

First 5 Napa County – Request for Proposals (RFP)
STRATEGIC PLANNING: CENTERING DIVERSITY, EQUITY, INCLUSION, and BELONGING
WHILE IMPROVING EARLY CHILDHOOD SYSTEMS



REQUEST FOR PROPOSALS (RFP)

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Release Date: Thursday, April 28th, 2022

Applications must be submitted by:

***Friday, June 17th by 5pm PST**

**This date and any date in this document may be changed at the discretion of First 5 Napa County. All changes will be posted on the website at www.first5napa.org*

First 5 Napa County

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1. INTENT

The intent of this RFP is to select an experienced Strategic Planning Consultant (individual or organization) who has deep expertise in racial equity and social justice to develop and implement a participatory planning process that will culminate with the creation of a three-year Strategic Plan for First 5 Napa County (F5NC). RFP application need to be submitted following the requirements of this RFP.

The Strategic Plan will build on First 5 Napa County’s current Plan, while taking into consideration the ever declining revenue from the Proposition 10 tobacco taxes, the need for deeper partnership with many agencies and institutions serving children and their families in Napa County, and a commitment to center race, equity, diversity, inclusion, and belonging at the heart of the process and the plan.

The Strategic Plan will also be informed by the ongoing human centered design work that has emerged through the First 5 Napa Network (F5NN). F5NN is a network of cross-sector leaders organized and supported by First 5 Napa Network to harness the diversity within the network and leverages systems thinking, design thinking, and equity frameworks to help members co-create a more inclusive future for Napa County children and families.

The work will include the finalization of the Strategic Plan which will comprise of the prioritization of community needs and recommendations for programmatic and system-level focus given funding parameters. The final products for which the contractor will be responsible include:

- A. The Strategic Plan;
- B. The Strategic Plan Framework at a Glance (visual summary);
- C. Funding Process Implementation Framework

Hereafter, referral to the “Strategic Plan” will include all three final products.

The maximum contract amount for this entire project is \$100,000. The term of the contract is anticipated to be from October 1, 2022 until June 30, 2023.

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2. RFP APPLICATION TIMELINE*

Date/Time	Event	Virtual Location
Thursday April 28, 2022 12pm	Request for Proposals (RFP) Released	www.first5napa.org
Monday May 9, 2022 5pm	DEADLINE to submit Proposer questions regarding the RFP via email	Submit questions regarding this RFP to Anne at anne@first5napa.org
Tuesday May 17, 2022 5:00pm	Answers to Questions regarding the RFP POSTED	www.first5napa.org
Tuesday May 24 2022 5:00pm	DEADLINE to submit Mandatory Letter of Intent (electronic submission only)	Submit LOI as described in this RFP to Anne at anne@first5napa.org
Friday June 17, 2022 5:00pm	DEADLINE to submit Proposals (electronic submission only)	Submit proposals by email to Anne at anne@first5napa.org
July-August 2022	Proposal Review	N/A
August 22, 2022- September 2, 2022	Proposal Interviews (tentative)	TBD
Friday September 16, 2022	Proposers notified of the Proposal Review Recommendations	Via email to proposers
Monday September 26, 2022	Recommendations presented to the First 5 Napa County Commission	N/A
On or about October 1, 2022	Contracts Executed	N/A
March 27, 2023	Strategic Plan Presented to Commission	N/A
June 30, 2023	Funding Process Implemented	N/A

***NOTE:** Any date in this document may be changed at the discretion of First 5 Napa County. This RFP and any addenda that may be issues will be available on the First 5 Napa website www.first5napa.org

****NOTE:** Items in yellow boxes are MANDATORY PROPOSER REQUIREMENTS and DEADLINES. Proposers who fail to meet these requirements will not be considered for funding.

3. BACKGROUND

3.1 Authority – The Children and Families Act, Proposition 10

In 1998, California voters passed The California Children and Families Act of 1998, adding a 50-cent per-pack tax on tobacco products for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage of development to five years of age. Twenty percent of

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the revenues are overseen by First 5 California; the remaining eighty percent are distributed among the 58 counties based upon the number of births in each county. Funding decisions are made at the local level to best meet local needs and interests. The First 5 Commission in each county is responsible for developing a Strategic Plan based on input and data reflective of its own community.

3.2 First 5 Napa County

The First 5 Napa County Children and Families Commission, also known as First 5 Napa County, was established in 1999 and is led by a seven-member Commission appointed by the Napa County Board of Supervisors. First 5 Napa County 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. First 5 Napa is an independent public agency, legally separated from the County.

Vision: All children in Napa County are healthy, safe, and thriving.

Mission: To build the capacity of the community to use authentic collaborative relationships and human-centered design to create the family and community environments necessary for the optimal health and development of young children.

First 5 Napa County's main goals include:

1. **Resilient Families:** Parents/caregivers are resilient, self-sufficient, have social connections and can access supports in times of crisis. They understand child development and can parent positively with confidence.
2. **Comprehensive Health and Development:** Children and families are healthy, and our health system is family-centered, prevention oriented and trauma-informed.
3. **Quality Early Learning:** Children have the cognitive and social-emotional skills necessary to enter school ready to learn.
4. **System Integration and Sustainability:** Create a comprehensive and integrated system of education, care, and support, that prioritizes young children and their families.

First 5 Napa centers equity, diversity, inclusion, and belonging in all of its work and embraces the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) to heal the many issues that face Napa County's children and families.

The Strategic Plan (Five Year Community Plan) for 2017-2023 can be viewed on the First 5 Napa County website at <https://www.first5napa.org/about/our-commission/commission-documents/>

3.3 Development and Implementation

In 2015-2016, First 5 Napa undertook a collaborative, and community-focused process to update its Strategic Plan. The 2017- June 2023 Strategic Plan (Five Year Community Plan) reimagined First 5 Napa's

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role in the early childhood development community by intentionally moving First 5 Napa toward an integrated and systems-level approach to supporting and advocating for children 0-5 years old and their families. This approach was focused on:

1. Increasing Community Capacity (e.g., leadership skills, collaboration, and connectivity)
2. Increasing Community Supports and Reducing Adverse Community Experiences for children 0-5 and families through human centered design and collaboration between leaders participating in the First 5 Napa Network
3. Contributing Human Centered Design, Systems Thinking Strategies, and an Equity Lens to current and emerging community initiatives that impact children 0-5 and families.

In early 2019, First 5 Napa initiated the inaugural First 5 Napa Network cohort. Through the First 5 Napa Network, First 5 Napa (with the contracted support of With/In Collaborative) is engaging Napa County leaders in human centered design training and collaborative activities to better understand the systems that are in place, how they can be strengthened, and what may be holding our community back from best providing for young children and families. Since 2019, this network of diverse leaders has been designing and implementing projects to strengthen early childhood systems and building our collective capacity to improve the lives of children 0-5 and their families in our community.

First 5 Napa leverages its resources as a convener, a funder, an advocate and an educator with the continued intention of using the resources from Proposition 10 to create a seamless system of integrated and comprehensive quality programs and services to support the health and development of children 0-5 and their families. The First 5 Napa Commission also provides funding to Community Resources for Children to co-coordinate Quality Counts efforts – along with Napa County Office of Education and First 5 Napa County – to improve the quality of early education programs in Napa County.

As the current 2017-2023 Strategic Plan (Five Year Community Plan) ends in June 2023, the Commission is again embarking on a planning process to develop a new strategic plan. The 2017-2023 Strategic Plan serves as a strong basis of research and data that the Commission seeks to build on. In addition, staff, Commissioners, and First 5 Napa Network members have identified values to help guide the process. (see Appendix A – First 5 Napa Manifesto and Strategic Plan Values and Questions)

The community engagement aspect of the process will be guided by a team of First 5 Napa Network members that continue to center racial equity and social justice in all First 5 Napa efforts. That Committee will support the Commission’s goal to continue centering race, equity, diversity, inclusion (REDI) into the new strategic plan and funding process.

3.4 Priority Outcomes and Potential Indicators

Evaluation plans will be developed by contracted evaluators (not included in the scope of this RFP) in collaboration with First 5 Napa County for the proposed strategies and initiatives and will include program-level outcomes, agency-level outcomes, and population-level results using a Community Goals Framework developed by Laura Porter, PhD – a leader in designing Adverse Childhood and Community Experiences (ACES) informed innovations for children and families. (see Appendix B – How We Know We’re Achieving Our Community Goals)

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Priority Outcomes and Potential Indicators for the 2023-2026 Strategic Plan include:

- Increasing Community Supports
 - Social Connection/Belonging
- Increasing Family Literacy and Reading Level
 - 3rd Grade Reading Level
 - Short Term: How often do parents/caregivers read to their children under age 5? (this is a predictor of reading level at 3rd grade)
 - Kindergarten Readiness? DRDP?
- Improving Mental Health
 - High School Suicidal Thoughts (Particularly for BIPOC and LGBTQ Students)
 - Mental Health Index for Parents/Caregivers
- Reducing Adverse Childhood Experiences
 - ACE Scores

Strategies funded through the 2023-2026 Strategic Plan should consider these priority outcomes, while ultimately working towards First 5 Napa's main goals, including: **building resilient families**, providing **comprehensive health and development**, providing **quality early learning**, and **system integration and sustainability** for systems serving children 0-5 and their families.

4. SCOPE OF WORK

First 5 Napa seeks an experienced Strategic Planning Contractor, hereinafter referred to as "Contractor", that has deep expertise in racial equity and social justice (including LGBTQ and gender inclusion with children and families) to develop and implement a process for the next Strategic Plan (July 2023-June 2026) and funding process. Under contract with First 5 Napa County, the Strategic Planning Contractor will provide the guidance, coordination, and support needed to develop and implement a process that leads to the delivery of the 2023-2026 Strategic Plan (and At A Glance visual summary) and successful Funding Process.

It will be an iterative and collaborative process with First 5 Napa Commissioners, staff, First 5 Napa Network Member Committee, and community members. The Commission's Executive Committee will serve as the main liaison with the Commission.

The Scope of Work services to be performed are as follows:

- A. Strategic Planning Process Design
- B. Strategic Planning Process Implementation – includes Facilitation and Presentation
- C. Strategic Plan Writing
- D. Funding Process Design
- E. Funding Process Implementation

Activities A-D are to be completed by April 2023 and Activity E is to be completed by end of June 2023.

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The processes will be developed with the input of the following entities:

- Executive Committee of the Commission (serves as the Steering Committee)
- Full Commission (final decision-making body for the Strategic Plan and the Funding Process)
- First 5 Napa Staff (ED and Program Managers will serve as thought partners)
- First 5 Napa Network Member Committee – Racial Equity and Social Justice cohort focused on supporting community engagement and voice in the Strategic planning and Funding processes.

It is expected that the selected Contractor will participate in the following types of meetings during the course of the contract to complete the Scope of Work:

- Executive Committee meetings (approximately 8 meetings – 2 hours each)
- Full Commission Meetings (approximately 8 meetings – 2 hours each)
- Staff meetings (approximately 9 meetings – 1.5 hours each)
- First 5 Napa Network Committee meetings (approximately 6 meetings – 2 hours each)
- Depending upon recommendations of the First 5 Napa Network Committee – Community meetings (approximately 5-8 meetings of 2 hours each).

Depending upon the recommendation of the First 5 Napa Network Committee, interviews, surveys, and/or focus groups may also be conducted as part of the process. It will be the responsibility of the Contractor to ensure the meetings are well organized and facilitated to meet the objectives of the Strategic Planning Process.

Meetings may be held in person or virtually, depending on what is needed to ensure diverse representation and participation of BIPOC and LGBTQ families, when applicable.

The Contractor will be responsible for performing all services necessary to accomplish the deliverables. Subcontracting will be permitted provided the qualifications of those being proposed for subcontracting are included in the RFP submission. First 5 Napa will support logistical arrangements for any in-person meetings and pay for language interpretation (in person or virtual) and translation of documents.

Process Timeline (this is a draft and subject to change)

1. Strategic Planning Process: October 2022-March 2023

- Phase 1: Strategic Planning Process Design – Review of community data and current programs
- Phase 2: Strategic Planning Process Implementation – Learn more about and reflect on REDI, systems focus, and human centered design work; and prioritize areas of focus
- Phase 3: Write a Plan
- Phase 4: Funding Process Design

2. Funding Process: April 2023-June 2023

- Phase 5: Funding Process Implementation

5. APPLICATION REQUIREMENTS

Number and identify the response to each category and item.

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Section 1: Coversheet

All applications will include a cover sheet supplied in Appendix C. Please complete in its entirety.

Section 2: Applicant Qualifications and Experience

Describe the applicant qualifications for each item in each category. If the applicant makes no response on an item, the reviewers will assume that the applicant has no experience in that area. Responsive applicants will include a description of work directly performed within the past five years on similar projects.

Applicants need to submit a written narrative addressing information related to the applicant's qualification in each category below. Number and identify the response to each category. If applicant is applying as an agency or team with more than one person fulfilling the responsibilities, the response to each category should adequately address the experience of the individual team member expected to fulfill that responsibility.

- A. Organization – General and brief description of the experience, history, qualifications, and structure of your organization.
- B. Project Team – If applicant is applying as a team with more than one person fulfilling the responsibilities, briefly describe the structure of the team, including who is acting as the project manager, and the roles of the additional staff who will work on the project. Describe each team members' availability to work on this project.
- C. Experience, Knowledge, and Approach – Describe the experience, knowledge, and approach to each of the following. If applicant is applying as a team, address each team member as applicable.
 - 1. Engaging and centering racially, culturally, linguistically, and economically diverse populations and LGBTQ and gender diverse populations in Community-Based Strategic Planning Processes.
 - 2. Integrating Human Centered Design (HCD) with conventional strategic planning techniques
 - 3. Knowledge of early childhood research and practice, particularly focused on children 0-5 and their families.
 - 4. Working and communicating effectively with a variety of stakeholders, such as public sector organizations, Commissions, community groups, parent/caregiver groups, and policy/decision making bodies.
 - 5. Facilitating large and small groups and handling complex group dynamics.
 - 6. Synthesizing discussions and results of community planning processes into discrete and accessible Strategic Plan documents.
 - 7. Writing a Strategic Plan.
 - 8. Primary and secondary (qualitative and quantitative) data collection, analysis, synthesis, and presentation.
 - 9. Reviewing research – and local human centered design work – and reporting on best and promising practices in anti-bias, anti-racist early learning and parenting.
 - 10. Visually displaying Strategic Plan summaries and frameworks.
 - 11. Developing funding processes.

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Section 3: Fee Statement

Please provide the following as a separate document:

- A. The hourly rate for all staff participating on this contract. The hourly rate(s) shall be all-inclusive and include costs related to doing business as an independent contractor, such as (but not limited to) insurance, mileage, printing, administrative, and any indirect costs, etc. Travel Time will not be reimbursed. Please indicate if lodging/and or per diem will be necessary.
- B. The total number of hours estimated to complete the Scope of Work allocated by each staff person on the team.
- C. Detailed estimated cost for each of the final products of the contract. It is understood that the final contract will be determined in consultation with First 5 Napa County staff.

Section 4: Attachments

Submissions need to include the following attachments in electronic format:

- A. Resume for each team member being proposed.
- B. Contact information for three (3) references for similar work completed in the last 5 years. Other individuals known by First 5 Napa County to be familiar with the applicant's work may also be contacted. References will be asked to address the applicant's demonstrated experience as outlined in *Section 2*.
- C. Writing Samples of Previous Work:
 - 1. A Strategic Plan – including visual summary
 - 2. Design of an inclusive funding process (if available)

6. QUESTIONS AND DEADLINE

6.1 Questions and Requests for Information

Questions regarding this RFP need to be submitted by email to Anne@first5napa.org by May 9, 2022. Inquiries received after May 9, 2022 at 5pm PST will not be accepted. Answers to all questions submitted will be answered and posted on the First 5 Napa website on Tuesday, May 17th by 5pm PST.

6.2 Deadline

Applications are due on June 17th, 2022 by 5pm PST and must be submitted by email to Anne Sutkowi-Hemstreet at Anne@first5napa.org. Applicants are responsible for ensuring that applications are received in a timely manner. Additional information may be asked of selected contractors via telephone or email in order to assist in the selection process.

7. SELECTION PROCESS

7.1 Selection Process

The selection process is described below:

- A. Staff will conduct the initial screening to ensure applications are complete.

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- B. A review panel will rate applicants based upon written applications (including work samples). The review panel may request clarification on outstanding questions or concerns.
- C. The top-rated applicants will be invited for interviews. Interviews are anticipated to take place between August 22, 2022 and September 2, 2022. Any changes to the interview schedule will be posted on the First 5 Napa website.
- D. Final recommendations for contract award will be based upon the written application, references, and interviews. As per Section 4D above, Financial Statements for Organizations who apply will also be taken into consideration in selection.

First 5 Napa County reserves the right to contact the applicants should any questions arise after the applications are submitted and during the review and selection process. First 5 Napa County will not assume any costs associated with application preparation.

8. SELECTION CRITERIA

Submissions will be reviewed in consideration of the following criteria:

- A. Experience, Knowledge, and Approach to Strategic Planning – 50 points
- B. Demonstrates Embodiment of Characteristics of the Strategic Planner (see Appendix A) – 15 points
- C. Cost – Reasonableness of cost structure – 35 points

Qualifications will be assessed via written submission (including writing samples), quality of references, and interviews.

9. AWARDS AND APPEALS

9.1 Award of Contract

The Notification of Intent to Award will be emailed to all applicants by 5pm PST on Friday, September 16th and it is anticipated that the contract will be considered by the Commission on the September 26th, 2022 First 5 Napa County Commission Meeting Agenda.

Upon award, the successful applicant will be required to execute an agreement with First 5 Napa County. The applicant, at their own cost, will be required to comply with First 5 Napa County insurance requirements as described in Appendix D before any work is performed or any costs are incurred.

It is anticipated that the contract term will be no longer than 9 months, beginning October 1, 2022 and concluding by June 30, 2023.

9.2 Appeal Process

Any applicant who wishes to file an appeal needs to file a written Letter of Appeal delivered by certified mail to the Executive Director at the address on the cover of this RFP within 4 business days of the date of the email providing the Notification of Intent to Award. Appeals are limited to violations of the law,

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regulation or procedure. Appeals will not be accepted on any other grounds. The Letter of Appeal needs to state the reason for the appeal, including all facts, citations of law, regulation or procedure that are the basis for the appeal. The Executive Director will review the Letter of Appeal and issue a written decision. The Executive Director's decision on an appeal is final.

10. CAVEATS AND LEGAL NOTES

10.1 First 5 Napa County reserves the right to cancel the RFP process at any time for any reason, even after review of all the applications, and is not responsible for any expenses incurred by an applicant in developing an application. The costs of developing an application cannot be charged to First 5 Napa County or included in the proposed budget.

10.2 No Supplanting – First 5 Napa County is prohibited from providing funds to maintain existing levels of service and from replacing State or Local general fund money (supplanting). First 5 Napa County funds may only be used to enhance existing services or create new programs or services.

10.3 The application is not a contract for employment or hire and the final terms of the proposed contract are subject to review and approval of the First 5 Napa County Commission.

10.4 The RFP is not a contract for employment or hire and the final terms of the proposed contract are subject to negotiation and review and approval of the First 5 Napa County Commission.

10.5 The estimate given in the Submission needs to include all design, planning, and implementation costs such as telephone, travel, etc.

10.6 All applications and associated materials become the property of First 5 Napa County upon submission and will not be returned to applicants. First 5 Napa County reserves the right to accept or reject all or a portion of any application and reserves the right to waive any minor irregularities in any application.

10.7 First 5 Napa County reserves the right to reject an application based on errors made in computing costs or due to noncompliance with the requirements of this application as determined by First 5 Napa County at its sole discretion. First 5 Napa County is not responsible for any errors in the application, including mathematical errors.

10.8 Upon award, the successful applicants will be expected to execute an Agreement with First 5 Napa County. First 5 Napa County is under no obligation to select the applicant who presents the application with the lowest cost structure. An application award is based upon quality of the application and selection will be made based on overall evaluation of the applicant submissions and the best interests of First 5 Napa County as determined by First 5 Napa County.

10.9 Applicant will provide reporting on scope of work and evaluation data two (2) times in the 8-month contract period utilizing a reporting format approved by First 5 Napa County. First 5 Napa County reserves the right to withhold payment until all scope of work and evaluation information is received and approved.

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11. APPENDICES LIST

APPENDIX A – Strategic Planning Values and Questions

APPENDIX B – How We'll Know We Are Achieving Our Community Goals from Laura Porter

APPENDIX C – Coversheet

APPENDIX D – Insurance Requirements

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APPENDIX A – FIRST 5 NAPA MANIFESTO AND STRATEGIC PLANNING VALUES

First 5 Napa County Manifesto

System Level Prevention	Adverse childhood experiences impact the health and quality of the entire life of a child. These effects are further compounded when they occur in the context of harmful community environmental factors such as poverty and systemic racism. We work with entire systems (government, business, education, etc) to build supportive community environments for children living in Napa County.
Justice for All	All families and children deserve equal economic, political and educational opportunities. We work to dismantle unjust systems of care -- education, health and early childhood – and rebuild better systems so that Black, Indigenous, Latine and LGBTQ children and families can thrive.
Equity by Design	Those most impacted by the inequities of systems must be on the frontline of redesigning them. We work to engage and amplify the voices of Black, Latine, BIPOC, and LGBTQ community members in our efforts to make early childhood systems equitable for all Napa County families.
Education	Children who start kindergarten ready to learn thrive later in life. A successful start for ALL children requires access to quality early childhood education and strong family supports (beginning prenatally) – particularly for Black, Latine, and LGBTQ families.
Empathy	Empathy is essential if we are to realize our interdependence and step into a different future together. We work to create spaces in Napa that prioritize human connection, truth telling, and learning from each other.
Creativity	The way things have always been done has not worked and is not making a difference for families and young children. We work to be innovative and unconventional while we lean into what is possible for our community.
Strong Relationships and Collaboration	Strong relationships build trust and open the door to meaningful change. We are committed to building and growing strong relationships in Napa County across sectors, races, genders, sexual orientations, ages, and faiths.
Empowering Families as	Parents/Guardians and other caregivers are our children’s first teachers and advocates. We work to educate and empower families to support their children’s physical, social, and emotional

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Educators and Advocates	development; have conversations about inclusion and diversity; and seek opportunities to advocate for their families with our community leaders.
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OVERALL VALUES FOR THIS STRATEGIC PLANNING PROCESS

VALUES for this Process

- **Inclusive, creative, and strengths-based**
- Informed by and aligned with current and future **leveraging opportunities and new resources**
- Builds on and learns from **existing programs/strategies/and human centered design work**
- Responsive to the needs identified by the community
- Intentional focus on approaches rooted in **Race, Equity, Diversity, Inclusion, and Belonging** and First 5 Napa County strengths and resources
- Embodies **compassion and empathy**
- Continued reflection on 3 critical questions:
 - Who are you doing this **WITH**?
 - Whose **POWER** does it serve?
 - How is it creating conditions that support **systems change and social justice** for children ages 0-5 and their families?

STRATEGIC QUESTIONS

Overarching

- How to plan for declining revenues from Prop 10 while identifying new sources of funding to ensure that direct services and policy efforts are maintained at currently levels or are even increased?
- How do we prioritize whole child/whole family/whole system/whole community needs while maximizing financial resources?
- How does our work intersect with and leverage other current community efforts?
- How do we continue to engage the First 5 Napa Network members in the work towards achieving the First 5 Napa goals for children 0-5 and families?
- How do we ensure that racial equity and social justice are woven into every strategy and project?
- How are we respectful of time and capacity for participation of community, Funded Partners, Commissioners, and staff? E.g., What are some creative ways to implement this process in respectful and culturally inclusive ways?

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Programmatic

- Does the community data/information, design work and outcome data support continuing the approach of First 5 Napa Network to address system integration and sustainability?
 - What components do we keep?
 - Are we missing a key area?
 - Do we need to go deeper in one strategic area?
- How do we take the best of what we do to a higher level – one that will lead to even higher quality and long-term systemic change?
- What activities (direct services, policy/advocacy, community building, power building, etc.) would address root causes (e.g., community adverse and childhood adverse experiences) and be key levers for systems change?
- How do we build community power and voice in the Strategic Planning process AND program/strategy implementation?
- How do we maintain intentional awareness of and responsiveness to the impact of the Strategic Planning process on staff and current Funded Partners' mental health?

Financial

- What are our financial options for supporting identified programmatic priorities? Identify a Plan A and Plan B depending on available resources.
- How do we leverage the maximum available appropriate resources?

CHARACTERISTICS OF THE STRATEGIC PLAN DOCUMENT

- Clear, simple, focused
- Aligns with First 5 Napa County's broad vision while offering achievable steps and other strategic priorities.
- REDI alignment/approaches are clearly articulated
- Flexible to create new strategies based on human centered design work and/or create enhancements based on additional relevant funding opportunities
- Meets legislative requirements of a First 5 Strategic Plan as described in California Health & Safety Code 130140:

130140 (a) (C) (ii) The county strategic plan shall, at a minimum, include the following: a description of the goals and objectives proposed to be attained; a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete until and unless the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

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CHARACTERISTICS OF THE FUNDING PROCESS

- Transparent
- Rooted in social justice and REDI
- If process requires a new policy, that policy is simple, clear, and understandable for the public.

CHARACTERISTICS OF THE STRATEGIC PLANNER

- Flexible and comfortable with ambiguity
- Objective (neutral)
- Exhibits Critical Consciousness¹ with regard to social justice
- Innovative
- Embodies Trust
 - Reliable
 - Responsive
 - Self-reflective
 - Relationship-based
- Supports group cohesion
 - Ensures all voices are heard and respected
 - Active listener and deeply listens to the community voice
 - Focuses on the needs and perspectives of others – group members feel safe
 - Resolves group conflicts in supportive ways
 - Aware of power dynamics
 - Receptive to individual and group feedback
- Professional
 - Respectful attitude
 - Maintains confidentiality
 - Organized – meets deadlines

References:

1. Critical Consciousness: the ability to identify, critique, and challenge the social forces that produce inequity and oppression (Duncan-Andrade & Morrell, 2008; Edman, 2016; Freire, 1994 2000; Gay 2000; Hooks, 1992; Ladson-Billing, 1995, 2000; Kendi, 2016)

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APPENDIX B – How We’ll Know We’re Achieving Our Community Goals

How We’ll Know We are Achieving Our Community Goals

Proposed by Laura Porter (ACE Interface, LLC)

Capabilities	Every baby has an optimal start Example indicators: <ul style="list-style-type: none"> • Prenatal care, first trimester initiation • No family violence during pregnancy • Gestational age at birth and/or birth weight • Rate of drug affected babies
	People are as healthy as possible Example indicators: <ul style="list-style-type: none"> • Mental health status (index) • Physical health status • # days/month can do usual activities • Oral health: untreated decay or needing urgent/emergent care
	People have good self-regulation Example indicators: <ul style="list-style-type: none"> • Kindergarten assessment of self-regulation • Discipline for behavioral problems at school • DUII rate (under influence of intoxicants) • Rate of getting enough sleep
	People are engaged in learning and skill building Example indicators: <ul style="list-style-type: none"> • K-assessment numbers, operations, letter names & sounds • Reading @ 3rd grade • Cohort high school graduation rate • Percent reporting not able to work
Belonging	People are protected from negative effects of adversity Example indicators: <ul style="list-style-type: none"> • Proxy ACE Score 0-2 years • Proxy ACE Score adolescents • Suicide ideation • Crisis services use among people with >= ACE-attributable problems
	People feel safe, and are safe Example indicators:

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	<ul style="list-style-type: none"> • Did not go to school because feeling unsafe • Accident/injury hospitalizations of women and children • Court protection actions; protection orders, out of home placements • Workplace injury or illness
Community, Culture, Spirituality	People feel welcomed and respected in community Example indicators: <ul style="list-style-type: none"> • Pre-school suspensions and expulsions • Teachers treat students with respect • Disproportionate interdiction (e.g., justice, child welfare) services • Feel that life has purpose
	People have equitable, sufficient, and predictable resources Example indicators: <ul style="list-style-type: none"> • Food insecurity • Childhood poverty • Underemployment • ALICE (Asset Limited, Income Constrained, Employed)
	People take care of community & natural resources Example indicators: <ul style="list-style-type: none"> • Participation in faith, arts, clubs, or sports • Voting rates • Water quality • Recycling participation
	All communities are places of wellbeing & vitality Example indicators: <ul style="list-style-type: none"> • Median home value • Household income distribution • Ratio of business start-ups to business closures • Growth in appraised value of commercial/industrial properties

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APPENDIX C – Coversheet

Please complete this form electronically.

APPLICANT INFORMATION

Applicant/Organization Name	
Federal Tax ID	
Applicant Address, City, State, Zip	
Primary Contact Name (if different than above)	
Primary Contact Email Address	
Primary Contact Telephone Number	
Primary Contact Address (if different than above)	

The completed application packet must include all items listed below. Please indicate the items enclosed by checking the corresponding box.

My application packet includes:

- ☐ Section 1: This Coversheet (Appendix C)
- ☐ Section 2: Statement of Applicant Qualifications and Experience (Refer to page X for more details)
- ☐ Section 3: Fee Statement (Please refer to information in on page X of RFP for details)
- ☐ Section 4: Attachments, including:
 - ☐ Resumes
 - ☐ 3 References
 - ☐ Sample of Strategic Plan
 - ☐ 2 Years of Financial Statements (for Organizations Only)

Applications are due on Friday, June 17th, 2022 by 5pm PST and must be submitted by email to Anne Sutkowi-Hemstreet at Anne@first5napa.org. Faxed, mailed, or in-person submissions will not be accepted. Applicants are responsible for ensuring the applications are received on or before the due date.

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APPENDIX D – Insurance Requirements

INSURANCE. Without limiting CONSULTANT's indemnification provided herein, CONSULTANT shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers (if other than the State Compensation Fund) with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONSULTANT, its agents, employees or subcontractors:

(a) Workers' Compensation Insurance. CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.

(b) Comprehensive Automobile Liability Insurance. CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability insurance policy (bodily injury and property damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business activities under this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.

(c) Proof of Insurance. All insurance coverages referenced in subparagraphs (b) and (c) above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self-insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.

(d) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.