



REQUEST FOR PROPOSAL

Kindergarten-Camp (K-Camp) Oral Health Services

February 2012

Proposals must be received by:

March 9, 2012 12p.m. (Noon)

First 5 Fresno County
550 E. Shaw Avenue, Suite 215
Fresno, CA 93710
(559) 241-6515
(559) 241-6510 Fax
www.first5fresno.org

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REQUEST FOR PROPOSAL
K-CAMP ORAL HEALTH SERVICES
FOR FIRST 5 FRESNO COUNTY

I. INTRODUCTION

A. PURPOSE FOR REQUEST FOR PROPOSAL (RFP)

The Children & Families Commission of Fresno County also known as and referred in this document as First 5 Fresno County (F5FC) requests proposals from local non-profit organizations, governmental entities, collaborative and/or public and private organizations to provide oral health services for 900 children served through First 5 Fresno County's 2012 K-Camp. Oral health services are to include, but not limited to: preventive education and treatment, oral health assessments/screenings, and linking children to high quality dental providers. For more information please refer to section titled, "Contract Requirements and Scope of Work."

Proposed activities, educational materials and outreach shall be culturally and linguistically appropriate to benefit children and parents from diverse backgrounds. All direct service staff who are funded by F5FC must speak in the home language of the clients served.

Experienced agencies interested in providing these services for F5FC are encouraged to submit a proposal. The agency selected will have demonstrated understanding in providing similar services, and must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

Grantees are strongly encouraged to allocate a portion of their existing revenue and resources to support the activities in this RFP.

B. FIRST 5 FRESNO COUNTY

California voters passed Proposition 10, the "California Children and Families First Act of 1998." The Act provided for a 50 cent per pack tax on cigarettes. The monies collected are to be used to fund prenatal through age five.

Funds from Proposition 10 are distributed to local counties based on each county's birth rate. Fresno County receives approximately \$11.6 million per year. F5FC is responsible for developing a strategic plan to guide local funding decisions that are consistent with the intent of the California Children and Families Act.

F5FC was established in 1999. It is led by a Commission appointed by the County Board of Supervisors. Since its inception, F5FC has developed four strategic plans and has invested more than \$147 million in local programs serving young children and their families.

- ***Vision:*** All children 0-5 years will achieve optimal social, emotional, physical, and cognitive development.

- **Mission:** *First 5 Fresno County will be a catalyst for creating an accessible and effective network of quality services for young children (0-5 years) and their families.*

C. STRATEGIC PLAN FOCUS AREA AND GOALS

In June 2007, F5FC began a comprehensive strategic planning process to guide community investments from July 1, 2008 to June 30, 2013. Strategic planning sessions were facilitated with the Commission and community members over a six-month period. The information gathered from this valuable community input process served as a guide for the strategic planning process and resulted in the adoption of the 2008-2013 F5FC Strategic Plan. The Strategic Plan consists of four Focus Areas: Child Health, Early Care and Education, Family Strengthening, and Systems Improvement.

Goals

The goals of the 2008-2013 Strategic Plan are consistent with the focus and intent of the Children and Families Act. They build on what has been learned and accomplished locally, and provide a framework for the Commission and the community for how Proposition 10 funds will be invested. The Focus Areas include corresponding goals – what the Commission would like to see happen for children, and outcomes – the strategies for how the Commission proposes to move towards these outcomes, and indicators – how the progress in achieving these outcomes will be measured. The goals, outcomes, strategies and indicators have been selected based on research, best practices, local learning and community input. The F5FC 2008-2013 Strategic Plan is available at www.first5fresno.org

D. BACKGROUND

K-Camp is a three-week summer kindergarten transition program funded by F5FC since 2001. K-Camp gives children an opportunity to experience kindergarten through a slow paced, fun and exciting environment. It is designed to support children and parents in becoming comfortable and accustomed to the learning environment, expectations, and activities of school when they enter kindergarten. It is NOT intended to be a "crash course" in preschool, nor is it intended to take the place of a "formal" preschool experience.

Instead, it provides an opportunity for children (who have not had a prior early care and education experience) to engage in socialization time, experience the kindergarten environment and routine, and to ensure children have had all the necessary health and dental screenings prior to kindergarten entry. This program also allows teachers to administer developmental screenings to better understand and inform parents about their children's development and make referrals to connect children and families to appropriate resources as needed. K-Camp targets children that are age eligible for traditional kindergarten in low performing elementary schools with a current statewide Academic Performance Index (API) ranking of five or below.

K-Camps must provide opportunities for children to receive their required oral health screening. To assist schools in accomplishing this, F5FC will contract with an outside agency to provide mobile dental services. Contracted organization/agency will schedule visits during each K-Camp to provide the following:

- Oral health screenings and/or;
- Full scope dental care as required by the Kindergarten Oral Health Assessment Law (AB 1433);
- Provide sealants if necessary;
- Oral health education activities targeting incoming K-Camp children and families;
- Oral health information and;
- Supply children with dental care supplies/products.

Contracted organization/agency will also be required to assist uninsured/underinsured children and families in establishing a regular source of dental care.

E. CONTRACT PERIOD

The contract term is a 4-month period beginning May 1, 2012 and concluding September 30, 2012.

F. TENTATIVE TIMELINE AND SCHEDULE OF EVENTS

Release of RFP	2/13/2012
Letter of Intent (LOI) Deadline	2/21/2012
Submission of Questions Deadline	2/22/2012
Answers to Questions	2/27/2012
Proposal Submission Deadline.....	3/9/2012
Notification to Invitees for Interviews	3/23/2012
Interviews with Finalist (tentative).....	4/5/2012

G. QUESTIONS ON REQUEST FOR PROPOSALS

Any questions or requests for clarification about this RFP must be submitted in writing via e-mail to Gary Cornuelle, Operations Officer, @ gcornuelle@first5fresno.org

Questions will be accepted until February 22, 2012. A summary of questions received and their responses will be sent to all Organizations/Agencies who submitted timely LOI's.

II. PROPOSAL FORMAT AND SCOPE OF SERVICES

A. LETTER OF INTENT

A LOI is required of all prospective proposers for this contract. A simple letter confirming your intent to submit a proposal, with a one-paragraph description of your organization/agency, submitted on letterhead and signed by an authorized official. The deadline for receipt of letter to F5FC is due by February 21, 2012. The Letter of Intent may be sent by email to:

Gary Cornuelle
Operations Officer
First 5 Fresno County
550 E. Shaw Avenue, Suite 215
Fresno, CA 93710

(559) 241-7618 Telephone
(559) 241-6510 Fax
gcornuelle@first5fresno.org

B. PROPOSAL SUBMISSION REQUIREMENTS

1. **Proposal Cover Sheet** — Complete **Attachment A**. Identify the contact person for the proposal, their address, telephone, fax, and e-mail. Include a statement to the effect that the proposal will remain valid for a period of not less than 120 days from the date of submittal. An official authorized to bind the organization/agency to the terms of the proposal must sign the Proposal Cover Sheet.
2. **Proposal Narrative** — A narrative description of the proposed project is required. The Proposal Narrative, excluding attachments, should not exceed 15 typewritten pages. All portions of the Proposal Narrative must be double-spaced, no smaller than 11-point Arial font, and have consecutively numbered pages. Please describe how you will implement each of the items in the scope of work starting on page 9 of this RFP. In addition, all the following questions must be addressed in full. Each response should be numbered and labeled in the order requested in the RFP.

The Narrative must include the following elements:

1. A brief description of your organization/agency.
2. Your organization/agency's mission and overall philosophy.
3. Your organizations/agency's qualifications and relevant experience in providing the proposed activities in the scope of work starting on page 9 of this RFP.
4. An overview of this project approach.
5. Specifically describe the ethnic, cultural and linguistic composition of direct service staff for this project. How will organization/agency ensure that services are sensitive and relevant to a diverse population?
6. Describe relevant past and current collaborations and indicate who those collaborative partners are.
7. Indicate the experience of the staff members who will be assigned to the direct services requested. Refer to the scope of work starting on page 9 of this RFP. Please indicate whether you will subcontract any part of this project and provide the qualifications of the intended subcontractor(s). Make sure to include specific roles that key staff will play in implementation and day-to-day activities. Explain how the organization/agency will monitor the completion of subcontractor duties including: program, fiscal, and evaluation. Specify which staff person will be responsible for monitoring the subcontractor.

Please describe how project services and activities will be supervised.

- Describe the protocols that you will follow to verify clients receive needed/requested services, backup documentation such as consent forms and oral health assessment forms are implemented, evaluation is collected, and how you will monitor participate outcomes. If you plan to collaborate, please describe how you will involve outside organizations?
 - Explain how you will ensure the security of client related data. How will data be collected and where will it be stored?
 - List all tools or mechanisms that will track and evaluate program services.
8. Based on the possible data collection activities identified below, please describe how much staff time is anticipated for data collection, and how program staff will engage clients and secure informed consent (if necessary). Data collection requirements for this project MAY include:
- Collaboration with Fresno County School Districts in administering oral health consent.
 - Providing F5FC with a database export including the name, date of birth, race/ethnicity, language, and service date(s) of each child served and at least one of each child's parents.
 - Participating in F5FC's evaluation through interviews, and/or surveys.
- Please note the evaluation requirements for this project will be determined by F5FC during contract negotiations.
9. The cost for direct services breakdown.
- Include: staffing, dental services, materials (such as forms), supplies and vehicle costs.
10. A copy of your organization's/agency's license. List any affiliations, and associations that may strengthen your proposal.
11. A statement describing any potential or known conflict of interest regarding this RFP and/or F5FC, or affirm that you do not have a conflict of interest.
12. A statement regarding the status of any disciplinary actions against the organization/agency and subcontractors.
13. A statement of being properly insured against fraud, errors and omissions.
14. A statement describing any potential or known conflict of interest regarding this RFP and/or F5FC or affirm that you do not have a conflict of interest.

In addition to your written narrative, please attach the following:

1. Execute the Non-Collusion affidavit in this RFP.
2. Three references.
3. Provide a W-9 with your proposal.

C. SUBMISSION INSTRUCTIONS

The proposal submission requirements must be completed as stated herein. An initial review of the proposal will be done to determine if instructions were followed. Failure to follow the submission instructions may result in disqualification and is determined at the sole discretion of F5FC.

1. Use a simple clasp or staple in the upper left-hand corner to secure each copy of the proposal.
2. Proposals can be mailed or hand delivered but regardless of the postmark date, must be received by F5FC on or before **Noon** on **March 9, 2012**. Electronic transmission either by fax or email will NOT be accepted.
3. Mail or hand-deliver one (1) original and six (6) copies of the proposal sets to:

K-Camp Oral Health Services RFP
Attention: Gary Cornuelle
First 5 Fresno County
550 E. Shaw Avenue, Suite 215
Fresno, CA 93710

4. Proposals shall be packaged appropriately and labeled with K-Camp Oral Health Services RFP.

III. PROPOSAL EVALUATION CRITERIA AND CONTRACT REQUIREMENTS

A. PROPOSAL EVALUATION

The Commission will evaluate the submissions received based on but not limited to the following criteria:

1. Experience with a similar project.
2. Experience of staff who will be assigned to this project.
3. Qualifications of individuals within the agency/organization directly responsible for the work.
4. Demonstrate the ability to work effectively with F5FC staff, other public agencies and related parties.
5. Demonstrated ability to keep costs contained and within project budgets.

6. Whether the agency is currently engaged in another project which has direct and substantial physical relationship to the proposed projects.
7. Completeness/thoroughness of proposal.
8. Cost for direct services breakdown.

A group of independent reviewers will score each proposal based on the overall proposal with an emphasis on the evaluation criteria above.

B. CONTRACT REQUIREMENTS AND SCOPE OF WORK

By submitting a proposal you agree to the terms and conditions of the DIRECT SERVICES AGREEMENT template located @ www.first5fresno.org/funding/contracting-policies

Department of Justice Fingerprint Clearance

All Commission funded employees, agents, volunteers, and subcontractors who directly provide services to children must be fingerprinted in accordance to state and federal laws and must have a criminal clearance which states that they do not have a criminal history which would compromise the safety of children. Additionally, irrespective of any federal or state legal requirements all funded partners must ensure employees, agents, volunteers, or subcontractors who will or may have direct, unsupervised access to children in connection with the funded services, are fingerprinted and have the same criminal clearance described in the preceding sentence. Verification of fingerprint clearance must be maintained for all parties listed above.

Child Abuse Mandated Reporter Training

Commission funded partners are required to report all known or suspected instances of child abuse or neglect to either local law enforcement or county child welfare services consistent with state and federal law. Each and every Commission funded employee, agent, volunteer, or subcontractor who directly provides services to children is required to receive annual training regarding child abuse and neglect prevention and reporting and must sign a statement acknowledging they understand and will comply with the child abuse reporting laws. Verification of annual mandatory child abuse reporter training must be maintained for all parties listed above.

Scope of Work

Full scope dental care and sealants, if applicable, and verification of oral health assessment as required by Kindergarten Oral Health Assessment Law (AB 1433) to 20-25 K-Camp sites with registered dental staff. Approximately 900 children will be served.

Provide education and dental products/supplies in classroom to help children take care of their teeth and prepare children prior to dental services. This service should be child friendly, fun, engaging with hands-on, interactive classroom experience. Service delivery should be culturally, linguistically, and developmentally appropriate for children.

Prepare and schedule dental visits and coordinate paperwork, i.e. proof of assessment; backup documentation, etc.

Collaborate with K-Camp Coordinator to implement a parent education component which focuses on the promotion of positive oral health practices, nutrition education, the importance of regular dental visits, and advocacy resources. Service should increase parental understanding of the importance of early preventative care and promotion of positive oral health practices. Service delivery should be culturally, linguistically, and developmentally appropriate for children and families served.

Dental Homes: Ensure patients are connected to a dental home for ongoing follow-up care needs.

Ensure that F5FC logo/attribution is displayed.

IV. CONFIDENTIALITY OF RESPONSES

While F5FC cannot guarantee the confidentiality of information submitted by the agency, it will make reasonable efforts to protect the information to the extent possible, as permitted by law.

In order for trade secrets submitted by an agency to be protected from disclosure by F5FC, the agency shall identify each page and paragraph or item it regards as "confidential" and wants F5FC to protect from disclosure. Additionally, the agency shall provide an index listing all pages and paragraphs or items marked "confidential," which includes, for each index entry, a complete justification which cites the statutory basis for each of the agency's "confidential" classifications.

V. BREASTFEEDING FRIENDLY (BFF) POLICY

All service providers and vendors contracting to receive funding from F5FC must sign a Breastfeeding Friendly Policy Agreement Form prior to the disbursement of any funds. By signing the Form, service providers and vendors indicate they are aware and support a mother's right to breastfeed in public. This policy *does not* necessarily require a "special" or "dedicated private space" for a mother to breastfeed, however, it is assumed all service providers and vendors are adhering to Federal and State ordinances and codes including the state law protecting an employee's right of lactation accommodation in the workplace (California Labor Code 1030-1033).

All service providers and vendors receiving funds from F5FC must agree to comply with this policy throughout the duration of the contracting term/partnership. The F5FC Staff will provide the form at the appropriate time.

VI. MISCELLANEOUS INFORMATION

- A.** 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 proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the Commission to do so.
- B.** The firm submitting a proposal agrees that by submitting a proposal it authorizes F5FC Staff to verify any or all information and/or references given in the proposal.
- C.** F5FC Staff reserves the right to approve all subcontractors proposed by the primary contractor. Approval is based on the subcontractor contract language and budget with the primary contractor.
- D.** F5FC Staff 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 all parties.
- E.** Appeals will only be accepted if they are in writing and received by F5FC no later than ten (10) days after notice of recommended award has been sent to the proposer(s). All appeals must be presented to First 5 Fresno County Commission for review and the award is final once approved by the F5FC. Appeals must be based on a violation of a law, rule, regulation, or terms of this RFP. Mere disagreement with the decision of F5FC Staff is not grounds for an appeal. In addition, all appeals must state the law, rule, and/or regulation on which the appeal is based. F5FC is the sole and final authority regarding the approval or disapproval of proposals and the conditions under which they are funded.

Note: Appeals will not be heard for late proposals, proposals that do not pass the initial review or to contest a proposal score.

COVER PAGE

Legal Name of Organization/Agency: _____

Address: _____

Telephone no. (____) _____ Toll Free Telephone no. (____) _____

Primary representative/manager/partner-in-charge

Name: _____

Title: _____

Telephone no. (____) _____

E-mail: _____

Primary Contact for this RFP if different from above

Name: _____

Title: _____

Telephone no. (____) _____

E-mail: _____

The representations made herein are made under penalty of perjury.

ATTESTED ON THIS THE _____ DAY OF _____ 2012

Signature of Authorized Proposer

Title of Proposer

NON-COLLUSION AFFIDAVIT
FIRST 5 FRESNO COUNTY

STATE OF CALIFORNIA
COUNTY OF _____

I, _____, depose and state that I am

(Typed or Printed Name)

the _____ of _____ (the "Proposer"),

(Title)

(Proposer's Name)

the party submitting the foregoing proposal ("the Proposal"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.

2. The Proposal is genuine and not collusive or sham.

3. The Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other proposer or anyone else to put in sham proposal, or to refrain from submitting a proposal.

4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other proposal, or to fix any overhead, profit or cost element of the Proposal price or that of any other proposer, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

5. All statements contained in the Proposal and related documents are true.

6. The Proposer has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this ____ day of _____, 2012 at _____

(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: _____ Title: _____