

# First 5 Commission of San Diego

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**Subject: Commission Funding Process**

Policy Number: F5C-003

Effective Date: December 17, 2024

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## **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 years, 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 IIP, 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 corresponding 5-year Financial Spending Plan that identifies the annual funding commitments for each Commission initiative and/or program.

## **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) Through a competitive procurement process, with support from the Department of Purchasing and Contracting, the Commission will issue solicitations to identify organizations capable of providing the described programs, services, or products at the best value to the Commission. Solicitations will be aligned with the areas identified in the Strategic Plan and supported by the corresponding Financial Spending Plan. Each solicitation will include specific procedures and requirements for applicants to follow to properly submit a proposal response for consideration,

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- including identifying submittal requirements for proposals and the evaluation criteria that will be used in reviewing the proposals received.
- 2) In collaboration with the Health and Human Services Agency (HHS) Agency Contract Support (ACS) and HHS Child and Family Well-Being (CFWB) administration, the Commission's Executive Director will identify the composition of a Source Selection Committee (SSC) to review proposals.
  - 3) The SSC may be comprised of Commission and/or County staff, community members, and professionals with expertise in the solicited service and/or product-line. 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 proposals, and make recommendations for award to DPC and the Commission's Executive Director. The SSC may recommend items for Commission staff to address in negotiations in their recommendations to DPC and 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 or Director of DPC to negotiate changes to proposals as a funding condition. Commission approved recommendations for award and successful negotiations will result in an executed contract.
  - 5) New contracts for services and/or products, as well as extensions of existing contracts beyond the initial term, must be approved by the Commission. The Commission's approval of the annual budget satisfies this requirement.
  - 6) Commission staff will conduct a risk assessment and develop and implement a monitoring plan for each contract annually at the start of each new contract term.

**B. Single Source Contracts**

- 1) Under the conditions outlined in [County Board Policies A-81: Procurement of Contract Services](#) and [A-87: Competitive Procurement](#), the Commission's Executive Director may consider executing a single source contract.
- 2) The Executive Director will present recommendations for single source contracts to the Commission and provide justifications that support such recommendations, in alignment with the County Board of Supervisors' Policy A-87. The Commission will consider recommendations and may accept, reject or modify the recommendations. Additionally, the Commission may instruct the Executive Director or Director of DPC to negotiate changes to a proposed single source contract as a funding condition. Commission approved recommendations for award and successful negotiations will result in an executed contract.

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