



Agenda Item 2
March 2, 2016

DATE: February 22, 2016

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Executive Director 

SUBJECT: Consultant Services Request for Qualifications (RFQ)

ACTION: Receive report on the Request for Qualifications (RFQ) process for project management, evaluation, professional and operational, and on-call/special support consulting services

SUMMARY:

The Children and Families Commission of Orange County’s business model and organizational structure relies on technical and project management consultants to help develop and implement strategies established by the Commission. In March of 2014, staff issued a Consulting Services Request for Qualifications (RFQ) for ongoing project management, administrative support services, evaluation consultants, and to establish a roster of qualified on-call consultants to provide support on special projects as needed. This agenda item includes an outline and timeline for release of an updated Consultant Services RFQ and selection process.

DISCUSSION:

On March 4, 2016, staff will release an updated RFQ with submissions required by April 1, 2016. Respondents will be requested to submit a cover letter, resume/statement of qualifications, references and hourly rates. Consistent with the Commission’s business plan, the Commission is seeking qualified consultant services in the following areas:

- *Project Management* – Selected consultants will be responsible for reviewing program performance throughout the term of the grant, ensuring quality of services, and providing continuous program support and technical assistance based on their programmatic expertise. Qualified consultants should demonstrate experience and skills in specific knowledge areas, as well as demonstrated program and/or project management experience.
- *Evaluation* – Selected consultants will support Commission’s efforts to design, plan and/or implement requested program or system evaluations. Qualified consultants should demonstrate knowledge and experience in measuring outcomes of programs and services, as well as use of appropriate and reliable indicators; use of county and population level data; and, how goals and objectives can be measured.
- *Operational Support* – Selected consultants will provide as needed support in the areas of risk management, fund development, contract compliance and fiscal leveraging. Qualified consultants should demonstrate knowledge and experience in risk assessments, as well as program, fiscal, and/or contract audits.
- *Special Projects* – Selected consultants may be called upon for additional consulting services throughout the year as needs arise. Qualified consultants should demonstrate knowledge and experience in one or more of the Commission’s programmatic goal areas or evaluation.

Consultants with unique program management or related skill sets may also qualify in this area.

Upon completion of RFQ process, and no later than the May meeting, staff will return to the Commission with a recommended slate of consultants, related scope of works, and funding amounts for Fiscal Year 2016/17. Consultants qualified under this scope of work are not guaranteed any specific contract awards, unless specifically authorized.

The Commission will use the list established by the RFQ to meet the needs to address the work included in the business plan. In the event that the Commission staff identifies an additional technical need or expertise that is not covered under the current list of qualified consultants, Commission staff will work to identify a consultant or firm that can address the need, and they will be added to the qualified list of consultants.

STRATEGIC PLAN & FISCAL SUMMARY:

This action has specifically been reviewed in relation to the Strategic Plan, and is consistent with the Commission's goal.

PRIOR COMMISSION ACTIONS:

- May 2014 – Authorized agreements, or amendments to existing agreements with designated individuals and/or organizations to provide project management, evaluation, administrative support, on-call/special consulting service

RECOMMENDED ACTION:

Receive report on the Request for Qualifications (RFQ) process for project management, evaluation, professional and operational, and on-call/special support consulting services

Contact: Lucy Lin