

Best Start Fiscal Agent RFQ Frequently Asked Questions

1. Can the fiscal agent serve more than one community?

YES, the fiscal agent may serve more than one community as long as the fiscal agent can demonstrate capacity, cash flow and/or staff to support more than one community partnerships. Additionally, each community partnership will have an opportunity to select the fiscal agent of their choice, including a fiscal agent not included in the First 5 LA Fiscal Agent Pool developed through this RFQ, provided that the fiscal agent meets the qualifications outlined in the RFQ.

a. Is First 5 LA going to provide a cash advance?

YES, an impress account must be established by the Fiscal Agent.

b. How often will the Fiscal Agent be able to replenish impress account? The fiscal agent must replenish the account on a monthly basis.

2. Is the fiscal agent fee a fixed fee or based on “actual” expenses by the Community Partnership?

The fiscal agent will be paid according to a fixed administrative fee of 10% of the budget that they will be managing.

3. Do you have to be in the Community you serve?

NO, fiscal agents may serve in multiple communities and do not have to be located in the community they serve.

4. Do First 5 Funds have to be in separate bank accounts? **YES**

a. Who will select the bank? **Fiscal Agent**

a. Will community partnership select the bank? **NO**

5. Does the fiscal agent have a human resource role in the Community?

At this time, First 5 LA does not anticipate that the fiscal agent will have human resource responsibilities in the community.

6. Will the fiscal agent hire staff for work in the Community?

NO, the fiscal agent will not will not make decisions about who receives the money or approve budgets. The fiscal agent will serve as an accounts payable and receivables operation only.

7. Does the fiscal agent manage the Community Facilitators/ Community Organizers?

NO, the fiscal agent will not manage contracts for the community partnerships. The role of the fiscal agent is limited to serving as a cash pass through only.

8. If you do not have an audit, is that ok? YES, Please state in your application why an audit is not applicable in your specific situation.

9. If an agency applies to be a fiscal agent will that agency be disqualified for receiving program funding to provide services in the community?

If an agency applies to be a fiscal agent and gets selected by the community partnership, this agency will be disqualified from receiving funding during the planning phase. If the community partnership decides that it needs a fiscal agent for implementation, the selected fiscal agent will not be eligible for program funding.

10. If we are approved to be on First 5 LA's fiscal agent list and a community selects us, do we also have an opportunity to assess a Community Partnership that might select us?

If you are approved to be on the fiscal agent pool, you will have an opportunity to determine whether that community that selects you is an appropriate match.

11. Would this be a cost reimbursement contract?

YES, First 5 LA provides for cost reimbursements.

12. Would the Fiscal Agent be expected to provide human resource services for any employees ?

Only for employees directly hired by the Fiscal Agent. Any contracts associated with the Community partnership will not be treated as Fiscal Agent employees. Please see answer to question 5.

13. Does the Fiscal Agent need to be a Nonprofit Organization?

The fiscal agent does not need to be a nonprofit organization but does need to have credible status as an entity and a commitment to public service.

14. How will each Community Partnership be funded in the first and subsequent years?

During the Partnership Development Phase (approximately January – December 2011), activities in the community will be paid for through the fiscal agent. At the end of this phase, the community partnership will submit a proposal that contains a budget for activities in subsequent years. This budget will be based on the approval of the community partnership proposals by First 5 LA and contracts will be created with individual entities in the community following this approval. The budgets will be reevaluated on an annual basis.

15. Where can we get a clear description of the Best Start place-based program? Is this the Implementation Plan?

Yes, the Implementation Plan includes a description of the Best Start place-based approach. The Implementation Plan can be found here, click on this link: [www.first5la.org/strategic-plan/First 5 LA Strategic Plan 2009-2015 Implementation Plan](http://www.first5la.org/strategic-plan/First%205%20LA%20Strategic%20Plan%202009-2015%20Implementation%20Plan)