



# Request for Qualifications: Evaluation Services

## Questions + Answers

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Question Received		Answer
<b>Week of February 26, 2025 – March 6, 2025</b>		
<b>No Questions Submitted</b>		
<b>Week of March 7, 2025 – March 13, 2025</b>		
1	We understand that the Narrative response is worth 60 points. How are the points divided between each of the required seven questions?	Point values are not assigned to narrative questions individually.
2	Does First 5 Fresno anticipate that the vendor will have to create and execute data sharing agreements with multiple partners during the contract period?	No, not at this time. Evaluation activities (including data collection methodologies) would be determined in partnership with the selected Evaluator(s), First 5 Fresno and community members. Engaging in applicable evaluation activities is an existing component of First 5 Fresno’s contractual agreements with our funded partners.
3	In what ways can First 5 Fresno support the vendor in accessing existing programmatic and administrative data collected by the organization and its partners?	It is anticipated that First 5 Fresno staff will serve as the direct liaison between the selected Evaluator and community partners for evaluation activities including data collected with partners, unless and until otherwise agreed upon. This includes the development and external communication of evaluation activities and updating and/or establishing data collection/sharing processes as applicable. Engaging in applicable evaluation activities is an existing component of First 5 Fresno’s contractual agreements with our funded partners.



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4	What are the design and accessibility requirements for documents that are prepared under this contract? Do the requirements vary based on the purpose and audience for the documents?	We have not predetermined document designs/formats. We certainly anticipate content framing/requirements would vary based on the purpose and audience for the documents/reports. Data collection materials are typically created in English and Spanish, and in other languages as needed. Equitable and accessible evaluation practices are a high priority and we are committed to working in partnership with the selected Evaluator and community to inform the design of both activities and reports.
5	Is there an incumbent evaluator for First 5 Fresno?	First 5 Fresno County is currently in contract with Harder+Company Community Research for the evaluation of our 2020-2025 Strategic Plan.
<b>Week of March 14, 2025 – March 20, 2025</b>		
6	<p>If submitting a proposal in collaboration with other evaluation consulting firms, would you recommend that we clarify anything specific about our partnership in the proposal, such as our respective roles, division of work, or the reasoning behind submitting as a team?*</p> <p><i>*potential identifying information has been removed from this question.</i></p>	<p><i>Submissions will be considered from public and private entities, including partnerships between multiple entities (page 4 Eligibility).</i></p> <p>If submitting an application with multiple entities, <b>please use the Narrative (FORM A) to describe the proposed respective roles/structure</b> for contracting with First 5 Fresno and coordinating the project/deliverables.</p> <p>In addition:</p> <p><b><u>If submitting a proposal with one lead applicant (proposing to contract directly with First 5 Fresno) and partnering subcontractors:</u></b></p> <p>1) <b>Narrative (FORM A):</b> Include information for each firm as applicable in the Narrative questions (e.g. partnering with external firms, qualifications and experience of lead and subcontractors, roles of personnel included in the Scope of Work and Budget, etc.)</p>



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	<p>2) <b>Budget (FORM B):</b> Include <b>lead applicant expenses</b> in the following line items: Personnel Expenses, Operating Expenses, Program Expenses and Other Expenses. Include the <b>total cost of each subcontract with partnering entity/ies</b> in the Professional Services/Expenses line item.</p> <p><i>Alternatively, you may submit your own scope of work and/or budget template instead of using the tables provided. If you do so, please be sure the primary information in FORM B is still included.</i></p> <p>3) <b>Attachments:</b> Attachments are only required from the lead applicant, <b>unless there are positions from subcontracting entity/ies referenced in the narrative</b> – if the above is so, please submit an Organizational Chart showing these positions.</p> <p>-Work samples and references are required from the lead applicant, but submissions can also include samples and references from subcontractor firms if applicable. Submissions <b>must not exceed 3 total work samples</b> and <b>must include at least three total references.</b></p> <p><u>If submitting a proposal with <b>multiple lead applicants proposing to contract directly with First 5 Fresno:</b></u></p> <p>1) <b>Narrative (FORM A):</b> Include information for each firm as applicable in the Narrative questions (e.g. partnering with external firms, qualifications and experience of all leads, roles of personnel included in the Scope of Work and Budget, etc.)</p> <p>2) <b>Budget (FORM B):</b> Clearly delineate costs for <b>each lead applicant</b> in each line item of the Budget. Alternatively, you may submit your own scope of work and/or</p>
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		<p>budget template instead of using the tables provided. If you do so, please be sure the primary information in FORM B is still included.</p> <p>3) <b>Attachments:</b> Attachments are <b>required from each lead applicant</b>. Submissions <b>must not exceed 3 total work samples</b> and <b>must include at least three total references</b>. The submission must not exceed 3 total work samples from the group of lead applicants.</p> <p><i>Note: First 5 Fresno reserves the right to negotiate any proposed activities and/or budgets. In addition, First 5 Fresno reserves the right, after contract award, to amend the resulting contract (with selected firm(s)) as needed throughout the term of the contract to best meet the needs of all parties.</i></p>
7	<p>The RFQ asks for examples of past work. For applicants with prior experience from working at other evaluation consulting firms, would it be appropriate to reference work contributed to in those roles, or should we only include projects completed under current firms?*</p> <p><i>*potential identifying information has been removed from this question.</i></p>	<p>For the required Attachments: please submit <b>up to three</b> relevant work samples from a previous evaluation project, such as evaluation plans or evaluation reports written by the <b>applying firm(s)</b>.</p> <p>In the Narrative (FORM A), applicants <b>may reference work individuals named in the submission have contributed to while working at other firms</b>. Please only share links/report information you have permission to share with First 5 Fresno.</p>



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8	Approximately how many theories of change and logic models does First 5 Fresno anticipate will need to be created as part of this contract?	We do not have a current approximation or expectation of the number of theories of change or logic models to be created. Evaluation activities (including the potential creation of logic models and theories of change) would be based on the development of an evaluation framework and determined in partnership with the selected Evaluator(s), First 5 Fresno and community members. Historically we have developed logic models and theories of change for some strategic plan focus/investment areas, but not all.
<b>Week of March 21, 2025 – March 27, 2025</b>		
	<b>Question Received</b>	<b>Answer</b>
9	What will the resultant agreement type be? Will it be a grant, cooperative agreement, or a professional services agreement?	We will use a supportive services agreement template. See question and answer #12 for a link to a draft agreement template.
10	Are there any restrictions on the use of funds, such as profit or private inurement?	Yes, payments made to First 5 Fresno Funded Partners (and contractors) are restricted funds. The selected firm(s) must retain receipts and other documents related to contract expenditures and make these records available for First 5 Fresno’s review, upon request, for payment approval. In collaboration with First 5 Fresno, the selected firm(s) will prepare a final budget document and specify how the project will achieve its outcomes with First 5 Fresno funds. The budget details how a figure was calculated and demonstrates how the funds requested are essential to the overall success of the project. Please see the Fiscal section of the First 5 Fresno Funded Partner Manual (starting on page 15) for more information on fiscal and reporting requirements including disallowed costs (page 18). <a href="https://first5fresno.org/wp-content/uploads/2023/06/Funded-Partner-Manual-Revised-July-2024-FINAL.pdf">https://first5fresno.org/wp-content/uploads/2023/06/Funded-Partner-Manual-Revised-July-2024-FINAL.pdf</a>



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11	Can an entity submit a Negotiated Indirect Cost Rate Agreement in lieu of the 15% cap on indirect costs?	No, the indirect rate must not exceed 15% of all contract costs (excluding capital purchases and equipment).
12	Can you provide First 5 Fresno’s standard terms and conditions for review prior to submission?	Yes, a draft supportive services agreement template is now linked on our website here: <a href="https://first5fresno.org/wp-content/uploads/2025/03/DRAFT_EXAMPLE_Supportive-Services-Agreement-R0325.pdf">https://first5fresno.org/wp-content/uploads/2025/03/DRAFT_EXAMPLE_Supportive-Services-Agreement-R0325.pdf</a> . In addition, the most recent First 5 Fresno County Funded Partner Manual can be found on our website here: <a href="https://first5fresno.org/wp-content/uploads/2023/06/Funded-Partner-Manual-Revised-July-2024-FINAL.pdf">https://first5fresno.org/wp-content/uploads/2023/06/Funded-Partner-Manual-Revised-July-2024-FINAL.pdf</a> . Please note that the draft agreement linked above is included only to provide applicants with an idea of the agreement template and terms. Content is subject to modification or change based on circumstances.
13	We have a question about the Statement of Financial Standing. Is there a template or any additional guidance on the specifics you would like included in this statement?	There is no required template for the Statement of Financial Standing. It is recommended, but not required, to submit the statement on the applicant’s letterhead. The statement may be as brief as one sentence stating that the submitting firm(s) is in good financial standing and signed by an individual with signing authority.
14	Are we able to include a References Cited page as an attachment? If so, would it be subject to the 15 page narrative limit?	No, please only submit the types of attachments listed on page 6 of the RFQ (“What to Submit”) and nothing additional. Any citations from the Narrative will need to be included as part of the total Narrative page limit.
15	What existing advisory bodies, community gatherings, or other potential touchpoints with grantees and community members are in place, if any, that could be leveraged for engaging key community voices and perspectives? If there are no current ongoing structures in place, what	Throughout the year, First 5 Fresno convenes and shares updates and resources with our funded partners (examples: in-person convenings, virtual meetings, email communication, etc.), who are also able to connect us/advise on how to best connect with families engaging with their agencies. First 5 Fresno is also the co-lead and future backbone agency of an early childhood collective impact initiative in partnership with county, community-based and local education agencies that



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	<p>approaches have been successful in the past for First 5 Fresno and contracted partners to engage community voice?</p>	<p>meets regularly and is connected to a broader cradle to career initiative representing a wide range of family serving entities. First 5 Fresno County staff also participate in local collaboratives including, but not limited to: the Local Child Care and Development Planning Council, home visitation network, community schools network improvement communities, trauma and resiliency network, Help Me Grow, and others. These are just a few examples of existing groups that can be leveraged.</p>
16	<p>The RFQ specifies that the activities in the 12-month 2025-26 period will include a) evaluation framework development, and b) implementation of some evaluation activities. What expectations do you have about the sequencing and balance (in terms of the amount of time and budget dedicated) of these two components?</p>	<p>We anticipate the first quarter of the contract (approximately July-September) will be focused on developing the evaluation framework. Through this process we anticipate identifying priority evaluation activities and mapping out a timeline for those activities for the remainder of the fiscal year and strategic plan. We recognize priorities and timelines will need to adapt and change based on the implementation of the strategic plan and other factors impacting the evaluation timeline and activities. We also anticipate some in-progress evaluation activities for current First 5 investments will continue and/or inform evaluation activities for next fiscal year. We will work with the selected vendor to determine what is feasible to carry forward and/or what needs to be adapted based on the development of the new evaluation framework. At this time, there isn't a way to know an exact amount on time and budget as it will be a contract development conversation.</p>



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Week of March 28, 2025 – April 3, 2025		
17	Can private LLC’s/for profits apply?	Yes, submissions for this RFQ will be considered from public and private entities (which includes, but is not limited to: LLCs, non-profit and for-profit entities), including partnerships between multiple entities.
18	Can a for-profit and nonprofit apply together?	Yes, submissions for this RFQ will be considered from public and private entities, including partnerships between multiple entities. See <b>Question and Answer #6</b> for more information on submitting an application with multiple entities.
19	Will non-profit organizations be given priority consideration for being the holder of the contract?	<p>Submissions for this RFQ will be considered from public and private entities, including partnerships between multiple entities. There will <u>not</u> be priority given to non-profit organizations in this RFQ.</p> <p>Scoring will be based on (RFQ page #7):</p> <ul style="list-style-type: none"> <li>- Overall alignment with the intent of the RFQ and vision/mission of First 5 Fresno</li> <li>- Capacity of the applicant to carry out the proposed activities and RFQ requirements</li> <li>- Appropriateness/feasibility of the proposed budget and activities</li> <li>- How well the application reflects and honors the cultures, languages, abilities, expertise, experience, and overall diversity of the Fresno County community</li> </ul>





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20	Would you be willing to take a quick phone to clarify any conflict of interest?	Unfortunately, as of the issue date of the RFQ First 5 Fresno staff are directed not to hold any technical discussions regarding the RFQ with individuals/entities that are submitting or considering submission of applications. Inquiries may only be submitted through the <a href="mailto:funding@first5fresno.org">funding@first5fresno.org</a> email address. Please see page #9 of the RFQ for more information on Conflicts of Interest. First 5 Fresno County's full Conflict of Interest Policy and Code can be found on our website at: <a href="https://first5fresno.org/about/#board-tools">https://first5fresno.org/about/#board-tools</a> .
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