



Request for Qualifications  
Help Me Grow San Mateo County:  
Centralized Access Point and Family & Community Outreach Component Provider

**QUESTIONS AND ANSWERS**

July 13, 2018

- 1. Q: Are the services for this Request for Qualifications (RFQ) primarily or exclusively targeted to children 0-5 years?**  
A: Current funding targets services for children ages 0- 5 years, their families and providers.
- 2. Q: Are members of the review panel external or internal to San Mateo County?**  
A: We strive for a mix of review panel members familiar with resources in San Mateo County as well panel members with extensive knowledge of early childhood systems who may be from outside the county.
- 3. Q: To what extent should the Scope of Work (SOW) reflect the current work of the applicant as it relates to the activities/services requested in the RFQ for Help Me Grow (HMG)?**  
A: Any currently existing services that will be funded through June 30, 2020 should be referenced in the SOW as fixed elements of the system of care. If the proposal includes utilization of existing services currently provided to serve similar functions for the HMG Centralized Access Point (CAP) or Family & Community Outreach Components, please describe this in the proposal narrative and include activities in the SOW.
- 4. Q: How should we address in-kind services and leveraged funding?**  
A: The Budget Request and Budget Narrative Form: Section VI. has space to indicate In Kind Support. Leveraged Funds should be noted on the Budget Request Form in Column B: Leveraged Amount Available and describe the source of leveraged funding noted in Section VII: Leveraged Funds Are From. Please include leveraged funding from First 5 SMC as well as other sources, as necessary.
- 5. Q: What are the respondent's responsibilities for seeking continued funding after 2020? Should it be addressed in the SOW?**  
A: First 5 SMC holds the primary role for securing future funding and ensuring sustainability. The role of the respondent is to be available to collaborate on funding opportunities and to publicize and present as needed. It will be important for the successful recipient to be an active collaborator to ensure sustainability.
- 6. Q: Where should (developmental) screening be included in the SOW?**  
A: Any linkage to screening, tracking of screening results, or interpretation of screening tools may be part of the CAP tab and described in the narrative.

7. **Q: Will the host of the CAP Component be required to track screenings?**  
A: Yes, the successful respondent will be required to track screenings and referral outcomes for the children they serve.
8. **Q: Will the First 5 SMC Intake Form be required (as part of evaluation efforts), and if so when?**  
A: No, the First 5 SMC Intake Form will not be required for HMG Call Center clients. Specific information that we hope to collect will be discussed during the contracting process and throughout the planning phase.
9. **Q: Will the respondent need to consider language capacity?**  
A: Yes, respondents should consider the language needs of families to be served and are encouraged to be creative about how these needs will be addressed.
10. **Q: Whose responsibility is it to provide advocacy related to the gaps and barriers identified through HMG?**  
A: First 5 SMC holds the primary role for advocacy efforts. While not directly responsible for advocacy efforts, the selected applicant will be collecting data identifying gaps and barriers to services and will collaborate with First 5 SMC on efforts to improve the system of care.
11. **Q: Will selection criteria will be weighted and, if so, can you share how?**  
A: No, selection criteria will not be quantitatively weighted.
12. **Q: Please clarify how HMG aligns with existing First 5 SMC initiatives and efforts.**  
A: HMG enhances but does not usurp existing First 5 SMC-funded initiatives and services. HMG is intended to link to work that is already happening by connecting children, families and providers to existing resources funded by First 5 SMC and others.
13. **Q: How long is the planning phase?**  
A: The planning phase is a 3-month period from October through December 2018.
14. **Q: Is it possible to envision the initial launch targeting 2-3 geographic communities?**  
A: Yes, that is one possible way to propose launching the HMG CAP. This approach would need to take into consideration geographically-specific funding streams and would be solidified during contract negotiations and planning.
15. **Q: Is there a certain amount of funding that must be expended by June 2019?**  
A: Yes, First 5 SMC has already considered this in structuring the budget for the RFQ and will manage this process internally.

- 16. Q: Is the main role for the Family & Community Outreach component to inform the public about the HMG system?**  
A: Informing the public about the HMG system is one of the roles for this component. This component also includes sharing information on developmental promotion and trainings on developmental milestones, red flags, and community resources. Another role of this component is to gather information from providers in order to maintain the community resource database with up-to-date and accurate resources.
- 17. Q: Is the community resource database the responsibility of CAP in the SOW?**  
A: While the CAP must have access to a community resource database, the Family & Community Outreach component is responsible for building and maintaining it. Activities related to the community resource database should be described in the narrative and included in the SOW tab for Family & Community Outreach.
- 18. Q: I noticed that on page 13 of the RFQ in Section 4: Contract Timeline it states that “funding for year 2 is not guaranteed and will be contingent upon satisfactory performance in Year 1”.**  
A: This is standard language included in all First 5 SMC procurement documents and grantee agreements.
- 19. Q: What is the respondent’s responsibility to participate in branding and communication?**  
A: While First 5 SMC has some resources to support communication and branding efforts related to HMG, we are also interested in hearing of other partnerships, resources and proposals from the respondents.
- 20. Clarification:** Throughout the RFQ document and addendums, the dates for Year 2 should read July 1, 2019 - June 30, 2020.
- 21. Clarification:** None of the required attachments (Cover Page, Scope of Work, Budget and Budget Narrative, Reference Forms) count towards the 12-page limit noted in the RFQ.
- 22. Clarification:** Using staples or binder clips is acceptable for the submission of bound copies. The Scope of Work documents may be printed on legal size (8.5x14) paper. All other documents should be on letter size (8.5x11) paper.