Item 2-2

First 5 Commission of San Diego

Subject: Commission Funding Process

Purpose

To establish the policy of the First 5 Commission of San Diego (Commission) for the allocation of funds for programs and services that fulfill the Commission's mandate.

Background

The Commission funds programs and services for children ages zero to five, and their families, to ensure that every child in San Diego County will enter school ready to learn. The Commission's mandate is set forth in Health and Safety Code sections 130100 *et seq*., San Diego County Administrative Code, Article IIIP, sections 84.100 *et seq*., and the Commission's Strategic Plan.

The Commission's funding decisions are primarily guided by its Strategic Plan. The Strategic Plan is a five-year plan that the Commission reviews annually. The Strategic Plan sets forth the Commission's goals for its strategic funding investments. A key component of the Strategic Plan is the Commission's Evaluation Framework, which provides the indicators that will be measured and priority strategies that will demonstrate achievement of the Desired Results in the Commission's Strategic Plan. The Commission also develops a Financial Spending Plan that identifies the annual funding commitments for each Commission initiative and/or project.

Policy

All programs and services considered for funding by the First 5 Commission of San Diego must comply with this Policy. Programs receiving Commission funding shall not use Commission funds to supplant other funding sources per Commission Policy F5C-009 Supplantation.

Procedures

A. Solicitations

1) The Commission will issue solicitations to identify organizations capable of providing the described programs or services. Solicitations will be issued in areas identified in the Strategic Plan and supported by the Financial Spending Plan. Each solicitation will include specific procedures for applicants to follow to properly submit an application.

2) The Executive Director will select and convene a Source Selection Committee (SSC) to review applications and make funding recommendations to the Executive Director. The Executive Director may determine the number of participants to serve on the SSC.

3) The SSC may be comprised of Commission and/or County staff, community members, and professionals in the area of service. No member of the Commission, or advisory committees to the Commission, may be a member of an SSC. SSC members shall sign appropriate documents for compliance with conflict of interest and confidentiality procedures. The SSC will consider only those applications submitted in accordance with the procedures set forth in the published solicitation. The SSC will review the applications, and make recommendations for award to the Executive Director. Commission staff who serve solely as technical advisors are prohibited from making recommendations for award. The SSC may recommend items for Commission staff to address in negotiations in their recommendations to the Executive Director.

4) The Executive Director will present recommendations for award to the Commission. The Commission will then consider the recommendations and may accept, reject or modify the recommendations. Additionally, the Commission may instruct the Executive Director to negotiate changes to applications as a funding condition. Commission approved recommendations for award and successful negotiations will result in an executed contract.

5) New contracts for services must be approved by the Commission. The Commission's approval of the annual budget satisfies this requirement.

6) At the time of contract award, if it is anticipated that more than the initial contract term is needed or desired to achieve the outcomes required in the contract, funding for additional option years requires Commission approval. The Commission's approval of the annual budget satisfies this requirement.

7) Commission staff will conduct a risk assessment; and develop, and implement a monitoring plan for each new contract.

B. <u>Sole Source Contracts</u>

1) Under the conditions outlined in County Board Policy A-81: Procurement of Contract Services and A-87: Competitive Procurement, the Executive Director may consider executing a sole source contract.

2) The Executive Director will present recommendations for sole source contracts to the Commission and provide justifications that support such recommendations. The Commission will consider recommendations and may accept, reject or modify the

recommendations. Additionally, the Commission may instruct the Executive Director to negotiate changes to a proposed sole source contract as a funding condition. Commission approved recommendations for award and successful negotiations will result in an executed contract.

Sunset Review: June 2018

Originally Approved: May 7, 2001 (9)

Revised: June 2, 2003 (13); June 20, 2005 (6); June 18, 2007 (7); June 3, 2009 (1); June 29, 2009 (2); June 4, 2012 (2)

Approved:

June 29, 2015	2
Date	Commission Item No.