



Champions For Our Children

**FIRST 5 LA RESEARCH AND EVALUATION
POOL OF REVIEWERS
REQUEST FOR QUALIFICATIONS (RFQ)**

**Los Angeles County Children and Families First –
Proposition 10 Commission (aka First 5 LA)
RELEASE DATE: July 26, 2010**



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I. TIMELINE¹

ACTIVITY	DATE
RFQ Released	July 26, 2010
Due date for questions, requests for additional information	August 6, 2010
Due Date: <ul style="list-style-type: none">• Online application plus all required attachments	August 13, 2010
Application Review	August 16-20, 2010
Pool of Reviewers Finalized	Week of August 23 rd
Notification of Acceptance	September 1, 2010
Pool of Reviewers Updates	Every 12 months

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via email before 5 p.m. on Friday, August 6, 2010. 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:

Erika Estrada
Senior Contracts Compliance Officer

Email: eestrada@first5la.org

¹ Note: All dates are subject to change at the sole discretion of First 5 LA.

II. BACKGROUND

ABOUT FIRST 5 LA

In 1998, California voters passed Proposition 10, which levies 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 to develop and oversee early childhood initiatives and to manage the funding from Proposition 10 (<http://www.first5la.org/>). Since 1998, First 5 LA has invested more than \$800 million to champion and support health, education, and safety issues and programs benefiting young children and families.

In June 2009, the First 5 LA Board of Commissioners adopted a strategic plan to guide its investments through 2015: "Strengthening Families and Communities in L.A. County." The plan was developed during a public process that engaged community stakeholders, grantees, commissioners and staff and in conjunction with research in the field of early child development. We believe, and research confirms, that children are strongest when they live in safe and thriving families and neighborhoods. Therefore, First 5 LA will focus on strengthening families, while also building the capacity of communities and organizations to create and sustain nurturing environments for children. This new "place-based approach" will allow First 5 LA to have a deeper impact in select areas, while also supporting countywide objectives, and to better measure the impact of its investments.

THE FIRST 5 LA POOL OF REVIEWERS FOR RESEARCH AND EVALUATION PROJECTS

First 5 LA is interested in promoting transparency and an unbiased process in the procurement of projects, services and/or products purchased on behalf of the Commission. As a proactive approach, the Commission seeks to create a Pool of External Reviewers to assist us with external reviews.

First 5 LA seeks qualified proposal reviewers to periodically review and score proposals and/or applications submitted in response to First 5 LA Research and Evaluation funding announcements. The Research & Evaluation (R&E) Department provides the Commission with comprehensive information about the implementation, outcomes, and lessons learned that result from First 5 LA's investments. First 5 LA periodically issues Research and Evaluation funding announcements to hire individuals and organizations to conduct a range of projects as outlined in the First 5 LA Accountability and Learning framework and implementation plan.

For twelve (12) months, selected applicants will be part of a pool of reviewers, who will be asked, on a rotating basis, to participate in reviews that may include letters of intent, proposals, or statements of qualifications that will range in length depending on the project. If selected, reviewers will be contacted when Research and Evaluation funding announcements are posted on the First 5 LA website. Reviewers will have the option of declining to participate in any given rotation.

In accordance with First 5 LA policy, all reviewers must sign a Conflict of Interest and Confidentiality Statement. Reviewers will be required to notify First 5 LA, in writing, of any connection or interest to an applicant, which could result in a conflict, or potential conflict of interest. Reviewers will be required to notify First 5 LA as soon as possible of any changes in or additions to the interests already disclosed which occur during the review process. If a reviewer is unsure as to whether an interest should be disclosed, they should discuss the matter with First 5 LA staff.

Reviewers will be paid according to the external reviewer rates listed in the table.

III. SUMMARY OF DESIRED QUALIFICATIONS

Applications will be reviewed in consideration of the following knowledge, skills, and experience which should be clearly evident in the responses and information included in the application and materials provided.

Applicants should have knowledge, skills, and/or experience in a number of the following areas:

- Assessment of families and young children (birth through age five) from diverse cultural and linguistic backgrounds
- Data systems and data integration
- Early childhood workforce research
- Economic analysis
- Longitudinal research
- Evaluating comprehensive community-based initiatives (place-based evaluation)
- Experience conducting research in Los Angeles County
- Familiarity with the Los Angeles County and California child and family policy context
- Organizational capacity assessment
- Community capacity building evaluation
- Participatory Action Research/Community-Based Action Research
- Policy evaluation
- Process and outcome evaluation
- Research with cultural and linguistic groups or subpopulations
- Social network mapping/analysis
- Study design and analysis, particularly longitudinal study design and analysis
- Measurement development and psychometrics
- Large scale survey research
- Experience working with programs and systems that support young children and their families

IV. SELECTION PROCESS

First 5 LA staff will review each application to ensure that basic requirements are met including: timely receipt, format as required, inclusion of all appropriate attachments, etc. Applications will be reviewed by First 5 LA staff with relevant expertise employing the Review Tool posted with the RFQ. Applicants approved for inclusion in the Pool of Reviewers will be contacted according to the schedule indicated in the Timeline.

V. STATEMENT OF QUALIFICATIONS (Submission Instructions)

In order to respond to this RFQ, please complete and submit your proposal and all required documents to First 5 LA as instructed no later than **5:00 PM on August 13, 2010**. Applications received after this deadline **will not** be considered.

Applications, including all required attachments, must be submitted online at <http://www.first5la.org/Funding-Center>.

In addition to the electronic versions of the Signature Authorization and Agency Litigation Forms, please mail an original of the RFQ checklist, cover letter and these two signed forms to:

Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Research & Evaluation External Reviewer Pool

Required Items:

1. Appendix A: RFQ Package Checklist
2. Completed Pool of Reviewers Application: Complete the online application form accessible at <http://www.first5la.org/Funding-Center>
3. Résumé or Curriculum Vitae Résumé(s) or curriculum vitae
4. Client References (Appendix C): Please complete the information, outlined in the instructions for Appendix C, for 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. Signature Authorization Form (Appendix D): This form is required to verify signature authority to enter into any contractual agreement. If not outlined in the By-laws, a Board Resolution, Partnership Agreement or Business License must be submitted, as applicable, that indicates signature authority. Applicants must submit one original form signed in blue ink.
6. Disclosure Regarding Involvement in Litigation, Legal and/or Professional Contractual Difficulties (Appendix E) Please read, complete and provide an authorized signature in blue ink on the Disclosure Regarding Involvement in Litigation and/or Professional *Contractual Difficulties* form. An unsigned form or

omission of this signed form will constitute an incomplete application and grounds for disqualification from consideration.

7. W-9 Form

VI. 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.
2. 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.
3. 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.
4. The Commission reserves the right to amend the External Reviewer Pool as needed to best meet the needs of all parties. At the Commission's discretion, reviewers may be revised or removed.
5. The external reviewer pool will be reassessed annually. In April of each fiscal year, contractors in the pool will be offered the opportunity to renew their status as a reviewer for the following fiscal year. Additionally, an RFQ will be posted for additional applicants to the pool.
6. Acceptance into the external reviewer pool is not a guarantee of work. For those consultants who are accepted into the external reviewer pool, work will be solicited based on First 5 LA needs.