



**KERN COUNTY
CHILDREN AND FAMILIES COMMISSION**

**REQUEST FOR PROPOSALS
2020-2025**

**Proposals Due By:
Wednesday, July 31, 2019, 5:00 p.m.**

All proposals must be submitted to:

**Kern County Children and Families Commission
Attn: RFP 2020
2724 L Street
Bakersfield, CA 93301**

**Letters of Intent must be received by July 12, 2019 at 5:00 p.m.
Complete proposals must be received by July 31, 2019 at 5:00 p.m.**

**Late responses will be returned unopened to the submitting party.
Faxed or emailed proposals will not be accepted.**

**Any questions regarding the Request for Proposals must be
submitted through the First 5 Kern website at:**

<http://www.First5Kern.org/RFP2020>

TABLE OF CONTENTS

I. BACKGROUND OVERVIEW	
A. Background – Proposition 10	1
B. Local Implementation	1
C. Proposal Information	1
II. INTRODUCTION	
A. Purpose of this Request for Proposals (RFP).....	2
III. ELIGIBILITY CRITERIA	
A. RFP Funding Eligibility Requirements.....	3
B. Funding Eligibility Criteria	3
C. Policy on Indirect Costs	3
D. Policy on Financial Audit Requirements.....	4
E. Policy on Sustainability Requirements	4
F. Policy on Fund Distribution.....	4
G. Policy on Supplanting.....	4
IV. PROPOSAL FORMAT	
A. Proposal Preparation.....	5
B. General Format	5
C. Proposal Contents – Order of Presentation	5
D. Proposal Contents – Descriptions.....	6
V. PROPOSAL SUBMISSION AND INQUIRIES	
A. Proposal Timeline.....	10
B. Proposal Submission.....	10
C. Information and Questions	11
VI. PROPOSAL REVIEW PROCESS	
A. Receipt of Proposal	12
B. Independent Evaluation and Project Review Committees.....	12
C. Rating Proposals	12
D. Award of Agreement.....	12
VII. LEGAL INFORMATION AND REQUIREMENTS	
A. RFP Document.....	13
B. Legal Information.....	13
VIII. GLOSSARY	
A. Glossary of Terms	14

SECTION I

BACKGROUND OVERVIEW

A. BACKGROUND – PROPOSITION 10

In November 1998, California voters passed Proposition 10, The California Children and Families Act (Act). The Act, which levied a 50-cent tax on tobacco products, created the California Children and Families Commission and a subsequent local commission in each of California's 58 counties. Eighty percent of the revenues generated statewide are distributed to the county commissions to fund local programs that promote, support, and improve early childhood development from the prenatal stage to age five. Over the years, smoking rates and tobacco tax revenue have declined at a rate of approximately four percent a year and the trend is expected to continue.

B. LOCAL IMPLEMENTATION

The Kern County Children and Families Commission, also known as First 5 Kern, was established on December 15, 1998, by the Kern County Board of Supervisors. Nine Commissioners are appointed in accordance with the Act and local county ordinance. A Technical Advisory Committee (TAC) comprised of two Commissioners and eighteen community members guides the development of the First 5 Kern Strategic Plan (hereinafter "the Strategic Plan") and other Commission activities.

The Commission's mission is "To strengthen and support the children of Kern County prenatal to five and their families by empowering our providers through the integration of services with an emphasis on health and wellness, parent education, and early childcare and education." Its Strategic Plan embodies this mission as well as the Commission's objectives. It also serves as a roadmap for achieving successful outcomes for Kern County's children and families.

C. PROPOSAL INFORMATION

The Commission recommends that applicants become familiar with Commission related information and resources prior to completing and submitting their proposal. This information is available on the Commission's website <http://www.First5Kern.org>.

To assist in understanding terms used by the Commission, please refer to the Glossary of Terms on page 14.

SECTION II

INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

The Commission is seeking proposals from organizations interested in providing services to children prenatal to age five and their families living in Kern County. These services will be funded by the Commission using Proposition 10 funds and must be consistent with the Objectives outlined in the 2020-2025 Strategic Plan. Proposition 10 funds are intended to enhance existing services provided for children prenatal to age five and their families and may not supplant existing resources.

The Commission will fund programs targeting one or more of the three Focus Areas described in the Strategic Plan:

- Health and Wellness
- Parent Education and Support Services
- Early Childcare and Education

The Focus Area under which all proposed programs must demonstrate efforts:

- Integration of Services

Applicants may apply for funding for a period of up to five years, with a term to begin no earlier than July 1, 2020, and end no later than June 30, 2025. Only established programs are eligible for funding; start-up programs and capital projects are ineligible. There is no limitation on the number of different proposals that an organization may submit.

Proposals will be reviewed and selected in accordance with the criteria and procedures set forth in this RFP. Successful applicants will be expected to sign a formal agreement with the Commission for the provision of services outlined in their proposal.

This RFP contains the instructions governing the requirements that must be met for proposals to be eligible for consideration, including the format in which the proposal is to be submitted and materials to be included.

SECTION III

ELIGIBILITY CRITERIA

A. RFP FUNDING ELIGIBILITY REQUIREMENTS

- Programs must serve children prenatal to age five and their families.
- Only programs serving Kern County residents, and with an office located in Kern County, will be considered.
- Only established programs are eligible for funding (start-up programs and capital projects are ineligible).

B. FUNDING ELIGIBILITY CRITERIA

The Commission will fund programs proposed by governmental, nonprofit and for-profit entities and organizations, including city and county agencies, school districts, local service organizations, neighborhood and community-based agencies, faith-based and civic organizations, and businesses. The award is competitive based on the overall quality of the program, level of need, program's capacity, organization's history, program results, and geographic location of the proposed services.

Independent Evaluation Committees will review the proposals and make funding recommendations to the Project Review Committee, which in turn will make a formal recommendation to the Commission.

Successful proposals must demonstrate:

- An understanding of the Strategic Plan.
- A link between the proposed program and one or more of the Commission's Result Indicators from the Strategic Plan.
- Experience in the proposed service area.
- An understanding of results-based accountability.
- A practical and realistic Scope of Work-Evaluation Plan.
- Established partnerships with other agencies to enhance the systems that service children and their families.
- Efforts in actively seeking other sources of funding outside the organization to sustain the proposed services.
- The ability to effectively manage and report fiscal and program data through a web-based reporting system designated by the Commission.

C. POLICY ON INDIRECT COSTS

This policy is necessary to provide a fair and consistent methodology for contractors to develop and apply indirect cost rates on funded programs. Indirect costs are costs incurred for common or joint program objectives and cannot be readily identified with a particular final cost objective. Unlike direct costs, these costs do not provide a measurable, direct benefit to a program or activity. Indirect costs may include activities such as legal services, human resource functions, accounting activities, and administrative oversight. Indirect cost rates will be applied against salaries, benefits, and operating expenses.

The Commission's policy on reimbursement of indirect costs includes the following guidelines:

- Organizations with a pre-determined indirect cost rate will utilize that rate or 4%, whichever is less.
- The indirect cost rates for school districts are determined by the California Department of Education School Fiscal Services Division's published rates.
- In no instance will the indirect cost rate be greater than 4% of eligible contract costs.
- The indirect cost rate will be applied to the Proposition 10 cost of the program.
- The indirect cost rate, except for school districts, must be reviewed and certified by an independent qualified professional who possesses appropriate accounting credentials and certifications and must be independent of the applicant's organization (i.e., a staff bookkeeper or internal auditor would not meet this requirement). Organizations without a certified indirect rate will be ineligible to claim indirect costs.

D. POLICY ON FINANCIAL AUDIT REQUIREMENTS

The Commission will require all funded programs to submit an annual financial audit, completed in accordance with Generally Accepted Auditing Standards. Each funded program must submit to the Commission an audited financial report prepared by an independent certified public accountant within 180 days after the end of the organization's fiscal year.

This policy is necessary to provide a fair and consistent methodology to obtain information relating to the financial operations of programs and organizations funded by the Commission. The independent audit will ensure financial accountability as it relates to operations and is designed to determine whether or not funds have been used for the purposes given. If any audit findings demonstrate that expenditures have been made inappropriately, the Commission will take steps to recover funds. This policy is necessary for discovery and deterrence of inappropriate and unlawful conduct.

The auditor's report will include both an opinion on the financial statements and a report on internal control and compliance in accordance with Generally Accepted Auditing Standards. The cost of the audit will be paid for by the Commission. Audit costs are typically set up as a specific budget line item on the applicant's proposed budget.

E. POLICY ON SUSTAINABILITY REQUIREMENTS

The Commission will support and fund applicants that maximize multiple funding opportunities such as leveraging and matching grant funds from other private, local, state, or federal programs. Successful applicants must have a detailed Sustainability Plan, including objectives supported by an action plan. Sustainability, or the ability of a program to sustain itself beyond Commission dollars, is a key factor in any successful program.

F. POLICY ON FUND DISTRIBUTION

Funding is disbursed on a quarterly reimbursement method. It is recommended organizations have three months of operating capital available through cash, line of credit, or other funds to initially operate programs until quarterly reimbursement begins. If the Commission funds your proposal, the first quarterly reimbursement will be made after October 31, 2020.

G. POLICY ON SUPPLANTING

Commission funds will not be used to finance or supplant any existing levels of service currently funded by federal, state, or local funds. If your program is funded, your organization must agree to this policy.

SECTION IV

PROPOSAL FORMAT

A. PROPOSAL PREPARATION

The Commission recommends that applicants carefully review the information in this section and the instructions in the RFP before submitting their proposals.

A proposal will be rejected without appeal rights if the applicant disregards the instructions regarding completeness of the proposal, required forms and attachments, required signatures, number of copies, and timeliness of submission. In addition, proposals that are plagiarized or contain false or misleading information will be rejected.

B. GENERAL FORMAT

In order to promote a fair process, all proposals must follow the standardized format below:

- Printed on 8½” by 11” white paper
- 1” margins
- Double-spaced
- Typed in Arial font, size 11
- Header with program title, organization name, and page number at the bottom of each page
- Clearly marked sections
- Original signed in blue ink by an authorized party (1 original and 1 USB Flash drive with electronic copies of all documents)
- Not exceeding 14 pages, excluding forms and audits

C. PROPOSAL CONTENTS – ORDER OF PRESENTATION

Proposal Cover Page (1 original signed in blue ink)	Attachment B
Proposal Checklist	Attachment C
Program Summary	1 page max
Needs Statement	1 page max
Definition of Key Terms (if necessary)	1 page max
Organization Description and Capacity Summary	2 pages max
Program Description and Overview	4 pages max
Staff and Subcontractor Qualifications and Structure	4 pages max
Statement of Experience	1 page max
Partner Agency Support	Attachment D
Scope of Work-Evaluation Plan	Attachment F
Budget Form and Budget Narrative	Attachment I
Sustainability Plan	Attachment K
Organization Financial Audit (copy)	No page limit
Proposal Copies – One Original (signed in blue ink) and One USB Flash Drive with Electronic Copies of all Documents	Entire Proposal

D. PROPOSAL CONTENTS – DESCRIPTIONS

Proposal Cover Page – Form Provided – Attachment B

The proposal cover page must be completely filled out and signed by an authorized party in blue ink.

Proposal Checklist – Form Provided – Attachment C

If applicants answer “No” to any of the Proposal Checklist questions, the proposal will be considered incomplete. If applicants answer “N/A” to any of the questions, a brief explanation must be provided at the bottom of the Proposal Checklist.

Program Summary – 1 Page Maximum

The proposed program’s summary should include a brief overview of the program objectives and how they correlate to the Commission’s Vision, Mission, and Result Indicators as described in the Strategic Plan. The summary should also describe the program’s plan and commitment to carry out the program objectives.

Needs Statement – 1 Page Maximum

Provide a description of the needs being addressed through the proposed program. Describe the need in the program’s service area and why it is important. The Commission encourages applicants to include applicable data to help support the description of service gaps and access barriers to the proposed services.

Definition of Key Terms – 1 Page Maximum (if necessary)

Define any specific terms, such as medical terms, conditions, diagnosis, intervention strategies, and treatment protocols specific to the program. Include brief examples as necessary. Provide any information necessary for readers to understand the proposal.

Organization Description and Capacity Summary – 2 Pages Maximum

Briefly describe the organization, including its legal status, programs, services, populations served, and evaluation results. Describe the organization’s history of providing services to children prenatal to age five and their families. Applicants of organizations with only a brief history must provide evidence that demonstrates the organization’s capacity to provide the proposed services and improve service integration. Provide an example of systems change efforts in which the program works with other agencies to address systems change. The Commission has the option to request supporting evidence to verify capacity.

Program Description and Overview – 4 Pages Maximum

Describe the proposed program services, how the needs of children prenatal to age five and their families will be integrated into the program, and the number of children and families who will benefit

from the program. In addition, describe strategies the program will implement to address one or more of the Result Indicators selected and the geographic area(s) the proposed program will cover.

Staff and Subcontractor Qualifications and Structure – 4 Pages Maximum

- Describe how the program will be staffed and their roles and qualifications, including who will monitor the program budget and process claims for reimbursement.
- Describe the system for preparing, reviewing, and approving fiscal documents.
- Provide a staff organizational chart describing the program and fiscal staff hierarchy.
- If hiring a subcontractor is proposed, describe the subcontractor's experience offering services to children prenatal to age five and their families. Subcontractors must adhere to the standards required of the primary contractor and the primary contractor is responsible for all subcontractor performance.

Statement of Experience – 1 Page Maximum

Provide an example of contract management of the proposed program. Previously First 5 Kern-funded programs must use First 5 Kern as the example. Please provide the following:

- Information on how the services impacted the community served.
- Information on the curriculum and assessments utilized by the program.
- Evaluation results based on the assessments listed or other outcomes demonstrated by the program.

Partner Agency Support – Form Provided – Attachment D

Proposals must demonstrate partnerships, with an emphasis of integration of services, with other agencies to address the needs of children prenatal to age five and their families. Utilize the Partner Agency Support form to list all partner agencies and describe how your program collaborates with each agency. List the length of the partnership, description of support provided and received, and achievements/accomplishments of collaboration.

Scope of Work-Evaluation Plan – Form Provided – Attachment F

The Scope of Work-Evaluation Plan (SOW-EP) is a comprehensive document detailing the proposed program's services and target audience. The Strategic Plan, in coordination with Attachment G – Service and Assessment Glossary, should be used to identify the Focus Area, Objectives, and Result Indicators that align with the proposed services.

The SOW-EP must include the following:

- Focus Area – Refer to the 2020-2025 Strategic Plan to complete. Identify and list the Focus Area that corresponds to the proposed service(s).
- Objective – Refer to the 2020-2025 Strategic Plan to complete. Identify and list the Objective that corresponds to the proposed service(s).
- Result Indicator – Refer to the 2020-2025 Strategic Plan to complete. Identify and list the Result Indicator(s) that correspond to the proposed service(s).

- Service Category – Leave blank. This column will be populated by First 5 Kern staff.
- Data Collection Tool – Enter the assessment that will be used to assess the effectiveness of the service. Refer to the Assessment Glossary (Attachment G) for required and approved assessments. Enter "N/A" if none.
- Funding Allocation (must total 100%) – Enter the percentage of your budget that will be used to support the service.
- Assigned Staff – List title(s) of the responsible (both funded and in-kind) staff members, including the quantity of each position in parenthesis. The staff members listed must coincide with the staff members listed on the Budget Form.
- Service Description – Provide a brief summary of the proposed service. Describe who will be served, duration of services, dates and times of services (if applicable), and curriculum (if any).
- Client Type – Enter client type. The client type is listed in the body of the Result Indicator listed in the third column (e.g. families, children, parents, guardians, or providers).
- Annual Target – Enter an unduplicated count of clients served each fiscal year.

Budget Form and Budget Narrative – Form Provided – Attachment I

All organizations will submit a detailed budget and supporting narrative. Budgets are monitored on a line item basis and all costs charged must be clearly allocated to the line item and be supported by the language in the narrative. The Budget Narrative should provide a thorough and clear explanation of all projected line item costs and the basis used for determining those costs. Include all organization support or in-kind contributions, if any, in the budget and supporting narrative.

Organizations who propose a line item for subcontracted services in Section II – Services and Supplies, are required to submit a supplemental Budget Form and Budget Narrative detailing subcontractor activities.

Examples of commonly used Services and Supplies line items are provided in Section II below – Services and Supplies. Budget line items shown serve as a guide for the type of expenses that are typically represented in this section of the budget. Organizations may have additional budget line items that are specific to their proposal or industry.

The Budget Form and Budget Narrative must include the following:

Section I – Personnel Services

- Personnel Services – Position title, hourly rate (salaries must be converted to an hourly rate), and program hours. Include any salary or cost of living increases for future contract years.
- Benefits – Payroll taxes, workers compensation, health insurance costs, etc.
- Total Personnel Services – Total of all personnel costs and related benefits.

Section II – Services and Supplies

- Office Expenses – Office supplies, office equipment maintenance, postage, and other consumable items. Furniture and office equipment with an acquisition cost of \$499 or less per unit are considered general expense items.
- Communications – Telephones, internet connectivity, etc.

- Utilities – Gas, electric, water, garbage, etc.
- Program Supplies – Supplies necessary to provide direct program services to eligible children and/or parents/guardians. Medical and dental supplies, curriculum, educational books and projects, etc.
- Space Costs – Office rental or lease, including cost and term. May include related costs such as custodial, alarm service, etc.
- Insurance – Commercial, general, professional, and auto liabilities.
- Travel – Travel costs related to program activities. Mileage expense should be based on the organization’s approved rate in effect at the time of proposal or the Federal IRS rate, whichever is less.
- Training – Training or conference costs that directly reinforce or expand knowledge related to the delivery of services.
- Duplication and Printing Costs – Duplication and printing costs related to the delivery of direct services or outreach activities.
- Equipment – Durable furniture, office and medical equipment costing \$500 or more.
- Audit – Cost of the organization’s required audit.
- Total Services and Supplies – Total of all the non-personnel costs, excluding indirect costs.

Section III – Indirect

- Indirect costs at the applicant’s approved indirect rate – not to exceed 4%.
- Total Indirect.
- Grand Total (Total Program Budget) – Total personnel services, services and supplies, and indirect costs proposed by the applicant.

Sustainability Plan – Form Provided – Attachment K

All applicants are required to submit a Sustainability Plan describing the proposed program’s current and anticipated funding sources from outside your organization for the term of funding. Organization support in your budget should not be detailed in the Sustainability Plan. See Attachment J – Sustainability Plan Instructions.

Organization Financial Audit

Applicants are required to submit one complete copy of the organization’s most recent audit, including any findings and recommendations.

Audits are not needed from subcontractors.

Proposal Copies

Applicants must submit one original signed in blue ink and one USB flash drive with electronic copies of all documents.

SECTION V

PROPOSAL SUBMISSION AND INQUIRIES

A. PROPOSAL TIMELINE

Event	Date
Request for Proposals Release	June 24, 2019
Bidder's Conferences	June 25, 2019 (1:30 p.m. or 5:30 p.m.) June 26, 2019 (9:00 a.m.)
Questions and Answers	June 26, 2019 – July 24, 2019
Letters of Intent Due	July 12, 2019 by 5:00 p.m.
Proposals Due	July 31, 2019 by 5:00 p.m.
Notification Letter	Week of October 21, 2019
Commission Awards	December 4, 2019*
Appeals Process Commences	December 5, 2019*
Letters of Appeal Due	December 19, 2019* by 5:00 p.m.

*Dates subject to change.

B. PROPOSAL SUBMISSION

- Attachment A – Letter of Intent must be submitted by July 12, 2019, at 5:00 p.m. This form indicates an interest to submit a proposal; however, it does not signify a proposal must be submitted.
- Proposals must be hand delivered to the Kern County Children and Families Commission (First 5 Kern), at 2724 L Street, Bakersfield, CA 93301 or received by certified or registered mail with return receipt or express service by July 31, 2019, at 5:00 p.m.
- Applicants must submit one original proposal and one USB Flash drive with electronic copies all documents in a sealed package. No electronic or faxed submissions of the proposal will be accepted.
- The original proposal must be signed by the authorized party in blue ink. Unsigned proposals will be rejected.
- Each proposal must contain all the required documents when submitted. No changes, modifications, corrections, or additions may be made to the proposal once received. **NO EXCEPTIONS WILL BE MADE.**

C. INFORMATION AND QUESTIONS

Any questions regarding the intent of content of this RFP or about the proposal and evaluation process may be submitted through the First 5 Kern website, on the RFP page (listed below). **Questions may be submitted from June 26, 2019 through July 24, 2019.** Agencies will not receive personal replies to questions regarding the RFP process, either by phone, mail, or email. Questions and answers will be posted on the Commission website. We will not respond to or post questions received after July 24, 2019. Applicants should check the website prior to submitting questions to the contact person.

The Commission will use its website as the primary means for providing information about the RFP to applicants and any other interested parties. Modifications, responses to requests for clarification, and any other communication from the Commission will be deemed to have been adequately noticed and provided by the Commission at the time it is posted on the website. It is the responsibility of applicants to monitor the website for such information.

Contact Person for Website Issues:

Kevin Bartl

Communications & Media Specialist

kbartl@kccfc.org

Website Address:

<http://www.First5Kern.org/RFP2020>

SECTION VI

PROPOSAL REVIEW PROCESS

A. RECEIPT OF PROPOSAL

All proposals received by the deadline will be reviewed for completeness before being forwarded to the corresponding Independent Evaluation Committee for a full evaluation. The absence of required information will result in rejection of the proposal.

B. INDEPENDENT EVALUATION AND PROJECT REVIEW COMMITTEES

There will be three Independent Evaluation Committees (IECs), each representing one Focus Area. The IECs will be composed of individuals selected from the community who have expertise related to the relevant Focus Area and are knowledgeable of the Strategic Plan.

The Project Review Committee (PRC) is a subcommittee of the Commission. The PRC will use the IECs' results to determine funding allocations and make recommendations to the Commission for final approval. All proceedings and work of the IECs and PRC, including rating or scoring instruments, notes, actual scores, ratings, and recommendations, remain the confidential property of the Commission and will not be released to the applicant or any other party.

C. RATING PROPOSALS

Each IEC will review and evaluate proposals and integration of service efforts using Attachment L – Scoring Matrix. The Scoring Matrix will yield scores for all factors and combined for a total score for each proposal. The resulting scores will assist the IECs in assessing the overall proposal and making recommendations to the PRC. The IECs and PRC reserve the right to request any additional information in order to facilitate the recommendation process.

D. AWARD OF AGREEMENT

Applicants will be notified of the Project Review Committee's results through formal letters during the week of October 21, 2019.

The Commission will make all final funding decisions on December 4, 2019. Agreements are awarded based on proposals that meet RFP requirements, are aligned with the Strategic Plan, and approved by the Commission. Following approval, Commission staff will meet with each awarded applicant to negotiate and execute an Agreement. An Agreement will be in effect only after the effective date of the Agreement and authorized representatives of the applicant and the Commission have signed the Agreement. The Agreement may include contents of the RFP, the proposal, and any other modification or addendums determined by the Commission to be necessary prior to its execution by the parties.

Funding for all approved programs and services are subject to an annual review. Programs will also be subject to a quarterly review process to determine if anticipated results are achieved.

SECTION VII

LEGAL INFORMATION AND REQUIREMENTS

A. RFP DOCUMENT

Submitting a proposal in response to this RFP and/or Commission approval of proposals, does not commit the Commission to award an Agreement. The Commission assumes no responsibility for any costs incurred by an applicant in submitting a proposal.

The Commission reserves the right to reject any and all proposals or a portion of any proposal, and accept a proposal or proposals that do not provide for the lowest cost.

B. LEGAL INFORMATION

Proposal Confidentiality

Proposals will be maintained as confidential until the recommendation to fund proposals is forwarded to the Commission. At that time, all proposals become public record.

If any applicant has trade secrets or other information in the proposal that are proprietary by law, the applicant must, at the time the proposal is submitted, request that the Commission keep said information confidential. This request for confidentiality must be made in writing and the information must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. The Commission, its agents, and/or employees shall not be legally or monetarily responsible for disseminating to third parties information deemed by the applicant to be confidential.

Appeals Process

The Commission is the sole and final authority to approve or reject proposals and the conditions under which they are funded. At its sole discretion, the Commission may consider or reject an appeal.

To appeal the Commission's decision, the applicant must submit a Letter of Appeal to the Commission office by **December 19, 2019 at 5:00 p.m.**

Disposition of Proposals

All materials submitted with this RFP will become the property of the Commission and will not be returned. The original copy will be kept on file and become a public record for a minimum of three years.

SECTION VIII

GLOSSARY OF TERMS

A

Authorized Representative

An individual designated by the Contractor who has the authority to perform specified activities.

B

Budget

A numerical summary of the total intended expenditures for a specified contract period, including all other funds or in-kind contributions relevant to the operation of the program.

Budget Narrative

A support document to the budget, which provides an account of how budget values were determined and how they support the operations of the program. The narrative establishes a clear correlation/logical link to the Scope of Work-Evaluation Plan.

C

Commission

Kern County Children and Families Commission, also known as First 5 Kern.

D

Developmentally Appropriate Practice

A practice based on the knowledge of how children develop and learn. Therefore, providers' choices about their practices and actions must be based on the understanding of children's developmental changes that typically take place from birth to age five and beyond. Guidelines by which providers do activities, interact, and create environments that meet the needs of young children according to their age level and individual strengths, weaknesses, and interests.

Direct Services

Services delivered to an individual or group of children ages 0 to 5, their parents, other family members, and/or individual service providers.

E

Evidence-Based

Programs, strategies, or approaches shown through scientific research and evaluation to be effective and have evidence that supports generalizable conclusions.

Evidence-Informed

Program design and implementation based on the best available research evidence. This incorporates flexibility that can include families' cultural backgrounds, community values, and individual preference into the program. Use of an evidence-based model with minor modifications for local implementation.

F – H

No Listing

I

Independent Certified Public Accountant

An independent certified public accountant includes public accountants as described in Generally Accepted Auditing Standards prescribed by the American Institute of Certified Public Accountants or a federal, state, or local government

audit organization that meets the general standards specified in the Generally Accepted Government Auditing Standards. An organization's internal auditor would not be acceptable.

Indirect Cost

Costs incurred for common or joint program objectives that cannot be readily assigned a particular final cost objective. Unlike direct costs, these costs do not provide a measurable, direct benefit to a particular program or activity. Indirect costs may include activities such as legal services, human resource functions, accounting activities, and administrative oversight.

In-Kind Support

Non-cash support in the form of goods or services that add value to program activities. In-kind may be provided by either the applicant organization or an outside source.

Integration of Services

The fourth focus area, Integration of Services, of the Strategic Plan ensures collaboration with other agencies, organizations, and entities with similar goals and objectives to enhance the overall efficiency of provider systems.

J – N

No Listing

O

Organization Support

Matching cash funds provided by the applicant organization committed to program activities. Costs allocated and shared between First 5 Kern and the applicant organization to meet a common goal.

P

Parents/Guardians

Adults acting as the legal, primary caregivers for a child age zero to their sixth birthday. Examples include parents, legal guardians, foster parents, grandparents, kincare, adopted parents, or other family members.

Promising Practices

Programs and strategies that have some scientific research or data showing positive outcomes is proven effective at achieving a specific outcome, consistent with the goals and objectives of the activity or program, but do not have enough evidence to support generalizable conclusions.

Providers

Health, social service, childcare and education providers, or other persons who provide services to pregnant women and/or children ages zero to their sixth birthday, or who participate in First 5 Kern training or support programs.

Q

No listing

R

Request for Proposals (RFP)

Document outlining the bidding process and contract terms, and provides guidance on how the bid should be formatted and presented. This creates a transparent competition for organizations seeking funding.

Result Indicators

Indicators (i.e. data) that demonstrate the effectiveness of objectives and strategies at "turning the curve" on children's health, education, and general well-being.

S

Special Needs

Children with identified disability, health, or mental health conditions requiring early intervention, special education services, or other specialized services and supports; or children without identified conditions, but requiring specialized services, supports, or monitoring.

Strength-Based Curriculum

Curriculum that emphasizes family strengths and resilience rather than weakness. Enabling families to build on their own strengths and capacities promotes healthy development of children.

Sustainability

Fiscal sustainability refers to the ability of a program to sustain itself beyond First 5 Kern dollars. Sustainability is demonstrated when funded programs/applicants maximize multiple funding opportunities from other private, local, state, or federal programs.

Systems Change

Efforts to support improvement in the systems, policies, and infrastructure that serve young children and their families.

T – Z

No Listing