

First 5 LA 2011 Consultant Resource Directory RFQ
Questions and Answers

- 1. On Appendix C, Client References, should we use the form provided or create a new document? Also will the first three listed be those contacted by your organization or do we specify?**

Applicants may use the form provided with the RFQ or prepare your own format, however, please make sure that the consultant or consulting firm's name is on the document, and that the document is titled as Appendix C, Client References.

When contacting references, we will choose those that represent diversity in the type of projects accomplished, if relevant. If your services are very focused and similar, we will contact references representing the most recent projects.

- 2. Appendix D—the Signature Authorization Form—requests certification for the signatory “per the agency bylaws.” Our company does not have a Board of Directors or Bylaws. Do you need the company principal to enter his name as the Agency Authorized Signatory, while leaving the “Part 1 Certification” box blank?**

In Section 1, the certification selections may be left blank however the name signature, title and date blanks should be completed. In Section 2, complete the requested information for as many authorized signatories as the firm has; be sure to check the appropriate boxes under each signatory to indicate which documents that each person is authorized to sign.

- 3. On the Signature Authorization Form, please clarify what the boxes represent and where we need to sign.**

Please complete the document as relevant for your organization, as a means of documenting which person or people in your organization are authorized to sign correspondence, agreements, invoices and the other kinds of documents listed on the form. Per the response to question 2, include the names of all people with these authorizations on both sections of the form. In Part 2, be sure to check the relevant boxes below the signature line for each person listed as an Authorized Signatory.

- 4. Appendix E—the Disclosure Regarding Involvement in Litigation, Legal, and/or Professional Contractual Difficulties form—appears to be written to non-profit agencies. We are uncertain if the form pertains to our firm, particularly questions 5 and 6. Should we fill it out as accurately as we can correlate it to a for-profit team? If yes, what is meant by the fill-in box labeled “Project Title:”?**

Respond only to the questions that are relevant to the business/organization. The purpose of this document, for the Consultant Resource Directory, is to document that the firm is not involved nor has been recently involved in any legal

difficulties. If the organization is currently involved in any litigation, a brief narrative describing the situation and current status would be appropriate.

5. Will the new consultant directory generally have the same format as the current directory?

The directory with any new additions resulting from the upcoming review process will have exactly the same format as is currently online.

6. What kind of support services (activities, introductions, etc.) does First Five LA provide to consultants in addition to a listing in the directory?

First 5 LA distributes relevant First 5 LA RFQ, RFP and Call for Reviewer postings to the consultants included in the resource directory. We do not provide any other kind of direct support services for consultants.

7. What kind of input (i.e. referrals) does First 5 LA provide to its various grantees when they are seeking consultants and technical assistance?

When grantees or other organizations involved in our programs request guidance, we suggest they review the First 5 LA consultant resource directory as well as other resources that may be more specific to their needs, such as professional associations.

8. The Consultant Directory site indicates that agencies are not limited to using consultants listed in the directory, however, has your experience been that they generally do not look outside the directory for assistance?

We have not conducted research to determine who uses nor how the First 5 LA online consultant directory is utilized.