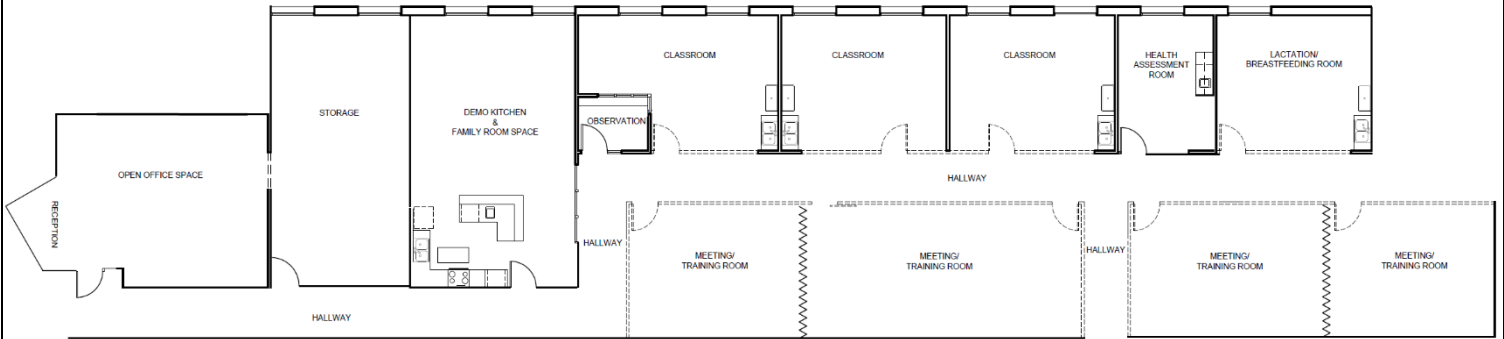
All agencies funded by the Commission must abide by all the policies and guidelines stipulated in the Commission's Funded Partner Manual as appropriate. The Funded Partner Manual is updated annually and can be found here: <http://www.first5fresno.org/forms-docs/>.

Pursuant to the Commission's Conflicts of Interest Policy and Conflicts of Interest Code, as amended, no Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to the Commission.

Additionally, under no circumstances, may a financial dependent of a F5FC Commissioner or staff respond to this RFP. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not financial dependents are discouraged from submitting.

All rooms in the Community Learning Center (CLC) are fully furnished and include office and storage space, a Demonstration Kitchen/Family Room, three Early Childhood Classrooms, an Observation Room into one of the Early Childhood Classrooms, four Meeting/Training Rooms, a Health Assessment Room and a Lactation/Breastfeeding Friendly Room.

A. Floor Plan



B. Reception/Front Desk



C. Open Office Space



D. Demo Kitchen & Living Room Space



E. Classroom Space



F. Meeting/Training Room Space



G. Health Assessment Room



H. Lactation/Breastfeeding Friendly Room



Please provide a brief narrative response to the following questions and to the extent possible, organize using headers. The narrative should not exceed ten (10) pages. Please do not use a font size smaller than 11-point.

1. Agency's mission and how it relates to the RFP purpose.
 - a. Share about your agency's mission and qualifications, as they relate to the Intent, Eligibility and Scope of Services of the RFP (pages 3 and 4).
 - b. Describe any projects that your agency has undertaken similar in scope to your proposal.

2. Based on the RFP requirements, describe how your agency proposes to structure, provide oversight and management to the CLC. Please include the following:
 - a. Share how funding from this RFP will be utilized and your vision for the CLC over the next three years.
 - b. Describe staff qualifications and experience working with families, program models utilized, locations and populations served.
 - c. Describe additional resources your agency envisions contributing to this program (i.e., cash match, in-kind, leveraged funds, etc.) and/or partnerships with other agencies.
 - d. Describe the service(s) you are proposing to provide at the CLC.
 - e. Describe your agency's method for soliciting and implementing ongoing community input in your agency's proposal activities. (i.e., identifying service needs, developing partnerships, marketing, and continuous program improvement).
 - f. Share about your agency's experience with coordinating with other entities or initiatives (i.e., Help Me Grow Fresno County, Neighborhood Resource Centers, ACEs Network of Care, etc.).

3. Timeline
 - a. Provide a timeline for the planning, ongoing community engagement and implementation, developing partnerships, and reopening of the CLC.



FORM B - SCOPE OF WORK AND BUDGET
RFP - Community Learning Center Operator

Complete the following table with estimated numbers and dollar amounts for one year. Please note, the below information is an estimate only. Multiple rows for activities were included, but applicants may leave rows blank if there are no more activities to list or duplicate this page to add rows. A final scope of work and budget will be developed between F5FC and the identified contractor upon recommendation for funding. Please use the provided categories to capture your existing budget and requested funding from this RFP. For budget line-item definitions (including Other Funding) visit <https://www.first5fresno.org/wp-content/uploads/2017/12/Budget-Line-Item-Definitions-WEB.pdf>

Annual Scope of Work Deliverables		
Activity Name	Brief Description	Budget Amount

Annual Project Budget		
Category	F5FC Budget Request	Other Funding
Personnel <i>Salaries, benefits, taxes</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Operating Expenses <i>Facilities costs, operational/supplies, training/travel</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Program Expenses <i>Materials and supplies</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Professional Services <i>Professional and consultant services</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Other	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Indirect <i>Not to exceed 15%</i>	\$	
Totals	\$	\$
Total Project Budget		\$

Percent F5FC Funding	Percent Other Funding
%	%