



Champions For Our Children

January 12, 2009

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A public entity.

Dear Water Agency:

First 5 LA, a child advocacy and public grant-making organization, invites qualified water agencies interested in improving public health by fluoridating their water supply to apply for funding for fluoridation infrastructure through First 5 LA's Oral Health Community Development (OHCD) Project.

In September 2007, the First 5 LA Commission approved the OHCD Project to help prevent dental decay in children through community water fluoridation and related public education and advocacy activities. The OHCD Project provides funding for the infrastructure water agencies need to optimally fluoridate their water.

In addition to the OHCD Project funding for water fluoridation infrastructure, funding is also available to eligible water agencies for assistance with the preparation of the Preliminary Cost Estimate Report, a required component of the OHCD Project proposals. This Request for Proposal (RFP) is calling for proposals by water agencies seeking funding for the **Preliminary Cost Estimate Report only.**

In response to this RFP, water agencies must complete and submit their proposal and all required documents to First 5 LA. Please submit one (1) original and five (5) copies of the proposal, including all required attachments and appendices to:

Evelyn V. Martinez, Executive Director
First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012

Attention: Oral Health Community Development Project-Preliminary Cost Estimate Report Funding

This RFP is open and available continuously on a competitive, first-come-first-serve-basis contingent upon availability of funds. Please see the accompanying OHCD Project Request for Proposal for reference. Faxed or e-mailed submissions will not be accepted. For additional information or further questions, please send an e-mail to: Lucy Lin, Program Officer, at OHCD@first5la.org. Thank you for your continued commitment to children and families and your support of the vision and mission of First 5 LA.

Sincerely,

Evelyn V. Martinez
Executive Director

FIRST 5 LA
ORAL HEALTH COMMUNITY DEVELOPMENT PROJECT
(PRELIMINARY COST ESTIMATE REPORT FUNDING)

REQUEST FOR PROPOSALS

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I. BACKGROUND

The primary focus of the Oral Health Community Development (OHCD) Project is to fund water fluoridation infrastructure equipment construction and related public education activities to improve the oral health of children in LA County from the prenatal stage through age five. First 5 LA is seeking proposals from eligible water agencies with a level of readiness and technically prepared to construct water fluoridation infrastructure equipment in order to increase the number of people in their service area who will receive optimally fluoridated water.

The OHCD Project activities are one-time costs and will be available continuously on a competitive, first-come-first-serve-basis contingent upon availability of funds. Contracts funded under the OHCD Project will not exceed \$1 million per contract. Water agencies who want to invest in construction of water fluoridation systems must assess feasibility and receive formal support from the municipalities that will receive the optimally fluoridated water as a result of the proposed Project.

II. PRELIMINARY COST ESTIMATE REPORT

Agencies seeking OHCD Project funding for fluoridation infrastructure must submit a proposal which includes a Preliminary Cost Estimate Report. This report models after the California Department of Public Health's Preliminary Cost Estimate Report. For eligible agencies, funding for the cost of preparing a preliminary cost estimate report and related items (i.e., engineering design) is available.

Funding for Preliminary Cost Estimate Reports will be available continuously on a competitive, first-come-first-serve-basis contingent upon availability of funds. Funding for the Preliminary Cost Estimate Report will not exceed \$25,000 per contract.

Please note that this RFP is specifically requesting proposals for funding to prepare the OHCD Preliminary Cost Estimate Report ONLY. This is NOT the RFP for the OHCD Project. Review of the OHCD RFP will inform the response to this RFP.

III. ELIGIBILITY

“Water agency” refers to any entity considered to own and operate a public water system providing water to consumers in LA County. In order for water agencies to be eligible to request funding for the preparation of a Preliminary Cost Estimate Report, the following criteria must be met:

1. The agency must satisfy all OHCD Project RFP eligibility criteria:
 - a. Water agency’s service area that will receive optimally fluoridated water as a result of funding from First 5 LA must be within LA County;
 - b. Water agency must demonstrate a level of readiness by demonstrating public will through formal support by municipalities that will receive optimally fluoridated water by water agency’s proposed Project; and
 - c. At minimum, 5% of the population in the service area that will receive optimally fluoridated water identified in this proposal is age zero through five.
2. The agency must have the contractor’s bid by the licensed engineer or engineering firm who will prepare the cost estimate report if funding is awarded.
3. The agency does not employ a licensed engineer (PE) as a full-time employee.

IV. PROPOSAL CONTENT

The proposal content must include the following:

1. A letter or statement executed by the district water manager or the director of human resources stating that your agency does not employ a licensed engineer (PE) as a full-time employee.
2. A narrative, not to exceed three (3) pages, explaining the agency’s need for financial assistance in preparing a Preliminary Cost Estimate Report for the OHCD Project. In the narrative, the agency must also identify any **other funding** the agency will leverage to prepare the Preliminary Cost Estimate Report.

The Proposal Content is part of the overall Proposal Package as set forth on page 6. A complete Proposal Package must be submitted.

V. REVIEW PROCESS, CRITERIA, AND TIMELINE

A. REVIEW PROCESS AND CRITERIA

First 5 LA staff will review each proposal to ensure that threshold criteria (please refer to Section III: Eligibility) were met to determine if the water agency is eligible to submit a proposal.

The water agency(ies) will be selected through a review process and this process includes a review panel. The review process may involve an interview and/ or site visit. Proposals that are incomplete or do not meet the minimum requirements are subject to disqualification. All decisions of First 5 LA are final. An appeal process will not be available. First 5 LA will provide water agencies that were not selected for funding with general feedback.

The following represents the selection criteria that will be considered during the review process:

- The service area and target population;
- The appropriateness and thoroughness of the Project plans;
- The level of support for Project from stakeholders;
- The appropriateness of leveraging efforts identified;
- The appropriateness of funds requested based on the Project activities.

First 5 LA seeks to effectively integrate its initiatives to build off of the infrastructure established through previous Commission investments and existing community strengths/assets by coordinating efforts in the following Priority Areas identified by First 5 LA: Baldwin Park, Bell, El Monte, Hawthorne, Huntington Park, Lancaster, La Puente, Lynwood, Panorama City, South Gate, South LA, and Long Beach. Thus, increased funding priority will be provided to water agencies proposing to provide optimally fluoridated water through this Project to these Priority Areas. Increased priority will also be provided to water agencies blending water with MWD water.

B. TIMELINE

The RFP process will operate along the following timeline: (Note: First 5 LA reserves the right to modify the stated schedule of events at any time.)

Date	Activity
January 12, 2009	Release of Preliminary Cost Estimate Report Funding Request for Proposal
Open-- contingent upon availability of funds	Submission of Proposals for Preliminary Cost Estimate Report Funding
30 Days after receipt of request	Notify Selected Agency of Final Decisions
7 days from the date of the notification of final decision	Contract Negotiations Begin
30 days from the date contract negotiations began	Contract Begins
120 days from time the contract begins	Submit complete OHCD Proposal

VI. SUBMISSION GUIDELINES

Funding is available on a competitive first-come-first-serve basis contingent upon availability of funds.

The costs of developing the proposal are entirely the responsibility of the water agency submitting this proposal and cannot be charged to the Commission or included in the proposed budget. The Commission is prohibited from funding any services that were performed and/or paid for prior to an agreement approved by the Commission.

Water agencies interested in submitting a proposal for OHCD Preliminary Cost Estimate Funding must follow the following guidelines

A. GUIDELINES

Proposals must adhere to the following guidelines in order to be considered:

- Use only 8 ½" by 11", white paper;
- Times New Roman font, no less than 12-point;
- Single sided only;
- Clip all copies of the proposal. All pages and page numbers, excluding appendices, must be numbered sequentially with the name of the water agency at the top of each page;
- Provide a table of contents with page numbers for the proposal;
- The descriptive proposal content must not exceed three (3) pages total, not including appendices and required documents;

- The proposal material must not be bound, although a heavy clasp or thick rubber band is acceptable. Expensive binding, colored displays, promotional materials, etc., are not necessary or desired. Do not use binders;
- **One (1) original plus five (5) copies** of the full proposal (including all appendices) must be submitted; and
- All original forms and appendices that require **signatures must be signed in blue ink** for the original proposal package. Signature stamps are not acceptable. The five additional copies may include photocopied signatures.

B. PROPOSAL PACKAGE

A complete proposal package must consist of the items identified below. For a proposal to be eligible for review, all required appendices must be submitted. Complete the Appendix B: Proposal Package Checklist to confirm all the required items are included. The following documents are to be included in the order listed below:

- Appendix A: Proposal Cover Sheet
- Appendix B: Proposal Package Checklist
- Table of Contents*
- Proposal Content *
- Appendix C: Verification of Eligibility
- Contractor's bid by engineer*
- Resumes of key agency staff, subcontractor(s) and/ or consultant(s)*
- Map of the service area illustrating the Proposal Content, Description of Service Area, and Target Population*
- Appendix D: Scope of Work
- Appendix E: Instructions for Budget Forms and Budget Request Forms
- Budget Narrative*
- Appendix G: Agency Involvement in Litigation and/or Contract Compliance Difficulties
- Appendix H: Signature Authorization Form
- Proof of nonprofit status and/or appropriate business license*
- Municipal approval*
- Current Audited Financials*

* No First 5 LA format is required. Water agencies may submit existing records or documents response to this request.

Submit one (1) original and five (5) copies of the proposal, including all required attachments and appendices to:

Evelyn V. Martinez, Executive Director

First 5 LA

750 N Alameda Street, Suite 300

Los Angeles, CA 90012

Attention: Oral Health Community Development Project- Preliminary Cost Estimate Report Funding

VII. TERMS AND CONDITIONS

Specific contractual considerations, including but not limited to the following, apply to RFQ/RFP submission process and project implementation and to any contracts that result from the submission and implementation of the project/proposal. The contractor will need to comply will all of the provisions in the attached sample contract (See Sample Contract).

A. *Conflict of Interest*

The selected Contractor will be required to comply with the Commission's Conflict of Interest provisions, as outlined in the contract, and as applicable under California Law. CONTRACTOR acknowledges that he/she/it is acting as public official pursuant to the Contract and shall therefore avoid undertaking any activity or accepting any payment, employment or gift from any third party that could create a legal conflict of interest or the appearance of any such conflict. A conflict of interest exists when one has the opportunity to advance or protect one's own interest or private interest of others, with whom one has a relationship, in a way that is detrimental to the interest, or potentially harmful for the integrity or fundamental mission of the Commission. CONTRACTOR shall maintain the confidentiality of any confidential information obtained from the COMMISSION during the Contract and shall not use such information for personal or commercial gain outside the Contract. By agreeing to the Contract and accepting financial compensation for services rendered hereunder, CONTRACTOR agrees that he/she/it will not subsequently solicit or accept employment or compensation under any program, grant or service that results from or arises out of the funded project and related initiative(s). During the term of the Contract and for one year thereafter, CONTRACTOR will not knowingly solicit or accept employment and/or compensation from any COMMISSION collaborator or CONTRACTOR without the prior written consent of the COMMISSION.

B. *Compliance*

Current/Former grantees and/or contractors must be in good standing and in compliance with all aspects of their contract with the COMMISSION in order to be eligible to apply for the current Request for Proposals (RFP) and Request for Qualifications (RFQ) /BIDS/LOI's. COMMISSION may deem an applicant ineligible if it finds in its reasonable discretion, that applicant has done any of the following, including but not limited to: (1) violated any significant terms or conditions of Grant Agreement/Contract; (2) committed any act or omission which negatively reflects on Applicant's quality, fitness or capacity to perform services listed in RFP/RFQ with COMMISSION or any other public entity, or engaged in a pattern or practice which negatively reflects on the same; (3) committed an act or offense which indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim against COMMISSION or any other public entity.

C. Contract Information

1. The Commission may, at its sole discretion, reject any or all submissions in response to this RFQ/ RFP. The Commission also reserves the right to cancel this RFQ/ RFP, at its sole discretion, at any time before execution of a contract. The Commission shall not be liable for any costs incurred in connection with the preparation of any submissions in response to this RFQ/RFP. Any cover letters, résumés and/or curriculum vita, including attached materials, submitted in response to this RFQ/RFP shall become property of the Commission and subject to public disclosure.
2. The agency/organization submitting an application agrees that by submitting an application it authorizes the Commission to verify any or all information and/or references given in the application.
3. The Commission reserves the right, after contract award, to amend the resulting contract, scope of work, and any other Exhibits as needed throughout the term of the contract to best meet the needs of all parties.
4. The Commission reserves the right to request additional financial information to verify applicant's past and current financial status. This information includes, but is not limited to: the most recent independent audit ending Calendar Year 2007 or Fiscal Year June 30, 2007 or applicant's year end date, Cash Flow Statement, Statement of Activities (Income Statement), and Statement of Financial Position (Balance Sheet).
5. Consistent with the intent of Proposition 10: California Children and Families Act of 1998, no monies for this Project may be used to supplant Federal, state, County and/or other monies available to the organization for any purpose. Activities funded under this proposal must be new or enhancements to existing activities.
6. The award of a contract by the Commission to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this application process shall not be interpreted to limit the Commission's right to approve subcontractors, assemble teams and/or assign leads. Each applicant will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to the Commission.
7. The selected Contractor will be required to sign the contract at least two (2) weeks prior to the intended start date of the contract, as outlined in Term of Contract section of contract, to assure the timely completion of the signature process by all parties. If the contract is not signed prior to the intended start date, the commencement of any activities under the Exhibit A – Scope of Work will not begin until the contract execution date (the date all parties have signed the contract) and Contractor will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved by the Commission. If this Contract is not signed within the thirty-day

(30) period from the intended start date, the Commission has the right to withdraw the contract award. Any agreed upon changes to the intended start date must be confirmed in writing by both parties.

8. Unless otherwise submitted during the application (RFQ, RFP, etc.) process, the selected Contractor will be required to submit the required documentation listed on the Contractor Checklist, which includes, but not limited to, the following documents before the Contract can be fully executed:
 - Agency Involvement in Litigation and/or Contract Compliance Difficulties Form
 - By-laws (if applicable)
 - Articles of Incorporation (if applicable)
 - Board of Directors or List of Partners (as applicable)
 - Signature Authorization Form
 - Form RRF-1 (required and filed annually with the California Attorney General's Registry of Charitable Trusts) and IRS Form 990 (if applicable)
 - Annual Independent Audit for prior fiscal year or calendar year (if applicable)
 - Single Source Audit (if applicable)
 - Appropriate business licenses (for vendors or private organizations)
 - IRS Letter of Determination (if applicable) or completed IRS Form W-9
 - Memorandums of Understanding (for any sub-contractors, collaborators, and/or partners listed under Contracted Services and Evaluation sections of Exhibit B – Budget Forms)
 - Certificates of Insurance for all insurance requirements outlined in the contract.

9. Per the Commission's Policy and Guidelines for Hiring Consultants (Section 7), the total composite rate for a Consultant may not exceed \$150 an hour. This means that the total cost of billable hours associated with a contract divided by the total number of hours billed must be equal to or less than \$150. A blended rate is allowable. For example, for a contract totaling \$150,000, a consultant may bill 500 hours for Consultant A at \$200/hour, and 500 hours for Consultant B at \$100/hour, with a total composite rate of \$150/hour (1,000 total hours divided by \$150,000 in billable hours = \$150/hour).

10. The sample contract and contracting requirements are attached (See Sample Contract). If successful, the Contractor will be required to meet all of the terms and provisions set forth in these documents and within the timeframe identified.

VIII. APPENDICES

Appendix A: Proposal Cover Sheet

Appendix B: Proposal Package Checklist

Appendix C: Verification of Eligibility

Appendix D: Scope of Work

Appendix E: Instructions for Budget Forms and Budget Request Forms

Appendix F: Sample Contract

Appendix G: Agency Involvement in Litigation and/or Contract Compliance
Difficulties

Appendix H: Authorized Signature Form