

REQUEST FOR PROPOSALS (RFP) FORMAL PROPOSAL GUIDELINES

Fiscal Year 2020/2021

For programs that affect the lives of children prenatal to age five as defined in the Year 2020-2025 Strategic Plan.

- **Formal Proposals will not be accepted from applicants unless they have already submitted a Letter of Intent.**
 - **Letter of Intent Guidelines are available as a separate document.**
 - **Letters of Intent are due to the FIRST 5 Modoc office by 3:00 p.m. on Thursday, February 20, 2020.**
 - **Formal Proposals are due to the FIRST 5 Modoc office by 3:00 p.m. on Friday, April 17, 2020.**
-

Contents of this RFP packet:

Section I	Request for Proposal TIMETABLE	pg. 2
	Introduction	pg. 3
Section II	How the Competition Process Works	pg. 5
Section III	Requirements for Competitors	pg. 8
Section IV	Proposal Narrative Requirement (How To Describe Your Project)	pg. 10
Section V	Contract Responsibilities for Contractors and the Commission	pg. 13
Attachment	Formal Proposal Exhibits: Exhibit A-1 & A-2 - Proposal Cover Sheet and Certification Exhibit B-1-Proposed Project Budget Form Exhibit C-Insurance Requirements Exhibit D- Nondiscrimination Statement of Compliance Exhibit E-1 & E-2 Evaluation Plan Project Outcomes Chart	

The FIRST 5 Modoc (Modoc County Children and Families Commission) Strategic Plan, as well as proposal guidelines, policies, guidelines and applications, are available at the office. 802 North East St. Room 103 Alturas, CA 96101.

**First 5 Modoc
Community Grants 2020/2021 Request for Proposal Timetable**

Date/Time	Activity	Contact/Phone	Location
Beginning: January 24, 2020 Daily	Letter of Intent Guideline, Formal Proposal Documents , and Strategic Plan available	First 5 Modoc (530) 233-7122	First 5 Modoc 802 North East St. Room 103 Alturas, CA 96101 www.first5modoc.com
February 3, 2020 Monday 12:00 p.m.-1 p.m.	Proposers' Informational Meeting <i>(Call any time during Proposal Timetable for information)</i>	First 5 Modoc (530) 233-7122	First 5 Modoc 802 North East St. Room 103 Alturas, CA 96101
February 20, 2020 Thursday 3:00 p.m.	Letters of Intent Due	First 5 Modoc (530) 233-7122	First 5 Modoc 802 North East St. Room 103 Alturas, CA 96101
April 17, 2020 Friday 3:00 p.m.	Formal Proposals Due	First 5 Modoc (530) 233-7122	First 5 Modoc 802 North East St. Room 103 Alturas, CA 96101
May 13, 2020 Wednesday Start 5:30 p.m.	Public Hearing to Review and Question Proposals	First 5 Modoc (530) 233-7122	Early Head Start 901 North "A" St. Alturas, CA 96101
June 10, 2020 Wednesday Start 5:30 p.m.	Score Formal Proposals and Award Announcements	First 5 Modoc (530) 233-7122	Early Head Start 901 North "A" St. Alturas, CA 96101
July 1, 2020	Commencement of Contracts for FY 20-21	First 5 Modoc (530) 233-7122	First 5 Modoc 802 North East St. Room 103 Alturas, CA 96101

SECTION I: INTRODUCTION

A. Background

"Our vision is that Modoc County is committed to ensuring the optimal health, development, and well being of children 0-5 and their families, while at the same time promoting respect and knowledge in all areas of diversity."

First 5 Modoc Year 2020/2025 Strategic Plan

The Modoc County Children and Families Commission seeks to enhance existing programs and assist in development of new programs, which nurture the physical, social-emotional, and educational growth of children to the age of five.

Please review our Strategic Plan carefully. It is available in hardcopy at the FIRST 5 Modoc office or call us and we can fax or mail you a copy. FIRST 5 Modoc will use this Strategic Plan as the basis for all funding decisions.

B. Funding Plan: How much money is available?

FIRST 5 Modoc has allocated up to \$200,000 for the FY 20-21 Formal Grant competitive grant cycle.

C. Scope of work

Your proposal must demonstrate the funding will support a strategy or strategies (program, services or project) that appropriately target one or more Focus Areas in the current Strategic Plan.

D. Targeted Goals and Focus Areas

FIRST 5 Modoc insists proposals must target one/or more of the Goals and Focus Areas in the current Strategic Plan. It is understandable that your project may touch on a number of Strategic Plan Focus Areas, but please consider which Strategic Plan Focus Areas will be the priorities of your proposal (**See Exhibit E**).

E. Contract Term

The contract term will begin July 1, 2020. Contracts will be for 12 months unless FIRST 5 Modoc designates otherwise. Proposers may request contract terms up to three years. If FIRST 5 Modoc awards a two or three year grant, each year's award after the first year is contingent on:

- i. the availability of funds;
- ii. a finding by FIRST 5 Modoc that the grantee has successfully achieved the results outlined in the evaluation plan; and
- iii. a finding by FIRST 5 Modoc that the grantee has met all other contract requirements.
- iv. if after three years a grantee has successfully achieved the results outlined in the evaluation plan and all other contractual requirements have been met they may come back to the Commission through the regular competitive bid process for further consideration of funding.

F. Funding Limitations

1. FIRST 5 Modoc has attached Policies that are to be considered a legal attachment to every Service Agreement and Contract entered into with FIRST 5 Modoc and is distributed with any Requests of Application for funding and Service Agreements and Contracts.

2. Grantees selected by FIRST 5 Modoc to receive a grant through the competitive grant process must meet the required contingencies, enter into a contract and commence performance within 90 days of receiving notice of the grant selection, or the grant award shall automatically become null and void. An additional 45-day extension may be granted, within the discretion of the Executive Director, for good cause shown. Applicants who are denied an extension may appeal in writing to the Executive Director, who will consult with the Chair of the Commission and respond within ten days of receipt of the appeal. In no case will a delay in commencement of performance extend the contract beyond the time contemplated in the proposal.

G. Data Collection

If funded, as part of your contract with the Commission you will be required to collect and report some information for evaluation purposes. FIRST 5 California conducts a statewide evaluation of funded Programs; and the local Commission requires periodic evaluation reporting as well.

A variety of methods will be used in the statewide evaluation. **All grantees will be required to collect data on the number and demographic characteristics of children, families, and providers served in their projects. All programs with participants may be asked to collect data on program activities, and/or compelling information about the activities and effectiveness of FIRST 5 funded programs across the state of California.** Grantees may also be asked to provide information for case studies about promising practices and/or participate in special studies. We recommend that you budget for evaluation.

SECTION II: HOW THE COMPETITION PROCESS WORKS

A. PROPOSAL REQUIREMENTS

1. Any qualified community based nonprofit or public agency or partnership of aforementioned entity may submit a proposal after submitting a timely Letter of Intent. Your Formal Proposal will compete with all other Formal Proposals. **The highest scored proposals will be awarded funds, but remember FIRST 5 Modoc may offer you less than you request, or offer to fund only some of the activities you propose.**
2. Your proposal will be scored according to the criteria in Section IV of these guidelines, unless you don't meet the minimum requirements in this RFP (See Section III).
3. FIRST 5 Modoc will review and score proposals in a public meeting. (See **RFP Timetable**, page 2). You may be asked to answer questions from Commissioners between 5:30 p.m. and 6:30 p.m. Plan on making a presentation at this time. This interview and presentation period is for the Commissioners to learn more about your proposal before they finalize their scores. Please plan to attend, if you cannot, please notify the FIRST 5 Modoc office.

4. The Commissioners will complete their scoring and the proposals will be ranked in a public meeting (See **RFP Timetable**, page 2). You will receive notice of an award/denial in a letter.
5. Collaborative (Multi-Agency) proposals:
 - i. A lead agency must be identified; the lead agency will be responsible for the performance of subcontractors and shall sign the contracts.
 - ii. Copies of agreements between participating subcontractors shall be submitted with the Proposal.
 - iii. An organization chart should be included with the Proposal, illustrating the roles and responsibilities of each participant.
6. All proposals must be in writing. Use a 12-point font, double spacing, one inch margins and number the pages. Include your descriptive project title (see Proposal Cover Sheet, **Exhibit A-1**) on the top right hand corner of every page submitted.
7. The proposal must be submitted in the name of the individual who will contract with FIRST 5 Modoc to do the project. If the proposal is submitted by a legal entity, put the name of the legal entity on the proposal and make sure it is signed by an authorized representative. If a corporation submits a proposal, the proposal must be signed by a corporate officer or a representative authorized by the organization.
8. All Formal Proposals are due to the FIRST 5 Modoc office **by 3:00 p.m. per RFP Timetable**. Postmarks will not be accepted in lieu of this requirement. Elaborate artwork or expensive paper is neither necessary nor desired. Do not bind proposals. Submit original and 10 copies of proposal. Staple all copies of proposal in the top left hand corner, paper clip the original together. Proposals must be submitted either by mail or by hand to:

**FIRST 5 Modoc
802 North East St. Room 103
Alturas, CA 96101
Attention: RFP**

You may leave your proposal with available staff at the FIRST 5 Modoc office. You may ask for a receipt.

Proposals not received by 3:00 p.m. per RFP Schedule at the above address will not be accepted.
Proposals submitted to any other office will not be accepted. Faxes will not be accepted.
It is the sole responsibility of the proposer to ensure the proposal is submitted by the deadline date and time to the address specified above.
Any proposal not meeting these RFP requirements will be rejected.

B. RULES GOVERNING THE RFP COMPETITION

1. If revisions to the RFP become necessary, FIRST 5 Modoc will provide you with the new information at the address on your Cover Sheet (**Exhibit A-1**).

2. All proposal submitted become the property of FIRST 5 Modoc and will not be returned.

3. All proposals shall remain confidential until the evaluation process begins. As part of the review and selection process, the proposal will be reviewed by FIRST 5 Modoc staff and by the Commissioners. Members of the public are allowed to review proposals under public records law, but not until after the awards are posted.

4. FIRST 5 Modoc reserves the right to:

a. Negotiate changes to proposals.

b. Offer awards of contracts for all the services offered in a proposal or for any portion thereof.

c. Recommend and/or award in amount(s) less than stated in the RFP and to negotiate a reduction or increase to the RFP with the Proposer.

d. Enter into negotiations with the competitor who submitted the next highest-rated proposal, or issue a new RFP, if a Competitor that is selected through this RFP fails to accept and meet the terms of the FIRST 5 Modoc's contract.

5. Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by FIRST 5 Modoc to award a contract. FIRST 5 Modoc reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is deemed to be in the best interest of FIRST 5 Modoc to do so.

Failure to furnish all information required in this RFP or to follow the proposal format requested may disqualify the proposal.

6. News Releases

News releases pertaining to this RFP and its award must include mention of First 5 Modoc as a sponsoring agent.

7. Selection Criteria

Proposals shall be evaluated and the contracts awarded in the following manner:

a) All proposals shall be reviewed prior to scoring to determine whether they meet the content and format requirements specified in the RFP.

b) All proposals meeting the content and format requirements shall be submitted to the Commissioners, who will evaluate the proposals based on selection and award criteria specified in Section IV. The Commissioners will independently score each proposal. During a Public Meeting (see Timeline, page 2) the Commissioners may interview the proposers between 5:30 and 6:30, if the Commissioners have questions. The Commissioners will then complete their scoring and the separate scores will be accumulated for an average total passing score for each proposal. The average total scores, ranking, and final awards will be announced at a Public Meeting (see Timeline, page 2).

- c) All proposals and evaluation sheets shall be available for public inspection at the conclusion of the selection process.
- d) Proposed awards will be made to the proposer who:
 - i) Demonstrates the ability to comply with the proposed delivery or performance schedule, taking into consideration available expertise and any existing business commitments; and
 - ii) Has no record of unsatisfactory performance, lack of integrity, or poor business practices;
 - iii) Is otherwise qualified and eligible to receive an award under applicable statutes and regulations;
 - iv) Whose bid or proposal substantially complies with all requirements of the RFP.
- e) The criteria that will be used in evaluating proposals that meet the minimum requirements are contained in Section IV "Proposal Narrative Requirements."

8. Notice of award

THE PROPOSED AWARD(S) WILL BE POSTED AT FIRST 5 MODOC, 802 NORTH EAST STREET, ALTURAS, CA 96101, FOR AT LEAST FIVE (5) DAYS BEFORE CONTRACTS ARE AWARDED. ALL PROPOSERS AND INTERESTED PERSONS MAY REVIEW A POSTED NOTICE OF RECOMMENDED AWARDS BETWEEN THE HOURS OF 9:00 A.M. AND 3:00 P.M. OR TELEPHONE (530) 233-7122.

9. Awards and Commencement of Work

- a) Award(s) are contingent on successful negotiation of the contract(s). The successful grantee shall be required to sign a standard FIRST 5 Modoc contract, as modified to fit the specific proposal.
- b) The successful grantee will not be reimbursed for work begun prior to the time the contract has been approved by FIRST 5 Modoc and the contract has been signed by the proposed contractor and FIRST 5 Modoc, unless reimbursement for such work is agreed to in the contract.
- c) Notifications of awards and denials of awards will be mailed to all competitors five (5) working days after notice of the proposed has been posted.

Section III. REQUIREMENTS FOR COMPETITORS

A. Financial Reports and Reimbursement

FIRST 5 Modoc will develop a payment plan based on reimbursement to Contractor after Grantee has submitted monthly or quarterly Detailed Expenditure Reports and Performance Reports and PEDS entry. The final amount of the award will be paid to the grantee upon approval of the final expense and performance reports and a year end report of all activities.

All Grantees are obligated to expend in accordance with the budget submitted in their proposal, unless approval for changes is granted by FIRST 5 Modoc, and to account for expenditure of the entire award by the end of the contract period. FIRST 5 Modoc reserves the right to require a refund if the grantee fails to perform as agreed in the Contract.

NOTE: Grantees who report duplicate expenditure data to governmental agencies may use those reports to satisfy this requirement FIRST 5 Modoc, upon agreement by FIRST 5 Modoc and the governmental agency.

B. Audits

Grantees may be required to allow review of financial records by the FIRST 5 Modoc auditor.

C. Certification of Insurance

Grantees shall be required to obtain and maintain insurance according to FIRST 5 Modoc requirements, described in **Exhibit C** of this packet. The grantee must provide evidence of the **ability and intent** to maintain the required coverage and to name FIRST 5 Modoc as additional insured. A standard certificate of insurance, describing your current insurance coverage, issued by a broker or agent must be presented prior to the effective date of the contract. If you currently do not have insurance in the amounts specified in **Exhibit C**, do not obtain increased coverage before a contract is offered by FIRST 5 Modoc. You must, however, provide evidence of your ability to obtain coverage in the required amounts. A letter from an insurance company or broker confirming the fact that coverage can begin on the projected start date of the project is adequate for the purpose of submitting a proposal. Such a letter can be obtained at no cost by contacting your insurance company. Failure to conform to insurance requirements within this time period shall constitute grounds for termination of contract negotiations.

D. Compliance with Nondiscrimination Laws

The law requires that persons or organizations that receive public funds may not discriminate against persons for certain reasons. You must complete the attached Statement of Compliance Form (**Exhibit D**). The Statement of Compliance must accompany the proposal to comply with Government Code Section 12990 and California Administrative Code, Title 11, Division 4, Chapter 5.

E. Performance Evaluation Plan

First 5 Modoc may conduct at least one site visit with grant recipients at a time agreed upon by both FIRST 5 Modoc and the Grantee. Grantees shall be required to submit the Project Outcomes Chart (included in **Exhibit E**) on a quarterly basis, and a final report is due within 30 days after the end of the contract period. Other data reports required by FIRST 5 California will be submitted as agreed upon in the contract to the grantee.

F. Nonprofit Status/Articles of Incorporation

Nonprofit organizations must provide documentation of tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board.

A copy of the organization's Articles of Incorporation and an authorization from the governing board allowing submission of the proposal must be included with the proposal. If an organization is in the process of being incorporated by the

California Secretary of State's Office, a proposal may be submitted contingent upon providing proof of the incorporation process.

G. Tax ID Numbers

Individuals and organizations may incur state and federal tax liabilities as a result of receiving this grant, and will be required to provide Tax ID and/or Social Security Numbers in the contract. FIRST 5 Modoc will report, as required, to state and federal revenue authorities. Governmental agencies are exempt from this requirement.

H. Failure to Perform Adequately Upon Evaluation

Grantees who, after submitting their Final Grantee Performance Report, are found by FIRST 5 Modoc to have performed inadequately, or who were in substantial noncompliance with expenditure reporting obligations, may be barred from reapplying for FIRST 5 Modoc for a period of up to three years at the discretion of FIRST 5 Modoc.

I. Subcontractors

If use of subcontractors is contemplated, identify the number of subcontractors, their names and titles, and describe the services each will provide. Information must include the purpose/function, amount to be subcontracted, and the basis for payment (i.e., cost/day, cost/service unit). FIRST 5 Modoc considers the prime contractor to be the sole point of contact. However, any subcontractor must conform to all requirements of the RFP, and any resultant contract. FIRST 5 Modoc must approve all subcontractors. An award of funds may be considered approval of subcontractors identified in the proposal.

J. Title to Property

At the conclusion of the contract, title to all expendable and non-expendable personal property, real property, and durable equipment shall be returned and vest with First 5 Modoc. Grantee may seek permission at the end of the contract for continued use and title to property for the benefit of children prenatal through age five. Grantee must be in good standing with the Commission. A report for continued use of the property shall be delivered to First 5 Modoc no later than July 31st of each fiscal year. If they cease to use the equipment within three years of purchase, it must be returned to the Commission. Funding is not allowed for the purchase of fixed asset items such as: buildings, fences, anything attached to a building, vehicles, etc., minor repair and renovation are ok. Requests for fixed/capital asset equipment will be considered on an individual basis and evaluated for need in the community and in implementing their proposal. Grantee will be responsible for maintenance of equipment to ensure proper use and operation of equipment.

Section IV. PROPOSAL NARRATIVE REQUIREMENTS

Your proposal must include the items as specified in the order below.

All Exhibits are found at the end of this Formal Proposal Guidelines packet.

If you choose to recreate any of the Exhibits on your word processor or typewriter, please ensure the following:

- The descriptive title of your project must appear in the upper right-hand corner of each page that is submitted.
- Please recreate the original format exactly - omit no information.
- If you choose to complete the Exhibits by hand, please print legibly in blue or black ink.

A. Cover Letter and Certificate

The Formal Proposal cover letter is **Exhibit A-1**. It must be fully completed and submitted with the proposal. **Exhibit A-2**, the Certification, must be signed.

B. Proposal Narrative

Narratives shall include two parts: the *“PROJECT SUMMARY”* and *“RESPONDING TO AWARD CRITERIA.”* Proposal that have been previously funded by the Commission by a competitive grant shall submit different information than a new proposal. In your narrative, answer the following questions in a thorough but concise manner. **You may include additional attachments but the entire narrative (including Part 1, Part 2 and ALL attachments) shall not exceed 15 pages.**

NARRATIVE PART 1: PROJECT SUMMARY – Follow instructions as appropriate

A. Project Summary for New Projects:

Prepare a Proposal Narrative that tells FIRST 5 Modoc exactly what you want to accomplish and how you plan to do so. The “Project Summary” is one of the two required parts of the Narrative (The other, “Responding to Award Criteria,” follows this section.) Together, these two parts and all attachments shall not exceed 15 pages.

- Summary: Provide a project summary that is clear and concise. It should briefly tell us what you want to do, where and how you plan to complete it. We're interested in why you think this project will help the development of children 0 through 5 and their families. We'd like you to tell us about yourself, your group or your organization. This is a competitive process, and the burden is on you to describe your plan and answer the questions in the Award Criteria section that follows.
- Future Planning: Proposers who are planning projects that extend beyond the grant period or that would benefit from phased funding over more than one allocation process should include a section specifying their long-term plans. Proposer may request contract terms up to three years. If FIRST 5 Modoc awards a two- or three-year grant, each year's award after the first year is contingent on:
 - a) the availability of funds;
 - b) a finding by FIRST 5 Modoc that the grantee has successfully achieved the results outlined in the evaluation plan; and a finding by FIRST 5 Modoc that the grantee has met all other contract requirements.
 - c) if after three years a grantee has successfully achieved the results outlined in the evaluation plan and all other contractual requirements have been met they may come back to the Commission through the regular competitive bid process for further consideration of funding.

B. Project Summary for Projects That Have Been Funded in Previous Allocations:

- c) Please request the “GUIDELINES for Program Contract Review and Renewal” from FIRST 5 Modoc staff.

NARRATIVE PART 2: RESPONDING TO AWARD CRITERIA

To complete the Award Criteria Narrative, address the questions listed below in a clear and concise manner. You will need to define your project in terms of strategies and how they will meet one or more of the Focus Areas of the FIRST 5 Modoc current Strategic Plan.

These are the criteria that will be used to judge your proposal. The Commission will award grants to the proposal receiving the highest scores to the extent funds are available. The Commission does reserve the right to award less funds than were originally allocated; and may award out of scoring order to achieve geographic equity. Please see Staff and Commission Proposal Evaluation at end of document for more information regarding score of your proposal.

A. Award Criteria

1. Pursuing the Vision of FIRST 5 Modoc (46 points)

- Consistency with Strategic Plan

How does your strategy (program, services or project) promote one or more of the goals and priority areas of FIRST 5 Modoc Year 2020-25 Strategic Plan? List the specific priority area(s) that are the focus for your project.

-System Integration and Comprehensiveness

Funding for this Request for Proposal emanates from The Children and Families Act, Prop 10, which created a program in the State of California for the purposes of promoting, supporting, and improving the early development of children from the prenatal state to five years of age. Please explain how your proposed project addresses these purposes.

- Equity and Inclusion

Discuss the ways in which your project will include access to services for culturally and linguistically diverse communities, and for children with disabilities and/or other special needs. Please explain how your project will integrate inclusive governance insuring the diverse perspective of all parents and families participating and also provide assurance they will all have an equal voice.

2. Practicality and Effectiveness (38 points)

-Evaluation

Describe your evaluation plan (as detailed in **Exhibit E-2**).

-Avoiding Duplication

How do the strategies you propose fill an identified gap in existing resources within the county?

-Developing Strategic Impact

Do the strategies take advantage of existing assets in the community? Is the strategy creative? Why do you or your organization need FIRST 5 Modoc funds to support this strategy?

-Maximizing Investment

Is the proposal budget realistic and efficient? Please complete the Proposal Budget (**Exhibit B**). What other funding sources have been sought or are committed to funding this project?

-Avoiding Supplantation

State law says that no FIRST 5 Modoc funds may be used to fund services that have been paid for with other state or local general funds. Your strategy must be new or an expansion of services. Does the proposal provide sufficient financial data to demonstrate FIRST 5 Modoc funds will not be used to fund existing services?

3. Capacity of Applicant(s) (16 points)

-Applicant Qualifications and Knowledge

Does your proposal demonstrate the knowledge, practical experience and abilities necessary to successfully complete the proposed strategy?

-Applicant Organizational Structure

Does the proposed organizational structure fully demonstrate appropriateness, readiness and ability to provide the proposed strategy (program, services or project)?

Section V. CONTRACT RESPONSIBILITIES FOR CONTRACTORS AND FIRST 5 MODOC

A. CONTRACTOR'S RESPONSIBILITIES

The contractor is responsible for, but not limited to, the following:

- 1) Contractor shall comply with all state statutes, and state and county regulations applicable to their operations, whether or not referred to in the agreement with FIRST 5 Modoc.
- 2) Contractors shall maintain thorough records, file all reports (expense and performance) as required in the Contract, and may expend funds only for contracted and authorized programs.

B. FIRST 5 MODOC'S RESPONSIBILITIES

- 1) FIRST 5 Modoc shall develop, with the participation of the contractor, policies and procedures for monitoring the project, problem solving, fiscal reporting, and controls.
- 2) FIRST 5 Modoc shall provide the contractor with periodic reports regarding monitoring of the project.
- 3) In consideration for providing services and conducting activities under the agreement with FIRST 5 Modoc in a manner satisfactory to FIRST 5 Modoc, FIRST 5 Modoc shall reimburse the contractor, in arrears, upon approval of an invoice submitted on forms acceptable to FIRST 5 Modoc at a rate to be fixed by contract. An exception to the arrearage reimbursement policy will be created in contracts where an advance for start-up funds is approved in accordance with Section I, B.

C. TERMS OF THE AGREEMENT

- 1) Future State Requirements may be imposed by **FIRST 5 CALIFORNIA** during the period of the contract. FIRST 5 Modoc will give the contractor a minimum of 30 days notice in the event new requirements affect the existing contract,

and the parties will negotiate contract modifications. If FIRST 5 Modoc and the contractor are unable to agree to required changes, either party may terminate the contract with 30 days notice.

- 2) The failure of the contractor or its officers, agents, or employees to comply with the terms of the agreement with FIRST 5 Modoc or any reasonable directions by or on behalf of FIRST 5 Modoc issued seeking to enforce the contract, shall constitute a material breach of the agreement by the contractor, and, in addition, to any other remedy authorized by law. FIRST 5 Modoc shall have the right to terminate the agreement immediately. Failure to exercise the right of termination shall not constitute a waiver of such right, which may be exercised at any subsequent time.
- 3) At the option of FIRST 5 Modoc the agreement shall terminate upon the happening of any of the following:
 - a. Violation of any material provision of the agreement with FIRST 5 Modoc.
 - b. Institution of proceedings by or against the contractor under the bankruptcy laws of the United States.
 - c. Discovery by FIRST 5 Modoc that the agreement was obtained through fraud.
 - d. Suspension of business operations, failure, or receivership of the contractor.
 - e. Any assignment of the agreement with FIRST 5 Modoc without prior approval.
 - f. The contractor's failure to maintain any personnel qualifications referred to in the contractor's proposal and project statement.
 - g. The contractor's failure to maintain the insurance coverage required by the FIRST 5 Modoc contract.
 - h. The contractor's failure to provide service or complete activities as specified in the proposal.

D. GOVERNING LAW

Any contract awarded will be governed by the laws of the State of California.

First 5 Modoc Staff Formal Grant Application Evaluation Guide

Name of Proposer: _____

A. Proposal Requirement Check

After proposal submission, First 5 Modoc staff will evaluate each proposal for responsiveness to the application guidelines and requirements. Each application will be subjected to a review to determine proposals submitted contain all of the paperwork items needed for Commission consideration. Proposals found to be unresponsive for any reason will be rejected from further consideration within 7 working days of submission to the First 5 Modoc office. Corrected applications submitted late per RFP timetable will not be accepted.

B. Proposal Evaluation

Staff will subject each application to an evaluation process to insure all documentation is included with their proposal. A determination will be made based upon the following criteria:

1. Was proposal completed on the First 5 Modoc Formal Grant Application? **Yes/No**
2. Was the proposal submitted in a timely manner according to the RFP Timetable? **Yes/No**
3. Is the organization non-profit with a 501 c (3) status or have they been sponsored by a 501 c (3) organization? **Yes/No** If agency is other than a non-profit please skip down to question 6.
4. If a non-profit organization did they include their documentation of tax exempt status from either the IRS or the Franchise Tax Board? **Yes/No**
5. If a non-profit organization did they include their Articles of Incorporation? **Yes/No**
6. If they are an agency other than a non-profit is the organization a public agency? **Yes/No**
7. Did proposal include a completed Budget Form? **Yes/No**
8. Did proposal include a completed Grantee Project Outcomes Chart? **Yes/No**
9. Did proposal include a completed Certificate of Insurance or was the Insurance Form included? **Yes/No**
10. Did proposal include a completed Compliance with Nondiscrimination Law Form? **Yes/No**
11. Did proposal include certification with signature? **Yes/No**
12. Does the proposal target one or more of the current priority areas in the Strategic Plan? **Yes/No**

Comments: _____

FIRST 5 MODOC

Commission Formal Proposal Evaluation

Name of Proposer: _____

Name of Commissioner: _____

Commissioners will use the point scale as listed below to score a proposal. The Commissioners will consider any aspect of a proposal as it relates to the criteria. An application must attain a minimum score of 70 points to be considered for funding under this RFA.

A. Pursuing the Vision of FIRST 5 Modoc (46 points)	<u>Comments</u>	<u>Points</u>
1. Consistency with Strategic Plan		
a. Promotes one or more of the priority areas?	_____	(7 max)/ _____
b. Are the Priority Area(s) a priority?	_____	(7)/ _____
c. Does the applicant have experience serving children 0-5 years of age and their families?	_____	(6)/ _____

Modoc Strategic Plan *1. Improved Child Health*
Current Priority Areas: *2. Improved Child Development*
 3. Improved Family Functioning
 4. Improved Systems of Care

2. System Integration and Comprehensiveness		
a. Does the application describe the needs of the community to be served as it relates to the priority area(s) being addressed?	_____	(4)/ _____
b. To what extent does the proposer have relevant experience working with collaboratives and/or serving the communities populations described in this RFP?	_____	(4)/ _____
3. Equity and Inclusion		
a. Does the application describe the applicant's experience with cultural diversity and related projects?	_____	(4)/ _____
b. Does the application describe how the project will include access to services for culturally and linguistically diverse communities, and for children with disabilities and/or other special needs?	_____	(4)/ _____
c. Does the applicant demonstrate inclusive governance insuring the diverse perspectives of all parents and families considered?	_____	(4)/ _____
d. Does the applicant describe how the project will assure that all parents and families have an equal voice?	_____	(4)/ _____

Subtotal _____

B. Practicality and Effectiveness (38 points)		
1. Evaluation		
a. To what extent has the proposer identified an evaluation strategy including achievement criteria, outcome indicators and data collection methods that correspond to and capture the objective of the scope of work?	_____	(5)/ _____
b. Do they have a workable plan to document that they are serving their targeted population(s)?	_____	(5)/ _____
2. Avoiding Duplication		
a. Are they filling an identified gap in existing resources within the County?	_____	(4)/ _____
3. Developing Strategic Impact		
a. Does this project enhance rather than duplicate existing services?	_____	(4)/ _____

b. Do they explain why they need the FIRST 5 Modoc funds to support their strategy? _____ (4)/_____

4. Maximizing Investment

a. Do you feel the funds requested are adequate for achieving desired objectives? _____ (4)/_____

b. Have other funding sources been sought or committed to funding this project? _____ (4)/_____

5. Avoiding Supplantation

a. Is the strategy new or an expansion of services? _____ (4)/_____

b. Does the proposal provide financial data to demonstrate FIRST 5 Modoc funds will not be used to fund existing services? _____ (4)/_____

1. *Funds can not be used for purchase of fixed or capital assets i.e. buildings, fences, anything attached to a building, vehicle, etc., minor repair and renovation is ok.*

Subtotal _____

C. Capacity of Applicant(s) (16 points)

1. Applicant qualifications and knowledge

a. Does the application describe the applicant's knowledge, practical experience, and abilities necessary to successfully complete the proposed strategy? _____ (4)/_____

2. Applicant Organizational Structure

a. Does the organizational structure fully demonstrate;

1. Appropriateness, _____ (4)/_____

2. Readiness, and _____ (4)/_____

3. Ability _____ (4)/_____

to provide the proposed strategy, program or project?

Subtotal _____

Total Score for Proposal _____