

ATTACHMENT B AGENCY QUALIFICATIONS SUMMARY

Agency Name: _____

Please provide a summary of no more than **seven (7) pages** (single-spaced, Arial font size 11). The purpose of this summary is to describe your firm's responsiveness to the qualifications listed in this RFQ. Include a response to the following:

1. State your agency's mission, vision, guiding principles, or service philosophy and provide a brief summary of organizational history that makes your organization a strong candidate for the work as described in this RFQ. Include your organization's statements/goals related to diversity, equity, and inclusion, and the value you will bring to a partnership with First 5 Contra Costa and others affiliated with the First 5 Center.
2. Describe your organization's experience with family support prevention and intervention practices.



5. Include a description of the lead personnel and anticipated supporting personnel assigned to the proposed program and their qualifications to perform the work. What Diversity, Equity, and Inclusion (DEI) related professional development programs and/or employee resources does your staff have access to? If partnering with subcontractors, identify those persons or firms, the work to be done by the subcontractors, how they were selected and why, and a description of how subcontracted work will be, monitored, and evaluated. Include total FTEs, the number of employees, and the demographic composition. In addition, Please attach an organization chart that includes your agency's current staffing pattern and the proposed location of the First 5 Center Program(s) in your organization. **ATTACHMENT D - Resumes, Curricula Vitae, and Organization Chart.** There is no First 5 form for ATTACHMENT D.

6. Briefly describe your organization's finance department and accounting system. Tell us about the person who oversees the fiscal system detailing his/her fiscal experience and the length of time with your organization. In addition, include his/her resume in **ATTACHMENT D - Resumes, Curricula Vitae, and Organization Chart.** There is no First 5 form for ATTACHMENT D.

7. Describe your organization's capacity and commitment to promoting the Centers with current, new and/or potential funders and donors.

8. Briefly describe how your organization will satisfy the 20% Match Requirement as outlined in this RFQ.