INTENT TO NEGOTIATE

QUALITY IMPROVEMENT & EXPANDED ACCESS FOR CHILDREN WITH SPECIAL NEEDS
1. Opening & Welcome 10:30 – 10:35

2. Overview of F5SMC & Strategic Plan 10:35 - 10:45

3. ITN Process Overview 10:45 – 11:35
   - ITN Process
   - Lead Agency
   - Allowable Service Strategies
   - Funding Term and Amount
3. ITN Process Overview (continued) 10:45 – 11:35
   - Key Aspects of the ITN Process
   - Data Collection Requirements
   - Proposal Development & Review

4. Questions & Answers 11:35 – Noon
First 5 San Mateo County: Mission & Strategic Plan
Our Mission

Success for Every Child

- F5SMC promotes positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.
Strategic Plan 2020-2025

- Updated & Adopted October 22, 2018

- Three Focus Areas:
  - Quality Care & Education
  - Healthy Children
  - Resilient Families

- Continuation of Strategic Shift
Shifting the conditions that are holding the problem in place.
Long Term Financial Plan 2020-2025

- Linked to Strategic Plan
- 2 Phases of funding allocated:
  - July 1, 2020 - June 30, 2023
  - July 1, 2023 - June 30, 2025
- Decrease in Community Investments: 39% average reduction compared to prior strategic plan
- Community Investments remain flat 2020-2025
Intent to Negotiate Process

- Coordinated effort involving F5SMC and multiple partners
- Used simultaneously with numerous partners or sole source
- Multiple working meetings
- Desired outcomes are usually clear
- Strategies may or not be defined
- Budget limit may or may not be defined
- Community input for program design and funded partners
Three Phases of the ITN

Phase 1
- Engage Consultants
- Identify Lead Agency
- Conference Meeting(s)
- Questions and Answers

Phase 2
- Lead Agency and Partners Collaboration
- Technical Assistance
- Conference Meeting(s)
- Joint Proposal Submission

Phase 3
- Review Panel
- Recommendation and Approval
- Contract Negotiation
- Contract Execution
INTENT TO NEGOTIATE

ROLES

F5SMC
- ITN Process Design and Management
- Review Panel
- Recommendation and Approval
- Technical Assistance to Lead Agency
- Contract Negotiation

CONSULTANTS
- Content Expertise
- ITN Design Expertise
- Meeting Facilitation
- Technical Assistance: Group and Individual

LEAD AGENCY
- Partner Collaboration and Discussions
- Joint Proposal Development and Submission
- Administration and Implementation

PARTNERS
- Collaboration and Discussion with Lead Agency
- Funded and Unfunded partners
- Contribution to Joint Proposal Development
This process will sole source Lead Agency functions to the San Mateo County Office of Education.

Funding tightly braided with both local and CDE funding streams that have County Office of Education as lead or co-lead:

- Quality Counts California Grant
- Workforce Development Pathways Grant
- California State Preschool Program
- Inclusive Early Education Expansion Program Grant
- The Big Lift
## ITN Timeline (ITN page 3)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>ITN Process Overview Webinar (recommended)</td>
<td>March 19, 10:30am – Noon</td>
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<tr>
<td>ITN Conference #1 (mandatory)</td>
<td>March 27, 10:30am - 1:30pm*</td>
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<tr>
<td>Partner Applicant Letters of Intent Due (mandatory)</td>
<td>April 1, by 5 PM</td>
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<tr>
<td>Deadline for submitting written Proposers’ Questions</td>
<td>April 1, by 5pm</td>
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<tr>
<td>Answers to Proposers’ Questions Posted by F5SMC</td>
<td>April 3, by 5 PM</td>
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<tr>
<td>ITN Conference #2 (mandatory)</td>
<td>April 17, 10:30am - 1:30 pm*</td>
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<tr>
<td>Proposals Due</td>
<td>April 30, 4 pm</td>
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</tbody>
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## ITN Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates/Details</th>
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<tbody>
<tr>
<td>Review of Proposals and possible follow-up</td>
<td>Weeks of May 4 and/or 11 (date/time TBD)*</td>
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<td>interviews</td>
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<td>Announcement of Recommendation at F5SMC</td>
<td>May 18, 4-6 pm</td>
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<td>Commission Meeting</td>
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<td>Appeal Deadline</td>
<td>May 29, midnight</td>
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<tr>
<td>Agreement Negotiations</td>
<td>May-June 2020</td>
</tr>
<tr>
<td>Agreement Approval at F5SMC Commission</td>
<td>June 22, 4-6 pm**</td>
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<tr>
<td>Meeting</td>
<td></td>
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<tr>
<td>Agreement Execution</td>
<td>By June 30</td>
</tr>
<tr>
<td>Anticipated Contract Start Date</td>
<td>July 1, 2020</td>
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ALLOWABLE SERVICE STRATEGIES

(ITN pages 13-14)
Quality improvement coaching
Training and technical assistance
Early childhood mental health consultation
- Reflective practice
- Support for children with social-emotional needs or who are at risk for expulsion and/or reduced hours
Peer mentoring and professional learning communities
Program quality assessments and ratings
Facility enhancements
EXPANDED ACCESS for CHILDREN with SPECIAL NEEDS

- Enhanced referrals matching children with appropriate placements
- Training and technical assistance to providers who enroll children with special needs
- Peer mentoring and professional learning communities for those who create and work in inclusive early learning environments
- Policy approaches supporting inclusion
Target Populations (ITN p. 14)

- Early learning programs located within or feeding into Big Lift-eligible school districts
- The children and families who are enrolled in these programs
- Current early-learning providers
- Children ages 0-5 with special needs who may require extra support to find and/or remain in appropriate early learning settings.
Partner/Subcontractor Characteristics

(ITT p. 15)

- History of providing services similar to those in the ITN
- History of working collaboratively with other key agencies
- Demonstrating complementary strengths to the Lead Agency
- Record of completing tasks in the assigned time frame
Desired Outcomes

Population-Level Outcomes:
- Percentage of children ages 3-5 enrolled in preschool prior to TK/K entry
- The available supply of infant and toddler care relative to the need
- The number/percent of early learning programs that enroll and maintain children 0-5 with special needs
- Percentage of all early learning programs participating in the QRIS

Participant-Level Indicators:
- Percentage of children ages 3-5 enrolled in quality preschool prior to TK/K entry
- Percentage of early learning programs that improve their overall rating on the QRIS matrix
- Percentage of families of children with special needs and of infants/toddlers reporting ability to access appropriate early care
Funding Term & Amount

- Term: July 1, 2020 – June 30, 2023
- Up to $3,180,000 total over 3 years
- Average of $1,060,000 per fiscal year
- Expected to Braid Funds with:
  - Quality Counts California (CDE & F5 CA)
  - Workforce Development Pathways Grant (CDE)
  - California State Preschool Program (CDE)
  - Inclusive Early Environments Expansion Program (CDE)
  - The Big Lift (Local funds)
## Annual Budget Allocations

### Quality Improvement
- Quality improvement coaching
- Training & technical assistance
- Peer mentoring & professional learning communities
- Program quality assessments & ratings
- Facility enhancements
- Early childhood mental health consultation
- Policy approaches supporting quality improvement

### Expanded Access for Children with Special Needs
- Enhanced referrals
- Training & technical assistance to providers who enroll children with special needs
- Policy approaches supporting inclusion
- Peer mentoring & professional learning communities focused on inclusion
- Policy approaches supporting inclusion

- $900,000
- $135,000
- $25,000
Key Aspects of the ITN
Letters of Intent (LOIs) (Appendix G or H)

- **Due to F5SMC on April 1, 2020 by 5pm**
- **Mandatory** for Partner Applicants
- Indicate the services and activities your agency hopes to provide
- Non-Binding: Agencies may change their proposed services, activities, and funding requests at any time prior to the submission of the final proposal
Supplantation

(Appendix E)

F5SMC funds may NOT be used to supplant state or local general fund money for any purpose.

Our funds can ONLY be used to supplement or enhance existing levels of service.
Scope of Work – F5 Standard Tabs

- F5 Standard Activities
- F5 Standard Communications
- F5 Standard Evaluation

(one set for the Lead, one for subcontractors/partners)
Budget Request & Budget Narrative Forms

- Consider carefully the FTE’s necessary to provide your programs and services.

- Complete a separate Budget Request & Budget Narrative Form for each subcontractor of $25,000 or more.

- Show leveraged funds & in-kind support.

- Indirect Costs.

NOTE: THIS FORM HAS MULTIPLE TABS!
Individual-Level Data Collection
- Entering and/or providing an export of individual-level data specified by F5SMC
- Administration of specific survey instruments
- Service type and dosage
- Self-reported parenting behaviors, skills, and confidence

Other Types of Data Collection
- Agency-level information
- Systems-level information
- Mandates related to other funding streams
Proposal Development & Review
Proposal Development Process

- ITN Conference #1  
  March 27, 2020
- **Letter of Intent**  
  April 1, 2020
- ITN Conference #2  
  April 17, 2020
- **Proposals Due**  
  April 30, 2020
  4:00 p.m.

- Completed proposals must be received at the F5SMC office
Proposal Review Process & Criteria (p. 33-35)

- Staff review the unified proposal for completeness & to verify it meets the general ITN criteria
- Proposal reviewed by a panel of outside experts and staff based on the Review Criteria
- Possible interview with Lead Agency and/or Funded Partner organizations
- Recommendation made to the Commission, which makes the final decision
Proposal Review

Level 1
First 5 SMC Staff - Application Screening

Level 2
First 5 SMC Staff and External Subject Matter Experts

Level 3
Commission approval
What if I have Questions?

- We will accept any additional written questions by email through April 1, 2020 at 11:59pm: jdclark@smcgov.org AND mle@smcgov.org

- Questions and answers from the ITN Process Overview, the ITN Conference #1, and any additional written questions will be posted on our website by April 3, 2020. They will also be sent via email to all Partners who submit an LOI.

- Visit our website www.first5sanmateo.org
Key Contact Information

- First 5 San Mateo County
  - Jenifer Clark: jdclark@smcgov.org

- VIVA Social Impact
  - Iris Elent: iris@vivasocialimpact.com

- San Mateo County Office of Education
  - Alyson Suzuki: asuzuki@smcoe.org
  - Cynthia Fong-Wan: cfongwan@smcoe.org