



## Request for Proposals

### Mobile Unit for Fresno County Children and Families

**Updated** Deadline to submit: **Tuesday, February 1, 2022<sup>1</sup>** at 5:00 p.m.

Submissions must be submitted **electronically** on our website:

[www.first5fresno.org/funding](http://www.first5fresno.org/funding)

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<sup>1</sup> Deadline extended on December 3, 2021. Updated timeline and dates can be found **bolded in red** throughout the document.

## RFP Opportunity Overview

This page contains a summary of this Request for Proposals (RFP) opportunity; please read the entire document for full requirements and details.

## Intent of RFP

First 5 Fresno County (F5FC) is seeking proposals from local community entities who have the capacity to use, manage, and maximize F5FC's Airstream trailer (Mobile Unit), previously branded as the Breastfeeding Friendly (BFF) Express, to support and promote the optimal health and wellbeing of Fresno County children and families.

As part of the transfer agreement, the Mobile Unit must be used as proposed by the awarded agency for two years.

## Eligibility

Nonprofit public benefit 501(c)(3) organizations, local education agencies, and public/governmental agencies providing services to families with young children.

## Timeline

Date	Action
October 28, 2021	Release of Request for Proposals
<b>January 24, 2022</b>	Deadline to submit questions
<b>December 8, 15, 2021</b> <b>January 5, 12, 19, 26, 2022</b>	Dates when a response to submitted questions will be posted on the F5FC website
<b>January 20, 2022</b>	Mobile Unit Site Visit (optional and by appointment)
<b>February 1, 2022 – 5:00 p.m.</b>	<b>Proposal Submission Deadline (Deadline Extended)</b>
<b>March 2, 2022</b>	Notification to proposers
<b>March 16, 2022</b>	Recommended agency presented for approval
<b>April 2022</b>	Agreement development/ change in ownership document compilation with selected agency
<b>May 1, 2022</b>	New ownership of Mobile Unit effective

# Mobile Unit for Fresno County Children and Families

## Request for Proposals

### ABOUT FIRST 5 FRESNO COUNTY

At First 5 Fresno County, we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the wellbeing of every child and family. The First 5 Fresno County Commission (the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

### INTENT

First 5 Fresno County (F5FC) is seeking proposals from entities with the capacity to take on ownership, use, manage, and maximize F5FC's Airstream trailer (Mobile Unit), previously branded as the Breastfeeding Friendly (BFF) Express, to support and promote the optimal health and wellbeing of Fresno County children and families in new ways.

### BACKGROUND

In 2010, F5FC purchased and refurbished a used Airstream trailer to create the Breastfeeding Friendly (BFF) Express, a breastfeeding friendly mobile unit as part of the Breastfeeding Friendly initiative - a larger community campaign to raise awareness and support for breastfeeding as the healthiest start for babies and to normalize support for lactating women and their families at home, at work, and during community events. Over the years, community support and awareness of the benefits of breastfeeding have increased in Fresno County. Hospitals continue to implement policies around breastfeeding support to attain the Baby Friendly Hospital designation, more expansive lactation accommodation laws have been signed into law, and breastfeeding friendly spaces have been permanently established at prominent places like the Fresno Yosemite Airport, Fresno City Hall, Fresno Chaffee Zoo, and the Fresno Fairgrounds. Over time, staff capacity combined with decreased demand for the Mobile Unit at large, outdoor community events have kept the trailer in storage for longer periods of time.

With this Request for Proposals (RFP) procurement, the goal is to elicit new, innovative uses for the Mobile Unit so that it can continue to support the health and wellbeing of Fresno County's children and families.

### TRAILER SPECIFICATIONS AND ASSOCIATED COSTS

The Mobile Unit is a 27 foot. customized Airstream trailer that currently provides a comfortable, private space for breastfeeding mothers (up to 4) to nurse their babies while attending large outdoor community events. It also accommodates families with baby-changing stations; one of them conveniently located separate from the private breastfeeding section. When in use, the Mobile Unit requires a 30 ft. by 20 ft. space with access to nearby electrical power to operate the included lighting and air conditioning units. If access to electrical power is not available, the Mobile Unit can be powered using its attached generator. The Mobile

Unit is currently outfitted with one television with a built-in DVD player, four gliding/rocking chairs, two privacy curtains, a sink, and several storage cabinets – all of which will remain with the Mobile Unit upon ownership change. Currently, the Mobile Unit is wrapped in a decal covering approximately 50% of the exterior (see included images at the end of this document) which will be removed prior to ownership change. Specific dimensions and mechanical features are included in the table below:

Item	Description
<b>Interior design and dimensions</b>	27 foot Airstream Trailer Year: 1999 - Model: Safari  <u>Side with sink:</u> Approx. 14 ft. length and 7 ft. width and 6ft. height  <u>Side with changing table only:</u> Approx. 6 ft. length and 7 ft. width and 6ft. height
<b>Weight</b>	6,300 lbs. at its gross; 3,000 lbs. per axel
<b>Generator</b>	Honda Generator - Model EU6500is Length: 33.5” in, Width: 26.4” in, Height: 27.5” in
<b>Hitch</b>	2 5/16-inch ball hitch
<b>Electrical</b>	A 12-volt for inside lights  The generator gives power to outlets inside and outside, the television, air conditioning units, and electric water heater for sink.

The average cost to maintain the Mobile Unit is estimated at approximately \$7,640 per year depending upon the new owner’s capacity and needs.

Type of Maintenance	Average Costs
Paid Stall at Storage Facility <sup>2</sup>	\$1,040 a year
Towing Services <sup>3</sup>	\$6,600 a year <sup>4</sup>

<sup>2</sup> Currently stored in an uncovered spot at a local Derrel’s Mini Storage.

<sup>3</sup> Current tow and set-up services contracted with Fortney Towing.

<sup>4</sup> Estimated average costs for 1 event per month at \$550 per event (\$550 x 12 months = \$6,600 a year).

## FUNDING AND CONTRACT PERIOD

Through this RFP, the ownership (title) of the Mobile Unit will be transferred to the awarded applicant. F5FC anticipates awarding title of the Mobile Unit effective **May 1, 2022** subject to a transfer agreement. As part of the transfer agreement, the awarded applicant will be contractually obligated to use the Mobile Unit for two years. F5FC will require the awarded applicant to make a \$10,000 good-faith deposit to be refunded back to the agency at the end of the two-year contract term. Should the awardee not use the Mobile Unit as proposed and/or sells the Mobile Unit before the two-year agreement terms, F5FC would permanently keep the deposit. F5FC makes no representations as to the value or conditions of the trailer – it is up to the awarded entity to determine the value and to inspect the vehicle. Additionally, F5FC will not transfer title to the Mobile Unit without the awarded applicant executing the transfer agreement, which, among other things, will require the awarded agency to fully indemnify F5FC during the term of the Agreement.

## ELIGIBILITY

Nonprofit public benefit 501(c)(3) organizations, local education agencies, and public/governmental agencies providing services to families with young children are encouraged to submit a proposal. If the applicant is a past or current F5FC funded partner their contract(s) must be in good standing.

The selected entity must demonstrate the capacity to utilize, store, manage, and maximize the use of the Mobile Unit for the health and wellbeing of Fresno County children and their families. In addition, a proposing entity must have at least three (3) years of demonstrated expertise in providing services to children ages 0 to 5 years old, their families and/or the individuals who serve them.

## SUBMISSION REQUIREMENTS

All proposals must be submitted via the F5FC website ([www.first5fresno.org/funding](http://www.first5fresno.org/funding)) by **5:00 p.m. on Tuesday, February 1, 2022**. Applicants are solely responsible for ensuring their submissions are received by F5FC on time. Late proposals will not be accepted. To complete the submission process, follow the steps on the website. Enter all required information and upload the required forms and the attachments listed below. *All documents must be submitted in PDF form.* Each form is available as an individual file on the F5FC website. Upon submission, applicants will receive an email from [funding@first5fresno.org](mailto:funding@first5fresno.org) as proof of submission.

**1. Narrative (80 total points) – FORM A:**

Please submit in writing the requested information in brief narrative form, as outlined in the attached Form A and, to the extent possible, organize the narrative using headers (no more than 7 seven typewritten pages). Please do not use a font size smaller than 11-point size for legibility.

**2. Attachments (20 points, not a part of the narrative page limit) – Submissions must include the following:**

1. Completed W-9 Form
2. Provide names, titles, addresses, email address, and telephone numbers of three (3) professional references of organizations or individuals for whom the proposer has provided services cited as related experience

## **RFP PROCESS**

### **Questions**

Any questions about this RFP must be submitted via e-mail to [funding@first5fresno.org](mailto:funding@first5fresno.org) with the subject line: “*Question RFP - Mobile Unit*” Questions will be accepted until **Monday, January 24, 2022**. F5FC will post answers to any questions received by 5 p.m. on the F5FC website ([www.first5fresno.org/funding](http://www.first5fresno.org/funding)) every Wednesday beginning on **December 8, 2022 through January 26, 2022, excluding December 22nd and 29th. Exact posting dates can be found on page 2 of the RFP.**

### **Site Visit (Optional)**

Interested applicants will have the opportunity to visit and tour the Mobile Unit. To limit the number of people gathering at once, we will have 30-minute appointment slots available on a first come, first served basis between 9:00 am – 12:00 pm and 1:00 pm – 4:00 pm on **Thursday, January 20, 2022**. The visit will be held in the Lighthouse for Children parking lot, located at 2405 Tulare Street, Fresno, CA 93721.

Appointment slots can be reserved by emailing [funding@first5fresno.org](mailto:funding@first5fresno.org) no later than **Friday, January 14, 2022** at 5:00 pm. Interested applicants must follow COVID-19 safety protocols in place when visiting, including but not limited to wearing face coverings, social distancing, and limiting the number of individuals per party to no more than three people.

### **Review Process and Notification**

A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFP. Submissions receiving a score of 70 or more points out of 100 may become finalists for award. However, there is no guarantee that scoring above 70 will result in an awarding.

Interested agencies should be prepared to present and elaborate on their submission to the Review Committee as requested. Following the submission deadline, all applicants will be notified by email confirming whether a presentation is required and, if necessary, additional logistics.

Following the review process, F5FC will work with the recommended agency to develop and finalize a contract agreement that will be presented to the F5FC Commission for consideration and ultimate approval.

The contact person for each submission will be notified in writing of F5FC’s decision. All submitters, including those that are selected as a finalist, will be notified by **March 2, 2022**, of the status of their submission. Upon notification, the finalist will be contacted by F5FC staff to confirm requirements prior to consideration by the F5FC Commission.

## **OTHER IMPORTANT INFORMATION**

### **Protest Process**

Upon notice by F5FC of a proposed award, any applicant may file a formal written protest regarding a procurement by the Commission. The protest shall be filed with the Executive Director no later than forty-eight (48) hours before the day of the meeting at which the Commission is scheduled to award the subject contract. The protest shall be in writing addressed to and filed with the F5FC Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the award violated F5FC’s procurement procedures or

State law. Mere disagreement with the Commission or Executive Director's decision shall not be the basis for a successful protest.

### **Confidentiality of Responses**

F5FC cannot guarantee the confidentiality of information submitted by the organization/agency. In the event that F5FC receives a California Public Records Act request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide such records as it deems appropriate. All materials submitted as part of an applicant's response to this Partnership opportunity become the property of F5FC.

### **Caveats and Legal Notes**

Issuance of this Partnership opportunity does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all submissions received in response to this RFP opportunity, or to cancel it if it is in the best interest of the Commission to do so. In addition, F5FC staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

Any contract awarded by the Commission will contain various terms and conditions that will not be negotiable, including, but not limited to, Applicant's obligation to indemnify, defend, and hold the Commission harmless from and against Applicant's negligence and willful actions, insurance requirements as determined by the Commission, and compliance with various Commission policies.

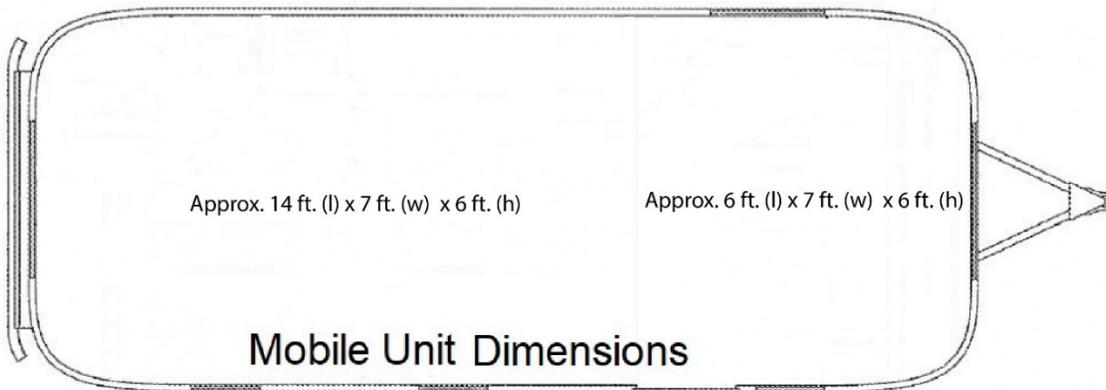
Pursuant to the Commission's Conflicts of Interest Policy and Conflicts of Interest Code, as amended, no Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to the Commission.

Additionally, under no circumstances, may a financial dependent of a F5FC Commissioner or staff respond to this RFP. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not financial dependents are discouraged from submitting.

**A. Mobile Unit Exterior**



**B. Mobile Unit Interior Dimensions**



**C. Interior: Side with Sink**



**D. Interior: Side with Changing Table Only**





Please provide a brief narrative response to the following questions and to the extent possible, organize using headers. The narrative should not exceed seven (7) pages. Please do not use a font size smaller than 11-point.

1. **Agency/Entity's mission and how it relates to the RFP purpose**
  - a. Describe your agency's qualifications, as they relate to the Eligibility section on page 5 of the RFP and, any services/programs offered as they relate to the health of young children and families, and, if any, projects that your agency has undertaken similar in scope to your proposal for the use of the Mobile Unit.
  
2. **Use of Mobile Unit in the community for the purposes of promoting the health and wellbeing of Fresno County children ages 0 to 5 years old and their families. Please include:**
  - a. How your agency proposes to use the Mobile Unit in the community, including types and frequency of uses and populations and communities that will be served
  - b. A description of desired use, services, and any proposed partnerships with other community organizations and/or with a specific community
  - c. A timeline for implementation of proposed services