AFGHAN REFUGEE AND OTHER REFUGEE FAMILY SUPPORT FUNDING
REQUEST FOR QUALIFICATIONS

Application Deadline: Friday, March 11, 2022 at 5:00PM

APPLICATION INFORMATION:

1. Completed applications should be emailed to:
   Tyson Jue, Chief of Staff
   tyson.jue@first5alameda.org

2. Informational Session (Optional)
   Date: Thursday, March 10, 2022, 2:00 PM – 2:30 PM
   Join Zoom Meeting
   https://zoom.us/j/95579940197?pwd=Yy94VTLcGZZNmx1MERQQitnSm5OUT09&from=addon
   Zoom Meeting ID: 955 7994 0197
   Passcode: 003349
   Dial by your location
   +1 669 900 6833 US (San Jose)
   Meeting ID: 955 7994 0197

3. Applications must be received by e-mail by Friday, March 11, 2022 at 5:00PM
   APPLICATIONS RECEIVED BY MAIL OR FAX WILL NOT BE ACCEPTED

4. All applicants will be notified of the selection choice by Friday, March 18, 2022.
   If you have any questions, please contact Tyson Jue at tyson.jue@first5alameda.org or (510) 227-6984.
SECTION 1: INTRODUCTION

First 5 California is releasing a Request for Application (RFA) in mid-March 2022 to fund Afghan Refugee Family Support Services in California. The RFA requires that First 5 County Commissions partner with local organizations and the total award amount for each applying county/counties will be for a minimum of $100,000 to a maximum of $750,000. First 5 Alameda County (F5AC) and First 5 Contra Costa in partnership with the selected organization will submit a joint county grant application to First 5 California. The total amount of funding will be predicated on the award from First 5 California, which will be announced in mid-April.

First 5 Alameda County and First 5 Contra Costa County are jointly releasing the Afghan Refugee and Other Refugee Family Support Funding RFQ in support of refugee children 0-5 and families in Alameda and Contra Costa Counties. First 5 Alameda County is the lead agency for the RFQ. The contract will be with First 5 Alameda County.

First 5 Alameda County

First 5 Alameda County is a public agency that serves children, families, and early childhood providers; we advocate for, and in partnership with, communities in Alameda County to ensure children get the best start in life. The mission of First 5 is to work in partnership with the community to ensure an early childhood system that promotes optimal health and development, narrows disparities, and improves the lives of children from birth to age five and their families. First 5 is in a unique position to partner with public and private organizations to serve the needs of children and families in Alameda County and to create stronger, more integrated and sustainable systems.

First 5 has approved a strategic plan for a comprehensive system of early intervention services for children 0 to 5 years of age and families in Alameda County. A key component of the First 5 Strategic Plan is the Parent Engagement/Parent Support Strategy which provides a continuum of parent engagement and supports in line with Strengthening Families Protective factors, and inclusive of parent leadership. (2017-22 Strategic Plan, page 20). First 5’s current Strategic Plan is located here: First 5 Alameda County Strategic Plan 2017-2022

To learn more about First 5 Alameda County, visit www.first5alameda.org

First 5 Contra Costa

First 5 Contra Costa allocates Contra Costa County’s share of the Proposition 10 tobacco tax to fund programs for children ages 0 to 5. First 5 Contra Costa is governed by an eighteen-member Commission appointed by the county Board of Supervisors. The vision of the organization is that Contra Costa’s young children will be healthy, ready to learn, and supported in safe, nurturing families and communities. Since its inception, First 5 Contra Costa has invested over $120 million in local programs and activities.

To learn more about First 5 Contra Costa, visit www.first5coco.org
RFQ Instructions

Please review the application materials for scope of work, application instructions and the criteria for selection.

Interested organizations should submit their qualifications to: Tyson Jue, Chief of Staff at tyson.jue@first5alameda.org.

SECTION 2: BACKGROUND

Science tells us that the period from birth to age five is the most critical window of opportunity to have a positive impact on a child’s future. Early childhood development, community and family conditions, and lifelong health are deeply intertwined. The environments we create and the experiences we provide for young children and their families affect not just the developing brain, but also many other physiological systems, including cardiovascular function, immune responsiveness, and metabolic regulation. All of these individual systems are responsible for our lifelong trajectory, including educational achievement and physical, mental, and financial well-being. In short, early childhood outcomes create the fabric of our communities.

What We Do: First 5 builds and invests in an equity-centered early childhood system that prioritizes children and families who have been underserved due to racist and classist policies, setting every child on a path for success. First 5 has a track record of more than 20 years of achievement in partnering across sectors to create a focused, coordinated early childhood system that narrows disparities and promotes the health and well-being of children, families, caregivers, and communities.

SECTION 3: APPLICANT ELIGIBILITY REQUIREMENTS AND ALLOWABLE ACTIVITIES

Applicant Eligibility Requirements:

- Organization must be a refugee serving non-profit or non-governmental organization currently serving Afghan refugee populations concurrently in both Alameda County and Contra Costa County.
- Must have the capacity to deliver targeted, county-level family and resettlement support for Afghan and other refugee communities.
- As defined by the Office of Refugee Resettlement (ORR), a refugee is any person who is unable or unwilling to return or avail himself or herself of the protection of their country because of persecution or a well-found fear of persecution for reasons of race, religion, nationality, members in a particular social group, or political opinion.

All refugees eligible for support under this funded work must have (or be) a pregnant family member and/or at least one child between birth and five years of age. For the purposes of this funding, refugees eligible for support must fall into one of two groups:
1. Refugees are defined in the “Eligible Populations” section of the Afghanistan Supplemental Appropriation (ASA) Afghanistan Supplemental Appropriation Memo (PL 22-03) as:

- A spouse or child of any Afghan humanitarian parolee described above, who is paroled into the United States after September 30, 2022.
- A parent or legal guardian of an Afghan humanitarian parolee who is determined to be an unaccompanied child as defined by 6 U.S.C. 279(g)(2), who is paroled into the United States after September 30, 2022.
- Citizens and nationals of Afghanistan for whom refugee and entrant assistance activities are authorized (e.g., Special Immigrant Visa holders, Special Immigrants with Conditional Permanent Residency, SQ/SI parolees, refugees, asylees), whose eligibility date is on or after July 31, 2021.

2. In addition, this funding may be used to support federally funded refugees (as defined by the ORR and Immigration and Nationality Act) from any country, as defined by the ORR, whose status was granted on or after August 1, 2021. These are individuals and their family member(s) granted status in response to an emergency situation and is justified by grave humanitarian concerns or national interest. The term “refugee” is inclusive of any individual who meets the definition of refugee, including those brought to the US for protection under SIV or Humanitarian Parole and those approved for asylum.

- Demonstrated ability to serve a minimum of 50 families during the fiscal year.
- Demonstrated history of cross sector partnerships with Community Based Organizations and other child/family serving organizations in both Alameda County and Contra Costa County.
- Experience serving as a backbone entity for coalitions providing diverse resources and services to refugee families (i.e., safety net, education, health, legal and childcare) in both Alameda County and Contra Costa County.

ALLOWABLE ACTIVITIES

Applicant should submit a proposal that takes into consideration the following allowable activities:

- Socio-Cultural Adjustment
  - System navigation
  - Interpretation/Translation
  - Streamlining access to legal, healthcare, mental health, and other services
- Basic Needs
o One-time or short-term assistance
o No direct cash or cash-equivalent resource dissemination
o Material Goods (i.e., food, clothing), transportation (i.e., bus passes), or other forms of assistance (i.e., diapers, car seats, PPE, pregnancy supplies)
  o Coordinate with CalFresh, CalWORKS, and other assistance programs

- Short-Term Emergency Childcare
  o Up to six (6) months
  o Requires the use of a voucher provider
  o Must reflect Regional Market Rate

- Emergency Housing
  o Up to three (3) months
  o Housing vouchers must be issued through a subcontractor with experience issuing emergency housing vouchers
  o Funding of last resort
  o Maximum of 25% of funding may be allotted to housing

**Contract Requirements and Qualifications**

- Organizations may submit a joint venture or partnership application with additional qualifying organizations
- Contractor will assist with creating and updating a project action plan to be submitted to First 5 California in mid-April
- Contractor will procure contracts or obtain written agreements with subcontractors, if applicable
- Contractor will issue payments to subcontractors, if applicable
- Contractor will conduct financial monitoring of subcontractors and/or service providers
- Contractor will conduct program monitoring
- Contractor is responsible for the acceptance and maintenance, disbursement, accounting, and reporting of funding during the period of the contract
- Contractor will provide the following data to First 5 Alameda County (frequency TBD)
  o Services/supports provided
  o Partners providing services/supports
  o Number of children, adults, and family units
  o Country of origin, ethnicity, primary language
  o Ages of children under the age of 18
- Contractor will submit a performance report to First 5 Alameda County (frequency TBD)
  o Successes and challenges in outreach, navigation, service provision, service coordination
- Contractor will participate in quarterly networking meetings (i.e., with First 5 California)
SECTION 4: TIMELINE AND FUNDING

CONTRACT TIMELINE

This RFQ closes on Friday, March 11, 2022 with proposals due by 5:00pm. Complete proposal packets will be reviewed and funding decisions will be announced by Friday, March 18, 2022. Award recipients will negotiate and finalize with First 5 Alameda County staff scope of work and budgets by July 1, 2022. The estimated term of the contract will be from July 1, 2022 to June 30, 2023.

FUNDING

First 5 California is releasing a Request for Application (RFA) in mid-March 2022 to fund Afghan Refugee Family Support Services in California. The RFA requires that First 5 County Commissions partner with local organizations and the total award amount for each applying county/counties will be for a minimum of $100,000 to a maximum of $750,000. First 5 Alameda County and First 5 Contra Costa in partnership with the selected organization will submit a joint county grant application to First 5 California. The total amount of funding will be predicated on the award from First 5 California, which will be announced in mid-April.

Applicant should submit a proposal based on a hypothetical funding amount of $500,000. Contractor payments will be made based on actual approved expenses and satisfactory work performance of identified deliverables.

SECTION 5: APPLICATION INSTRUCTIONS

APPLICATION INSTRUCTIONS

All submittals shall conform to the following:

1. The submittal shall be limited to a maximum of four (4) pages.
2. All pages will be counted towards the page total, except for staff resumes (each not to exceed two (2) pages in length) and the cover letter. The cover letter shall be limited to a maximum of one (1) page.
3. All pages shall be 8½” x 11”
4. Font shall be “Arial” no smaller than “10 point”
5. Margins on all edges should be a minimum of 0.75-inches.
   • **Cover Letter** – Include organization(s)’s name, address, organization type (i.e., 501(c)(3), corporation), contact person, address, telephone, and email address. This person shall be the single point of contact on behalf of the proposer, responsible for all communications between the applicant and First 5 Alameda County.
   • **Qualifications & Experience** – Describe the organization(s)’s qualifications to successfully fulfill the obligations of the contract including your relevant and...
related experience to providing family support services to Afghan refugees and other refugees. Resumes of staff directly supporting the work may be included.

- **Approach** – Describe your recommended approach, timeline, subcontractors (if applicable) to provide family support services to Afghan and other refugees.

- **Budget** – Please submit a proposed budget using the budget template with a hypothetical $500,000 funding amount and explain in a brief narrative. Please note that First 5 California will not announce awards until mid-April 2022. First 5 California will award between $100,000 (minimum) and $750,000 (maximum).

**OTHER REQUIRED INFORMATION:**

1. Organization(s) shall provide their most recent financial audit report.
2. Interviews with selected applicant(s) may be requested.

**SECTION 6: SELECTION CRITERIA & SELECTION PROCESS**

**SELECTION CRITERIA**

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

1. **Applicable experience** – The extent to which the applicant demonstrates a depth of relevant experience as outlined in the eligibility requirements.
2. **Applicable approach** – The extent to which the applicant describes an approach that is consistent with the needs outlined in this document.
3. **Demonstration of understanding** – The extent to which the applicant communicates an understanding of the mandate of Proposition 10 and of the unique requirements of First 5.
4. **Fit with First 5 Alameda County and First 5 Contra Costa County** – The degree to which the applicant’s approach and values are consistent with that of First 5.
5. **Cost** – Should be reasonable and well justified.

**SELECTION PROCESS**

All applications will be reviewed by a committee of staff from First 5 Alameda County and First 5 Contra Costa County. Applicant(s) may be required to attend an interview (held virtually).

**SECTION 7: OTHER INFORMATION**

1. No response will be considered for award unless submitted in full, delivered on or before the date specified in this RFQ.
2. Specifications are carefully prepared describing the services desired. An addendum will be issued to all applicants, if necessary, stating revisions, deletions, or additions to be made to the specifications.
3. Solicitation of qualifications in no way obligates First 5 to purchase any or all of the described goods or services prior to bid award by the First 5 Commission or CEO.
4. First 5 shall require indemnification on behalf of itself and Alameda County and/or Contra Costa County entities with any agencies or individuals into which it enters into agreements. In addition, First 5 requires all contractors to provide evidence of both workers compensation and general liability insurance, with First 5 listed as additional insured.

5. The contract will be with First 5 Alameda County.