

FIRST 5 SAN MATEO COUNTY

Early Childhood Evaluation Advisory Subcommittee Meeting

As authorized by Governor Newsom’s Executive Order N-29-20, dated March 17, 2020, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations. The meeting will be held and live cast from the following location where members of the public shall have the right to observe and offer public comment:

DATE: May 16, 2022

TIME: 3:30-4:30 p.m.

Join Zoom Meeting

Online: <https://smcgov.zoom.us/j/99592284723>

Phone: +1 669 900 6833, **Meeting ID:** 995 9228 4723

This altered format is in observance of the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

Committee Members/F5SMC Commissioners: Carole Groom, Naveen Mahmood, Louise Rogers

Grantee Representatives: Heather Cleary, Peninsula Family Service; Carol Elliott, AbilityPath

Staff: Kitty Lopez, Michelle Blakely, Jenifer Clark

Minutes: Jenifer Clark

AGENDA

	Item	Presenter
1.	Adopt a resolution finding that, as a result of continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees (Attachments 1A and 1B)	Groom/ Mahmood/ Rogers
2.	Agenda Review & Announcements	Clark/All
3.	Approval of the May 17, 2021 Committee Meeting Minutes (Attachment 3)	Groom/ Mahmood/ Rogers
4.	Elect Early Childhood Evaluation Advisory Committee Chair	Groom/ Mahmood/ Rogers
5.	Discussion: Research & Evaluation Activities and Timelines (Attachment 5)	Clark
6.	Discussion: Request for Qualifications for Research & Evaluation Support (Attachment 6)	Clark

7.	Next Steps	Groom/ Mahmood/ Rogers
8.	Adjourn	Groom/ Mahmood/ Rogers
Next Meeting Date(s): <i>July 18, 2022</i> <i>October 17, 2022</i>		

*** Public Comment:** This item is reserved for persons wishing to address the Commission Early Childhood Evaluation Advisory Committee on any Commission Early Childhood Evaluation Advisory Committee-related matters that are not otherwise on this meeting agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

Persons wishing to address a particular agenda item should speak during that agenda item. Speakers are customarily limited to two minutes, but an extension may be provided to you at the discretion of the Commission Early Childhood Evaluation Advisory Committee Chair.

The identified times are approximate and are intended to serve as a guide to the public and all First 5 meeting attendees regarding the approximate start times for any one section of the Agenda. The actual start and end times for an agenda item may differ from the noted times.

Public records that relate to any item on the open session agenda for a regular Commission Early Childhood Evaluation Advisory Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. The documents are also available on the First 5 Internet Web site at www.first5sanmateo.org.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Jenifer Clark, by 12 Noon on Friday, May 13, 2022 at jdclark@smcgov.org. Notification in advance of the meeting will enable the Commission Early Childhood Evaluation Advisory Committee to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

Date: May 16, 2022
To: Early Childhood Evaluation Advisory Committee
From: Kitty Lopez, Executive Director
Subject: **Resolution to make findings allowing continued remote meetings under Brown Act**

RECOMMENDATION:

Adopt a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person for the Early Childhood Evaluation Advisory Committee of the First 5 San Mateo County Commission would present imminent risks to the health or safety of attendees.

BACKGROUND:

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers had fully sunset on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency legislative body to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the legislative body.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows legislative bodies to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that

meeting in person would present an imminent risk to health or safety of attendees. AB 361 became effective on October 1, 2021 and will sunset on January 1, 2024.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the legislative body must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings demonstrate the need for teleconferencing persists due to the nature of the ongoing public health emergency. Effectively, this means that legislative bodies must either agendaize a Brown Act meeting once every thirty days to make these findings, or, if a legislative body has not made such findings within the prior 30 days, the legislative body must re-adopt the initial findings if it wishes to conduct a remote meeting.

DISCUSSION:

On September 28, 2021, in the interest of public health and safety, as affected by the state of emergency caused by the spread of COVID-19, the Board of Supervisors issued a finding that meeting in person would present imminent risks to the health or safety of attendees, and decided to invoke the provisions of AB 361 related to teleconferencing for Board meetings. The Board also strongly encouraged other County legislative bodies to make a similar finding and continue meeting remotely through teleconferencing.

Relevant data suggest that the Omicron variant of COVID-19 is more transmissible than the Delta variant. Indeed, local rates of transmission of COVID-19 continue to remain in the "high" tier as measured by the Centers for Disease Control. Requiring large numbers of individuals to gather, and potentially travel long distances, for in-person public meetings could potentially, and unnecessarily, expose numerous people to COVID-19, further contribute to the ongoing surge in cases caused by the Omicron variant, compound disruptions to our economy, and undermine public health measures during the current State of Emergency.

Accordingly, we recommend that the Early Childhood Evaluation Advisory Committee of the First 5 San Mateo County Commission avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health or safety of attendees. A resolution to that effect and directing staff to take such other necessary or appropriate actions to implement the intent and purposes of the resolution, is attached hereto.

FISCAL IMPACT:

None

RESOLUTION NO.

RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR THE EARLY CHILDHOOD EVALUATION ADVISORY COMMITTEE OF THE FIRST 5 SAN MATEO COUNTY COMMISSION WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

WHEREAS, on March 4, 2020, pursuant to Government Code section 8550, *et seq.*, Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus, and subsequently, the San Mateo County Board of Supervisors (“Board”) declared a local emergency related to COVID-19, and the proclamation by the Governor and declaration by the Board remain in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting law, Government Code section 54950, *et seq.* (the “Brown Act”), related to teleconferencing by local agency legislative bodies, provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 into law, and AB 361 provides that a local agency legislative body subject to the Brown Act may continue to meet without complying with the otherwise-applicable requirements in the Brown Act related to remote/teleconference meetings by local agency legislative

ATTACHMENT 1B

bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body makes such finding at least every thirty (30) days during the term of the declared state of emergency; and

WHEREAS, on September 28, 2021, in the interest of public health and safety, as affected by the state of emergency caused by the spread of COVID-19, the Board issued a finding that meeting in person would present imminent risks to the health or safety of attendees, and decided to invoke the provisions of AB 361 related to teleconferencing for meetings of the Board; and

WHEREAS, the Board also strongly encouraged other County legislative bodies to make a similar finding and continue meeting remotely through teleconferencing; and

WHEREAS, relevant data suggest that the Omicron variant of COVID-19 is more transmissible than the Delta variant; and

WHEREAS, indeed, local rates of transmission of COVID-19 continue to remain in the “high” tier as measured by the Centers for Disease Control; and

WHEREAS, requiring large numbers of individuals to gather, and potentially travel long distances, for in-person public meetings could potentially, and unnecessarily, expose numerous people to COVID-19, further contribute to the ongoing surge in cases caused by the Omicron variant, compound disruptions to our economy, and undermine public health measures during the current State of Emergency; and

WHEREAS, the Early Childhood Evaluation Advisory Committee of the First 5 San Mateo County Commission has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings; and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Early Childhood Evaluation Advisory Committee of the First 5 San Mateo County Commission finds that meeting in person would present imminent risks to the health or safety of attendees, and the Early Childhood Evaluation Advisory Committee of the First 5 San Mateo County Commission will therefore invoke the provisions of AB 361 related to teleconferencing for meetings of the San Mateo County Commission.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The recitals set forth above are true and correct.
2. The Early Childhood Evaluation Advisory Committee of the First 5 San Mateo County Commission finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

* * * * *

FIRST 5 SAN MATEO COUNTY**Early Childhood Evaluation Advisory Subcommittee****Meeting Minutes****May 17, 2021**

Commissioners Present: Carole Groom, Neel Patel, Louise Rogers
Grantee Representative(s): Heather Cleary, Carol Elliot
Staff: Michelle Blakely, Jenifer Clark, Kitty Lopez

1. Agenda Review & Announcements

The group welcomed Supervisor Carole Groom to her first meeting of the subcommittee. The agenda was approved with no changes.

2. Approval of the minutes from the January 11, 2021 Early Childhood Evaluation Advisory Subcommittee

Minutes were approved with no changes.

3. Discussion: Initial Review of County-Level Results of the Trauma-Informed Organizational Practices Assessment

Jenifer Clark presented the aggregated results across all the organizations that completed the Trauma-Informed Organizational Practices Assessment. Thus far seven child- and family-serving organizations have participated.

The group discussed a variety of issues that could affect how the data are interpreted and used, such as response rates within agencies; whether respondents have enough understanding about the functioning of Trauma-Informed Organizations to accurately assess their own agencies; differences in results based on whether items are asking about client-directed or staff-directed organizational practices; and patterns of responses by variables such as role, tenure, supervisory status, race/ethnicity, home language in childhood, and gender identity. Organizational-level data presentations are in progress with participating agencies, and the results have been shared with the consultants working on the TRISI project.

	ACTIVITY	Data Contributors	Who implements this activity	Timeframe	
				Planned Start	Planned End
1	Demographic Data Collection and Reporting (AR Report)	Grantees	<ul style="list-style-type: none"> • Jenifer (Lead) • Persimmony (Assist) • Program Specialists (Assist) • Eval Consultant (Assist) 	Ongoing	Oct 31, 2022, Ongoing annually
2	Persimmony Migration	F5SMC	<ul style="list-style-type: none"> • Persimmony Lead • Jenifer & Eval Consultants Assist 	May 2022	July 2022
	a. Data migration		<ul style="list-style-type: none"> • Persimmony 	May 2022	May 2022
	b. Training on new interface		<ul style="list-style-type: none"> • Persimmony 	May 2022	June 2022
	c. Ongoing TA support		<ul style="list-style-type: none"> • Persimmony, Eval Consultants, Jenifer, Program Specialists 	Ongoing	Ongoing
3	Intensive Services Data Collection & Analysis	Grantees providing care-coordination, home-visiting, or child care/ preschool with wrap-around services	<ul style="list-style-type: none"> • Jenifer, Eval consultants co-leading 	Ongoing	Ongoing
	a. Informational interview		<ul style="list-style-type: none"> • Jenifer and eval consultants co-lead 	Ongoing	June 2022
	b. Update of data collection and sharing procedures		<ul style="list-style-type: none"> • Jenifer and eval consultants co-lead 	June 2022	July 2022
	c. Data extraction/ export		<ul style="list-style-type: none"> • Eval consultants lead, Jenifer assist 	August 1, 2022	Ongoing
	d. Data analysis		<ul style="list-style-type: none"> • Jenifer lead, eval consultants assist 	Sept 2022	Ongoing

4	Review/ Secondary Analysis of Program-Specific Data	Grantees	<ul style="list-style-type: none"> • Jenifer (Lead) • Evaluation Consultant (Assist) 	May 2022	Oct 2023, Ongoing
	a. Informational interview	Supervisors and data management staff at grantee agencies	<ul style="list-style-type: none"> • Jenifer and evaluation consultants co-lead 	Ongoing	July 31, 2022
	b. Data extraction/ export	Data management staff at grantee agencies	<ul style="list-style-type: none"> • Evaluation consultants lead • Jenifer assist 	August 2022	Sept 2023, ongoing
	c. Data cleaning/ prep		<ul style="list-style-type: none"> • Evaluation consultants lead, • Jenifer assist 	Sept 2022	Sept 2023, ongoing
	d. Secondary analysis		<ul style="list-style-type: none"> • Jenifer lead, • Eval consultants assist 	Oct 2022	Oct 2023, ongoing
	e. Report development		<ul style="list-style-type: none"> • Jenifer lead, • Eval consultants assist 	Aug 2022	Feb 2023
	f. Receipt and review of any prepared reports	Data management staff at grantee agencies	<ul style="list-style-type: none"> • Jenifer 	Jan 2023	Mid-year and Year-end

5	Equity Indicators	Grantees	<ul style="list-style-type: none"> • Jenifer (Lead) • Evaluation Consultant (Assist) • Michelle (Assist) • SMC HR and County Counsel (Assist) 	July 1, 2022	June 30, 2023
	a. Key informant interviews	<ul style="list-style-type: none"> • County Counsel; SMC HR • Management and supervisory staff at grantee agencies 	<ul style="list-style-type: none"> • Jenifer (Lead) • Evaluation Consultant (Assist) 	Dev. In June, Impl start in July	Aug 31, 2022
	b. Survey	Staff at grantee agencies	<ul style="list-style-type: none"> • Jenifer (Lead development) • Consultant (Support Implementation) 	Dev. in Sept, Impl in Oct	Oct 31, 2022
	c. Data analysis		<ul style="list-style-type: none"> • Jenifer (Lead) • Evaluation Consultant (Assist) 	Nov 2022	Nov 2022, Feb & Aug 2023
	d. Report Development (incl GIS data)		<ul style="list-style-type: none"> • Jenifer lead on overall report • Eval Consultant lead on GIS work 	Sept 2022	Feb 2023

6	Friday Cafés Evaluation				
	a. Review of other eval efforts	Connecticut and San Diego Chapters	<ul style="list-style-type: none"> • Jenifer lead • SMCOE Assist 		
	b. Key informant interviews/ Focus Group	Advisory Council Members	<ul style="list-style-type: none"> • Jenifer, SMCOE, Karen co-lead • SMCOE consultant assist 	July 2022	August 2022
	c. Focus Groups	Administrators/ Supervisors in agencies whose staff participate	<ul style="list-style-type: none"> • Jenifer lead • SMCOE, Karen, Eval consultant assist 	Aug 2022	Feb 2023
	d. Participant Surveys: Develop & Implement	Café participants	<ul style="list-style-type: none"> • Jenifer Lead • SMCOE, Eval consultant assist 	Ongoing	June 30, 2022
	e. Network Analysis	Organizations whose staff attend Cafés	<ul style="list-style-type: none"> • Jenifer lead • Eval consultant assist 	Jan 2023	June 2023
7	Updated Grantee Survey of COVID Impact	Grantees	<ul style="list-style-type: none"> • Jenifer 		
	f. Survey development/update				
	g. Implementation				
	h. Data analysis				
	i. Results sharing				
8	Qualitative Analysis of Narratives	Grantees	<ul style="list-style-type: none"> • Jenifer (Lead) • Evaluation Consultant (Assist) • Program Specialists (Assist) 	July 31, 2022	Sept 30, 2022

7	TRISI Organizational Assessment	Select CYSOC Organizations	Emily, Michelle, Jenifer, LFA, Hamai, EBAC, each leading and assisting in various parts		
	a. Onboarding organizations		<ul style="list-style-type: none"> • Emily, LFA, Michelle, Hamai (Lead) • Jenifer assist 		
	b. Administration of Assessment		<ul style="list-style-type: none"> • Jenifer lead • LFA assist 		
	c. Quantitative Data Analysis		<ul style="list-style-type: none"> • Jenifer lead • LFA, Hamai assist 		
	d. Qualitative Data Analysis		<ul style="list-style-type: none"> • LFA, EBAC lead • Jenifer, Hamai assist 		
	e. Developing Reports and Improvement Plans		<ul style="list-style-type: none"> • LFA, EBAC lead • Jenifer, Hamai assist 		
	f. Sharing Results		<ul style="list-style-type: none"> • LFA lead • Jenifer, Hamai, EBAC assist 		
	g. Ongoing coaching incorporating data		<ul style="list-style-type: none"> • EBAC, Hamai 		

	Ongoing Partnership Activities				
	a. Home Visiting Data System Conversations		Michelle, Emily, Jenifer		
	b. Countywide Surveys on Child Care and Workforce Issues		Michelle, Jenifer		
	c. Oral Health Mapping Project		Emily, Jenifer		



Request for Quotations

Evaluation Consultation and Support Services

Responses must be received via email by 4pm on [Insert Date]

Send responses to Jenifer Clark, jdclark@smcgov.org and Myra Cruz, ecruz@smcgov.org

Note regarding the Public Records Act:

Government Code Sections 6250 et seq., the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Quotations is a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record without exception. Submission of any materials in response to this Request for Quotations constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

Background

In accordance with the 1998 California Children and Families Act and as required by First 5 California (F5CA), all First 5 County Commissions conduct evaluations of their investments supporting the well-being of young children, their parents and caregivers, and service providers who implement funded programs. At First 5 San Mateo County (F5SMC), these investments span sectors (including child care and early education, health, and human and social services), and can occur at multiple organizational levels (such as direct services to individuals, capacity building within organizations, systems building and/or integration within or across sectors, advocacy and public policy, and population level outreach and communications efforts). This wide variety of programs and systems-level interventions necessitates an equally wide variety of evaluation activities.

F5CA Evaluation Requirements:

- **Client Data Collection:** All County First 5 Commissions are required to submit aggregated client data to First 5 California on an annual basis. These data include the number of children, parents/guardians, and providers receiving specific types of services within a given fiscal year, broken down by the following categories: race/ethnicity, language, and child age. These data are tracked and reported by funded programs that provide direct services and are entered into our Persimmony Grants Management data system twice annually.
- **F5CA Narrative Evaluation Report:** All County First 5 Commissions are required to submit a narrative report to F5CA each year, outlined the research & evaluation activities undertaken, key findings of program evaluations, and any systems level and/or policy impacts resulting from these activities.

Local F5SMC Research & Evaluation Activities:

- **Individual-level Data Collection and Analysis:** Funded programs delivering more intensive services (i.e. home visiting, care-coordination/case management, or child-care/pre-school enhanced with wrap-around family supports) are required to collect client-level information regarding a number of indicators of interest to the F5SMC Commission and other stakeholders. These indicators include: socio-demographic information such as income and parental educational attainment, measures of parental self-efficacy, information about risk factors such as food or housing insecurity, and questions about activities such as reading to the child, the child's child care or preschool attendance, and access to and receipt of preventive health care.
- **Import/Export of Data from Systems Used by Partner Agencies and Secondary Data Analysis:** Our partner agencies frequently house the information they collect from clients within their own internal case management data systems. Securely and confidentially exporting data from those systems and importing them into systems used by F5SMC is necessary in order to analyze the data.
- **Social Network Analysis:** The goal of many systems-level interventions is to create and strengthen connections between programs and agencies serving the same client population. Evaluating the success of such endeavors can be challenging, especially when there is a desire for quantitative results and data visualizations. F5SMC has used the PARTNER social network

analysis tool to examine the relationships among collaborating agencies and to identify factors that either facilitate or hamper these relationships. For more information about this tool, you can visit <https://visiblenetworklabs.com/partner-cprm/>.

- **Qualitative Research:** Key Informant interviews, focus groups, and analysis of narratives submitted by grantees as part of their Program Reports provide F5SMC staff, Commissioners, and the public with personal stories that texture our understanding of many aspects of our work, including: program effectiveness, the existing service landscape, local needs within the Early Care and Education, Health, and Family Engagement sectors, and the experiences of San Mateo County’s families with young children. F5SMC staff develop and lead qualitative research projects, and also participate in projects led by other local and regional organizations.
- **Program-Specific Evaluations:** F5SMC staff and other stakeholders sometimes require a more in-depth evaluation of a particular funded program. In such cases, the partners work together to design a (typically) mixed-methods study that will provide a rich view of the work and its impact on participants. These types of studies generally focus on a single program funded by F5SMC and implemented by a single partner agency; however, there are times when such a project involves multiple funders and several implementing agencies. Current efforts include:
 - **Friday Café Evaluation:** This upcoming mixed-methods study will include key informant interviews, focus groups, survey development and analysis, and a social network analysis. Engaging stakeholders and participants in the evaluation design, culturally-responsive data collection, and making meaning of the results will be an important part of this project.
 - **Trauma- and Resilience-Informed Systems Initiative:** This ongoing project involves the administration and analysis of a locally developed Trauma-Informed Organizational Practices Assessment. F5SMC currently has consultants under contract who are involved in interpretation of any qualitative data, and who take the lead in communicating results back to participating agencies.
- **Needs Assessments and Landscape Scans:** F5SMC frequently partners on local research efforts aiming to better understand the situations and needs of San Mateo County’s young children, their families, and the programs and providers working to support them. These needs assessments and landscape scans may be focused on collecting population-level data from individual children, parents, or service providers, or on assessing the characteristics of agencies and programs within a particular sector (e.g. child care and preschool providers; home visiting programs; dental providers providing services in education settings). Although there are times when F5SMC staff and/or consultants perform the primary research functions for these efforts, in most cases our role is not technical, that is, we do not hold primary responsibility for survey development, data collection, or analysis.
- **Partnership with Other Local, Regional, or State-Level Efforts:** F5SMC is an active partner in research and evaluation activities headed by various agencies of the State of California, First 5 California, the First 5 Association of Counties, and other local and regional organizations, for example: Quality Counts California (<https://qualitycountscalifornia.org>) and Quality Counts SMC (<https://smcqualitycounts.org>), Help Me Grow SMC (<https://helpmegrowsmc.org>), and Build

Up for SMC (<https://buildupsmc.com/>) . These efforts often require that F5SMC and/or our partner agencies collect and report on data elements determined by the lead organization.

- **Other Data Management and Evaluation Activities:**

- F5SMC uses the Persimmony system for grants management, collection of aggregated client data, and twice-yearly programmatic reporting on scopes of work and deliverables. Familiarity with this system is required in order for a bid to be considered for funding.
- Each department in San Mateo County is developing indicators to track equitable access to local public resources. F5SMC is piloting indicators based on the residence of the children and families served (i.e. zip code or census tract), the race/ethnicity of children and caregivers served, and an examination of how equity is expressed within our funded agencies (e.g.: Are the racial/ethnic, linguistic, and cultural backgrounds of clients reflected within the staff at all levels of an organization? Does the organizations Board reflect the community it serves? Are the voices of staff and of families included in strategic planning, program development, and evaluation activities?) These equity indicators are reported to the County Manager’s Office.
- F5SMC has its own social media presence as well as being involved in the websites, text campaigns, and social media efforts of funded programs and partner agencies. These platforms can be used to showcase personal stories of program participants, raise awareness of available services, and to share data via infographics, dashboards, issue briefs, and blog posts.

Statement of Intent

F5SMC is seeking quotes for evaluation consultation that will both support the ongoing work of the in-house Research & Evaluation Specialist and expand our capacity to conduct robust evaluation of our funded programs.

This RFQ is not a commitment or contract of any kind. F5SMC reserves the right to pursue any and/or all ideas generated by this RFQ. The responses will be used to determine the respondent’s ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of F5SMC.

The tasks below are examples of the activities that the evaluation consultant is likely to be asked to undertake. They are not intended to represent a final scope of work for this role. Final scopes of work and deliverables will be established during contract negotiations with F5SMC prior to the start of the project.

Desired Tasks and Activities

- Primary responsibility for working with grantees to: a) ensure that client level data collected on F5SMC-funded programs is accurately captured within their data systems; b) export from their data systems any client-level data to be shared with F5SMC, and c) clean and format the data and securely transfer it to F5SMC.
- Assist the F5SMC Research & Evaluation Specialist with managing the upcoming migration to a new Persimmony interface. While Persimmony will be handling the technical aspects of the transition and providing training for all users, F5SMC staff and the Evaluation Consultant will be communicating with local users, fielding TA requests, and working closely with Persimmony staff to ensure the transition goes as smoothly as possible.
- Support the F5SMC Research & Evaluation Specialist in the design and implementation of research and evaluation projects. These activities may include:
 - Assisting with a review and qualitative analysis of Program Narratives submitted by grantee agencies as part of their Mid-Year and Year-End reports.
 - Assisting with development of interview and focus group protocols for the Friday Café Evaluation, the Equity Indicators Project, and other topics as needed.
 - Conducting focus groups as needed with participants including: program clients, service providers, management and administrative staff at funded programs, and/or parents of young children. Focus groups may be conducted in Spanish, English, Chinese, or other languages.
 - Assisting with the development and implementation of grantee surveys (typically administered via SurveyMonkey) on topics such as: indicators related to equity and representation within funded programs; the impact of the ongoing COVID-19 pandemic; facilitators of and barriers to collaboration; other topics as needed.
 - Assisting with the implementation of surveys related to the TRISI program and the Friday Café evaluation, including tracking responses and providing TA to respondents.
 - Consultation to F5SMC staff on research and evaluation methods, data collection strategies, data analysis techniques, data interpretation and results sharing, and other evaluation topics as needed.
- In collaboration with F5SMC staff and communications consultants, develop data products to effectively communicate about our local needs, activities, programs, and impact. These products may include dashboards, infographics, presentations, briefs, social media postings, etc.

Budget

The proposed budget should not exceed \$100,000.

Timeframe

The anticipated timeframe for service delivery is from XXXX – October 31, 2023.

Response Submissions

Responses must address content areas 1 through 5 on the following pages. Submit an electronic copy of your response via email to Jenifer Clark, jdclark@smcgov.org and Myra Cruz, ecruz@smcgov.org. All responses must be received by 4pm on **[INSERT DATE]**.

1. Independent Consultant or Agency (no more than 1 page)

Please provide the name and address of the independent consultant or agency submitting this quote. Include the number of years the entity has been in business and its experience working with the public sector on evaluation projects. Provide brief descriptions of similar projects that your entity has successfully undertaken.

2. Personnel (no more than 1 page)

Please provide the name and title of each individual who will be working on this project, the specific activities that they will be performing, and a brief description of their relevant qualifications and experience, including linguistic and cultural competencies. Include each person's hourly rate. You may attach résumés if you'd like; these will not count toward the one page limit for this section.

Indicate which individual is the contact person for this project, and provide that person's phone number and email address.

3. Timeframe (no more than 1 paragraph)

Provide the date by which your entity will be available to start this work, and any lead-time or startup requirements that you may have. If your agency has an internal deadline for project completion (e.g. because a key staff member is going out on leave), include that information here as well.

4. Insurance (no more than 1 paragraph)

The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation).

Depending on the nature of the work being performed, additional requirements may exist. **Please indicate whether your agency is able to meet these insurance requirements and note any questions or concerns you may have.** Note that, in some circumstances, these requirements have been waived and inability to meet these requirements does not automatically disqualify proposers.

5. Activities and Budget (no more than 2 pages)

Complete the Proposed Budget table below. We strongly suggest that you draw from the “Desired Tasks and Activities” listed on **page 5** of this Request for Qualifications as you fill in the table. You may add rows and columns if needed. If you have ideas for activities (other than those listed) that may enhance the project, please share those as well.

Activity	Estimated Hours	Estimated Cost	Staff Responsible

Review Process

All submissions will be reviewed by staff at F5SMC. During this process, the County may require a respondent’s representative to answer questions orally and/or in writing.

The criteria used as a guideline in the review will include, but not be limited to, the following:

- Consultant and/or agency qualifications and experience, including capability and experience of key personnel in:
 - Working with F5 County Commissions on evaluation and data management activities
 - The Persimmony First 5 database system (<https://www.persimmony.com>)
- Language capacity and cultural responsiveness for populations relevant to the work of F5SMC
- History of successfully working with public agencies, organizational leaders, evaluation staff, and direct-service providers from multiple sectors
- Familiarity with the current issues confronting expectant parents and families with young children in San Mateo County and the service providers who support them
- Clarity of oral and written expression
- Cost

The decision made by F5SMC will be communicated via email and will be final.