



Champions For Our Children

June 1, 2009

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www.first5la.org
contact@first5la.org

A public entity.

Dear Colleague:

First 5 LA is issuing this Request for Qualifications (RFQ) to individuals and groups interested in being included in the Consultant Resource Directory, a searchable online directory to be provided as a resource for organizations serving very young children and their families. Our goal is to strengthen the organizational capacity of these organizations, their staff and their constituencies to build and maintain qualitative sustainable programs and services for children ages 0 to 5 and their families. Consultants to be included in the directory must demonstrate substantive successful experience in providing technical assistance to a range of community-based agencies, and knowledge of organizations and programs serving young children and families.

In response to this RFQ, consultants should submit a completed application to First 5 LA no later than **5:00 p.m. on Wednesday, July 15, 2009**. Following an evaluation of all submitted materials, consultants selected for inclusion in the directory will be notified by **Tuesday, September 1, 2009** and requested to approve and update the directory listing content no later than **September 15, 2009**.

Please submit 1 original in hard copy and all materials on a CD to:

Evelyn V. Martinez, Executive Director

First 5 LA

750 N. Alameda Street, Suite 300
Los Angeles, CA 90012

Attention: Consultant Resource Directory

ALL SUBMISSIONS MUST BE RECEIVED BY 5:00 PM, JULY 15, 2009. NO FAXED OR E-MAIL SUBMISSIONS WILL BE ACCEPTED.

For additional information or further questions, please contact Heather Tunis, Program Officer, at 213.482.7526 or htunis@first5la.org.

Thank you for your dedication to children and families and for supporting the vision and mission of First 5 LA.

Sincerely,


Evelyn V. Martinez
Executive Director



Champions For Our Children

FIRST 5 LA TECHNICAL ASSISTANCE INSTITUTE
CONSULTANT RESOURCE DIRECTORY
REQUEST FOR QUALIFICATIONS (RFQ)

**Los Angeles County Children and Families First –
Proposition 10 Commission (aka First 5 LA)
RELEASE DATE: June 18, 2009**



Champions For Our Children

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 Appendix E: (Optional): Brochures or other printed materials

 Appendix F: (Optional): Sample consulting contract

I. TIMELINE¹

ACTIVITY	DATE
RFQ Released	June 18, 2009
Final date to submit questions and requests for additional information	July 3, 2009
Application Due: <ul style="list-style-type: none">• 1 original• 1 CD containing all materials	July 15th by 5 p.m.
Application Review	July 20 to August 20, 2009
Notification of Acceptance	September 1, 2009
Approval/Revision of Directory Listings due	September 15, 2009
Directory Launch	October 1, 2009
Directory Updates	Every 6 months

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via mail, fax, or email before 5 p.m. on Friday, July 3, 2009. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

Questions and information requests may be submitted to:

Heather Tunis, Program Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Phone: 213.482.7526
Fax: 213.482.5903

Email: htunis@first5la.org

¹ Note: While the intent is to introduce the online Consultant Resource Directory by October 1, 2009, all dates are subject to change at First 5 LA's sole discretion.

II. BACKGROUND

First 5 LA – “Champions for Our Children”

In 1998, California voters passed Proposition 10, approving a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, First 5 LA was formed as a public entity, guided by a Commission of appointed representatives from the early childhood and health fields, to develop and oversee early childhood initiatives funded by Proposition 10 revenue. Since its founding, First 5 LA has invested over \$800 million to support programs and organizations providing resources in Early Learning, Health and Safety, nurturing a network of agencies of every budget size serving communities throughout the county. Information regarding current First 5 LA programs and services may be found at <http://www.first5la.org/>.

Capacity Building and the Consultant Resource Directory

The First 5 LA Technical Assistance Institute was established to oversee, develop and manage programs and services to support the effectiveness of organizations in Los Angeles providing resources and positive outcomes for very young children and their families. Initial pilot programs have consisted of intensive, multi-session trainings focusing on sustainability planning, development of social enterprise revenue generating opportunities and organizational leadership for executives and senior managers, augmented with complementary seminars open to all staff, board and volunteers involved with organizations serving the 0 to 5 population. The multi-session programs operate in collaboration with consultants and/or strategic partners, and our experience to date indicates that the role of consistent technical assistance and/or consulting resources outside the training sessions themselves is increasingly important in sustaining the impact of these programs for the participants.

In addition, First 5 LA recognizes the value that experienced consultants can offer and the roles they can accomplish for nonprofit organizations in sustaining their day-to-day work in achieving positive outcomes. From research into local, regional and national resources, First 5 LA determined that a carefully conceived and constructed Consultant Resource Directory would be of significant value to the First 5 constituency as well as to the nonprofit field. The directory will be produced as a searchable online resource providing extensive information about consultants with proven experience and success in working with social sector organizations including those providing services to 0 to 5 constituencies. The directory is in alignment with the goals outlined in the First 5 LA Strategic Plan, which focus on providing resources to improve the health, safety and readiness to learn of LA County’s youngest residents.

Areas of expertise will include a range of organizational development, management, planning and technical services focused on helping agencies to strengthen internal operations and/or address major organizational issues, such as:

- Strategic Planning
- Sustainability Planning
- Financial Management & Decision-making

- Organizational Audits & Operational Improvements
- Board Development and Board/Staff Relations
- Strategic Communications
- Fund Development and Fundraising
- Organizational Transitions
- Opportunities for collaboration, alliances and/or mergers
- Technology Planning

The directory will also include links to resources and best practices regarding selecting and working with consultants, including developing appropriate objectives and expectations for the consulting engagement.

III. ELIGIBILITY AND SUMMARY OF DESIRED QUALIFICATIONS

Applicants responding to this RFQ must demonstrate the qualifications, experience, competency, and ability to successfully provide technical assistance and related program support through consulting engagements. Applications will be considered from individuals and/or group practices that have a presence in Southern California and the capacity to work throughout Los Angeles County.

An ideal applicant will be familiar with organizations working in the fields of early learning/childhood development, parental education, community engagement, health and social services, Kindergarten readiness, as well as capacity building, sustainability, organizational effectiveness and life cycles.

IV. REVIEW CRITERIA

Applications will be reviewed in consideration of the following criteria, which should be clearly evident in the responses and information included in the application and through First 5 LA communications with client references.

Knowledge & Expertise:

- Knowledge of nonprofit organizational development, management and capacity building
- Substantive proven experience as a consultant and within specified areas of expertise
- Experience with organizations serving the 0 to 5 constituency
- Knowledge of and familiarity with early care/education, and child development resources in Los Angeles County

Consulting Approach:

- Substantive experience and a proven record of success in planning and managing consulting engagements including: entry; project design (assessment phase); contracting; navigating phases of consulting project; deliverables; project completion, evaluation and/or recommendations
- Strong team building skills
- Excellent time management and business skills
- Strong written and oral communication skills

References & Completed Projects:

- o Client recommendations
- o Quality and types of projects and consulting engagements successfully completed
- o Client lists

V. SELECTION PROCESS

1. Applications will be reviewed by First 5 LA for completeness and ranked according to the Review Criteria.
2. First 5 LA must be able to contact at least three (3) of the five (5) references provided by the applicant. If three (3) references cannot be reached, First 5 LA may deem the applicant ineligible for this opportunity.
3. Consultants approved for inclusion in the directory will be contacted, provided a draft of their directory entry, and given the opportunity to provide updates and corrections based on the directory production timeline.

First 5 LA reserves the right, without prejudice, to reject any or all submitted qualifications. An appeals process is not available.

VI. SUBMISSION REQUIREMENTS

In order to respond to this RFQ, applicants are required to submit the following documents to First 5 LA no later than **5:00 p.m. on Friday, July 15, 2009**. Materials received after this date and time will not be considered.

1. Cover Letter (maximum 1 page): Each applicant is required to include a cover letter addressed to Evelyn V. Martinez, Executive Director of First 5 LA, specifying the following: introduction of the applicant, including the applicant's name, address, telephone number, e-mail address, the date and stating that the letter is in response to the RFQ for inclusion in the Consultant Resource Directory. The cover letter must be signed by the consultant or principal of the consulting business providing the completed application.
2. Completed Consultant Resource Directory Application: Complete the exact application form provided with this RFQ. Applicants are also requested to provide Consulting Project Narratives (Appendix B) for three (3) relevant completed or current consulting projects, including a description of the client agency, the purpose of the consulting engagement, the consulting approach as relevant, the consultant's role in the development, implementation and/or evaluation of the project and a description of any deliverable or outcome of the consulting engagement. Applicants should also describe the qualifications and role(s) of all individuals and/or other organizations, if any, participating in consulting projects that may have involved collaboration.
3. Support Materials: Applicants may include a Résumé or Curriculum Vitae and/or up to three brochures or other printed materials that convey the consultant's services and/or expertise.

4. Client References: Provide the names, titles, addresses, email addresses, and telephone numbers of **at least three (3) and no more than five (5) references**. References must be from organizations and/or individuals for whom the applicant has provided similar services, and must be able to provide information regarding the consultant's skills and performance regarding the provision of such services. Please be sure to provide current contact information and permission for those clients who have agreed to serve as references for purposes of review and inclusion in the directory.
5. Disclosure Regarding Involvement in Litigation, Legal and/or Professional Contractual Difficulties Please read, complete and provide an authorized signature on the *Disclosure Regarding Involvement in Litigation and/or Professional Contractual Difficulties* form. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification from consideration.

Applications should be submitted to meet the following criteria:

- o White 8½" by 11" paper only, single sided
- o Times New Roman font, no less than 12-point , single spaced
- o No less than 1-inch margins
- o All pages and page numbers must be numbered sequentially with the name of the applicant clearly indicated on each page. Materials must not be bound, although a heavy clasp or thick rubber band is acceptable.

VII. LIMITATIONS

The following limitations apply to this RFQ submission process.

1. The Commission may, at its sole discretion, reject any or all submissions in response to this RFQ. An appeals process is not available.

The Commission also reserves the right, at its sole discretion, to cancel this RFQ at any time. The Commission shall not be liable for any costs incurred in connection with the preparation of any submissions in response to this RFQ. Any cover letters, résumés and/or curriculum vita, including supplementary materials, submitted in response to this RFQ shall become property of the Commission and are subject to public disclosure.

2. The individual/organization submitting an application agrees that by submitting an application authorization for the Commission to verify any or all information and/or references given in the application.
3. The Commission reserves the right to amend the Consultant Resource Directory as needed to best meet the needs of all parties. At the Commission's discretion, listings may be revised or removed.
4. The Commission shall not be involved in nor liable for any negotiations, contracts, or performance of work secured by virtue of listing in the Consultant Resource Directory.

5. While consultants and consulting firms selected for inclusion in the Consultant Resource Directory will be evaluated through review of qualifications and direct communications with references, selection for inclusion shall not constitute an endorsement or any other approval by the Commission of any particular consultant or consulting firm. Said consultants or consulting firms may not use language indicating any endorsement or approval by First 5 LA or the Commission, other than stating the fact of being listed in the First 5 LA Consultant Resource Directory, in any summary, promotional or marketing materials or information.

VIII. SUBMISSION CHECKLIST

Applicants should refer to *Section VI (Submission Requirements)* for complete information about required application content and submission guidelines. Failure to submit any required item will result in disqualification.

- Cover Letter (maximum 1 page)
- Application Form
- Résumé or Curriculum Vitae (optional) (Appendix A)
- Consulting Project Narratives (Appendix B)
- Client References (Appendix C)
- Signed Disclosure Regarding Involvement in Litigation and/or Professional Contractual Difficulties (Appendix D)
- Brochures or other printed materials (optional) (Appendix E)
- Sample consulting agreement or contract (optional) (Appendix F)

**Submit one (1) original hard copy as well as all materials on CD
no later than 5 PM, July 15, 2009 to:**

Evelyn V. Martinez, Executive Director

First 5 LA

750 N. Alameda Street, Suite 300

Los Angeles, CA 90012

Attention: Consultant Resource Directory

**FIRST 5 LA
Consultant Resource Directory
APPLICATION**

*Please note that * indicates information to be published in the online directory*

Profile and Background Information

Date _____

*Name _____

*Company Name _____

*Mailing Address _____

*City _____ State _____ Zip _____

*Website _____

*Primary Contact Name _____

*Mailing Address _____

*City _____ State _____ Zip _____

*Primary telephone _____

*Alternate telephone _____

*Email Address _____

*Years of consulting experience _____

*Individual or Company Summary (100 words maximum)

*Experience with organizations serving 0-5 population/organizations
(100 word maximum)

Professional Experience

Type of Experience **Number of Years**

Paid nonprofit work experience:

- Administration/Management _____
- Financial Management _____
- Fund Development _____
- Governance _____
- Information Technology _____
- Planning _____
- Policy (Private & Public) _____
- Program Planning & Evaluation _____

Pro bono nonprofit experience:

- Board service _____
- Consulting _____
- Volunteer _____

- Consulting Experience, for profit _____
- Consulting Experience, nonprofit _____
- Management Experience, for profit _____
- Management Experience, nonprofit _____

***Fee Structure (check all that apply)**

- Hourly
- By Project
- Sliding Scale
- Pro Bono
- Not to exceed
- Retainer
- Payable in installments based on project schedule

Hourly rate \$ _____

Daily rate \$ _____

Are your fees negotiable? Y N

Other notes about rates or fees:

***Experience and Qualifications**

Please indicate your areas of consulting interest and in which you have the strongest expertise and/or in-depth experience:

- Organizational Assessment
- Organizational Development (organizational structure design and implementation; management policy development; board structure planning and training)

- Strategic Planning (customized to organizational development stage)
- Financial Management
- Fund Development
- Organizational Development (organizational structure design and implementation; management policy development; board structure planning and training)
- Program Evaluation and Development

Please indicate your preferred role as a consultant:

- Consulting project design, management and implementation
- Trainer
- Meeting facilitator
- Other (please specify) _____

Nonprofit Subsector Experience:

Please check any nonprofit sub-sectors in which you have **in-depth** experience or familiarity with **organizations serving the 0 to 5 population** — either personally, as a nonprofit volunteer or staff member, or through significant consulting relationships that educated you about nonprofits in that area.

- Arts and culture
- Community development
- Child Abuse/Safety/Antiviolenace
- Children/Youth services
- Disability issues
- Education (pre-K)
- Employment and training
- Environment
- Foster youth
- Health
- Housing/Homelessness
- Literacy
- Oral Health
- Philanthropy
- Policy
- School Readiness
- Social Services--General
- Sports/Recreation
- Substance abuse

***Primary Areas of Expertise and Skills:**

In our experience, most people have true expertise in no more than a few core competencies. Please check the **Expertise** categories (in bold) for which you would like to be listed in the Directory. Then, please indicate the type(s) of service(s) you offer. Rank the services by placing a "1" by those you consider your primary services and a "2" by those you provide less frequently. Your resume and references should support areas identified as core competencies. You must rank at least one specific item under a bolded Expertise category in order to be listed in that category.

Board Governance/Development

- Board Assessment
- Board/Staff Relations
- Board Training/Development
- Governance and Committee Structure

Communications/Marketing

- Communications Planning
- Member/Volunteer Development
- PR/Media Relations
- Publications

Financial Management

- Accounting
- Auditing
- Budgeting
- Financial Planning/Needs Assessment
- Financial Software/Systems
- Finance Training

Fundraising/Development

- Development Audit
- Feasibility Studies
- Annual Development Plan design
- Fund Development Materials Development
- Individual Donor program design
- Planned Giving program design

Information Technology

- Database Design/Construction
- Information Management
- IT Needs Assessment
- IT Planning
- IT Systems Implementation
- IT Training

Organizational Effectiveness/Change

- Collaborations & Mergers
- Managing Change and Growth
- Organizational Assessment
- Organizational Restructuring
- Strategic Planning
- Transition and/or Succession Planning

Organizational Management

- Decision Making/Communication
- Cultural Competency
- Executive & Management Coaching
- Executive Search

- Interim Directorship
- Leadership Training
- Staffing Analysis and Structure
- Stress Management
- Team Building

Policy

- Legislative research and policy development
- Legislative strategy design, advocacy skills training and implementation
- Community outreach, network development

Program Planning and Evaluation

- Asset Mapping
- Feasibility Studies
- Logic Models
- Needs Assessment
- Outcomes Measurement
- Program Analysis

Program Training

- Curriculum Design
- Training Implementation
- Train-the-Trainer

FIRST 5 LA
Consultant Resource Directory
APPENDIX B - CONSULTING PROJECT NARRATIVES

Please provide brief narrative summaries of three (3) relevant completed or current consulting projects (no more than one page, single spaced, per summary), including a description of the client agency, the purpose of the consulting engagement, the consulting approach, the consultant's role in the development, implementation and/or evaluation of the project and a description of any deliverables and/or outcomes of the consulting engagement.

PROJECT SUMMARY #1

Client Name _____

Dates of Consulting Engagement _____

Purpose _____

Approach _____

Consultant's Role(s) _____

Deliverable(s) and/or Outcome(s):

Consultant Resource Directory
Appendix B
PROJECT SUMMARY #2

Client Name _____

Dates of Consulting Engagement _____

Purpose _____

Approach _____

Consultant's Role(s) _____

Deliverable(s) and/or Outcome(s):

Consultant Resource Directory
Appendix B
PROJECT SUMMARY #3

Client Name _____

Dates of Consulting Engagement _____

Purpose _____

Approach _____

Consultant's Role(s) _____

Deliverable(s) and/or Outcome(s):

FIRST 5 LA
Consultant Resource Directory
APPENDIX C – CLIENTS/REFERENCES

*Please complete the following information for up to five current or recent clients (projects completed in the most recent three years) including **at least three** who may be contacted as references. The Primary Contact should be the person in the organization who serves or served as the lead project manager for your client.*

Please note that the information provided in this document will be published as part of your listing in the Consultant Resource Directory. You are responsible for notifying your clients and securing their permission for this information to be posted in the Directory.

REFERENCE #1

Organization Name _____

Primary Contact Name _____

Primary Contact Title _____

Phone number _____

Email Address _____

Date(s) of consulting project _____

Project scope/title/expertise area: _____

REFERENCE #2

Organization Name _____

Primary Contact Name _____

Primary Contact Title _____

Phone number _____

Email Address _____

Date(s) of consulting project _____

Project scope/title/expertise area: _____

REFERENCE #3

Organization Name _____

Primary Contact Name _____

Primary Contact Title _____

Phone number _____

Email Address _____

Date(s) of consulting project _____

Project scope/title/expertise area: _____

REFERENCE #4

Organization Name _____

Primary Contact Name _____

Primary Contact Title _____

Phone number _____

Email Address _____

Date(s) of consulting project _____

Project scope/title/expertise area: _____

REFERENCE #5

Organization Name _____

Primary Contact Name _____

Primary Contact Title _____

Phone number _____

Email Address _____

Date(s) of consulting project _____

Project scope/title/expertise area: _____
