

First 5 LA
Economic Analysis Consultant RFP
Frequently Asked Questions (FAQs)

1. **Has the Pilot Community been identified?** The pilot community has been selected and it encompasses portions of Pico-Union, Korea Town, and South Los Angeles. Major street boundaries include Olympic to the North, Jefferson to the South, San Pedro to the East and Normandie to the West. This area was selected because this community has a commitment to service integration, has partnerships with additional community sectors, and is supported by Los Angeles County's Centralized Case Management.

2. **Who are Best Start LA's Sustainability consultant and WFD consultant?**
The Sustainability Consultant is Center for Civic Partnerships (<http://www.civicpartnerships.org>). The WFD consultant is Zero to Three (<http://www.zerotothree.org/>).

3. **What is the "knowledge-sharing" structure desired?** This may take many forms, from the generation of formal reports and briefings, providing consultation to First 5 LA staff through informal meetings, facilitation of learning sessions with First 5 LA staff on economic analysis to incorporate into other work, and liaising with the First 5 LA Research Advisory Committee to provide technical input and recommendations on economic or cost related evaluation issues. First 5 LA will work with the selected contractor to devise a knowledge sharing structure that is practical, mindful of time constraints and budget and adaptive to the changing demands of the Best Start LA focus area.

4. **Are there currently any organizations with which First 5 engages to provide economic analysis?** No

5. **Is there currently specified a written deliverable with respect to the list of questions on pp. 9-10 of the RFP, such as briefings, papers, reports, etc.?**
The details of the deliverables would be finalized during the development of the

scope-of-work for the selected contractor. This would be a collaborative discussion between First 5 and the selected contractor where we would want to hear from the selected contractor as regards their proposed methodology for addressing the questions on pp. 9-10 of the RFP.

6. **Who is accountable for the larger Evaluation Plan of which the economic analysis is a part?** First 5 LA will select external evaluation consultants to conduct the larger evaluation of the Best Start LA focus area. The economic analysis consultant will be expected to work with such evaluation consultants and other advisors to First 5 LA in the execution of this RFP.

7. **The Level 1 Review Tool mentions a 25-page “Statement Content Narrative.” How does that relate to the 8-page “Professional Experience and Approach” section?** The Level 1 Review tool has a typo and should read “8 pages.” This has been corrected and the updated version is now online.

8. **What are the provisions/mechanisms of response for small business applicants chartered at LLCs?** We would need the Articles of Organization and Operating Agreement if you do not have a Board of Directors, By-Laws, or Articles of Incorporation.

9. **We are not required by law to have a Single Financial Audit as an LLC. What other mechanisms for response are available to us?** This applies to agencies that receive Federal funding only. The agency would have to let us know that this requirement is not applicable.

10. **The two principals and managing partners of the organization are the governing body. Does that suffice?** Yes; you will need to identify the list of members of the LLC and their roles.

11. **Are the Cover Letter and the Proposal Cover page one and the same, or do both have to be submitted?** The cover letter is separate from the proposal cover sheet/page, and both have to be submitted.

- 12. Many portions of the Level 1 Review Tool do not match up with the Appendices on the RFP and/or the website announcement. Which descriptions take priority, the RFP, the website and/or the Review Tool?**

The inconsistencies in the Level 1 Review Tool have been corrected. Please use the updated version of the Level 1 Review Tool on the website.

- 13. The Review Tool asks for one original and eight copies whereas the RFP asks for an original and five copies. Which one is correct? We are asking for one original and five copies. The Level 1 Review Tool has been updated to reflect this correction.**

- 14. Can First 5 LA staff complete applicant reference forms for external consultants with whom they have worked on previous projects? No.**