



*Champions For Our Children*

FIXED ASSET INVENTORY  
REQUEST FOR QUALIFICATIONS (RFQ)

**Los Angeles County Children and Families First –  
Proposition 10 Commission (aka First 5 LA)**

RELEASE DATE: March 17, 2010



*Champions For Our Children*

I.	TIMELINE FOR SELECTION PROCESS.....	4
II.	BACKGROUND.....	5
III.	ELIGIBILITY.....	5
IV.	DELIVERABLES AND SCOPE OF WORK.....	5
V.	TERMS OF SERVICE.....	6
VI.	STATEMENT OF QUALIFICATIONS.....	6
VII.	SELECTION PROCESS AND REVIEW CRITERIA.....	7
VII.	CONTRACTUAL CONSIDERATIONS.....	8
IX.	APPENDICES.....	10

Appendix 1: Agency Involvement in Litigation and/or Contract Compliance Difficulties

Appendix 2: Signature Authorization Form

Appendix 3: Budget Worksheet

Appendix 4: Sample Contract

Appendix 5: Statement of Qualifications\*

Appendix 6: Budget Narrative\*

\* These are not First 5 LA templates provided for these Appendices. Please submit in your own format.

**I. TIMELINE FOR SELECTION PROCESS<sup>1</sup>**

<b>ACTIVITY</b>	<b>DATE</b>
RFQ Released	March 17, 2010
<b>Online Application Due:</b>	<b>March 31, 2010, 5:00 p.m.</b>
Applicant Review Process	April 1, 2010 - April 9, 2010
Contractor(s) Selected/Notified	April 9, 2010
<b>Contract Start Date<sup>1</sup></b>	<b>April 19, 2010</b>

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 Wednesday, March 24, 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 can be submitted to:

Tracey L. Hause  
Director of Finance and Information Technology  
First 5 LA  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012  
Fax: (213) 482-5903

thause@first5la.org

---

<sup>1</sup> Note: While it is First 5 LA's desire to execute the Contract for a April 19<sup>th</sup>,2010 start date, 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, which levied 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 various early childhood initiatives and to manage the funding from Proposition 10. Additional information regarding First 5 LA can be found at [www.first5la.org](http://www.first5la.org).

## **III. ELIGIBILITY**

First 5 LA is issuing this Request for Qualifications (RFQ) to select a firm to perform a fixed asset inventory, recommend a fixed asset software solution that can be used and housed internally, apply a unique bar code tag to each asset, recommend fixed asset tracking policies and procedures, and reconcile against existing spreadsheet data and sub-ledger balances.

Applicants responding to this RFQ must have the qualifications, experience and demonstrated success implementing similar projects.

## **IV. DELIVERABLES AND SCOPE OF WORK**

The firm will be required to perform any and all tasks related to a fixed asset inventory process including but not limited to the following:

1. Preparation of an inventory listing including all moveable equipment, primarily computers and furniture, on site on the first and third floors of the address indicated above.
2. Tag all assets with unique bar code.
3. Scan all assets into a program that can be reconciled with existing spreadsheet data and sub-ledger balances.
4. Model, description, serial number or other identifying information must be captured during the physical inventory process.
5. Reconcile inventory with existing inventory data.
6. Recommended fixed asset tracking software solution that can be used and housed at First 5 LA.
7. Recommend fixed asset tracking of policies and procedures.

## **V. TERMS OF SERVICE**

## **Available Funding**

A final budget will be negotiated once a firm has been selected. The contract amount shall not exceed \$20,000. The cost of the software solution is not included in this amount.

Funds will be granted through monthly invoices based on services rendered and actual expenses. Funds are available in the FY 2009-10 Operating Budget adopted by the Board of Commissioners on June 11, 2009.

## **Contract Period**

The contract period will be from approximately April 9, 2010 through June 30, 2010. The Firm is not authorized to deliver or commence services as described in the application until written approval has been obtained from First 5 LA. Any performance of services commenced prior to the Firm obtaining an executed Contract from First 5 LA shall be considered voluntary.

## **Contractual Obligation**

The selected firm is required by law to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract. (See Appendix 4: Sample Contract)

## **VI. STATEMENT OF QUALIFICATIONS (Appendix 5)**

1. A general overview of the applicant's qualifications.
2. A description of the firm's approach and experience with similar engagements.
3. Identification of key personnel proposed to work with First 5 LA including background, relevant experience and time available to complete this project.
- 4 Names and contact information for at least three references from current and former clients.
5. Proposed Budget for project:

Using the attached budget worksheet (Appendix 3) provide itemized budgets that detail expenses for the following services and products. Please include cost breakdowns by hourly rate for all staff and subcontractors, if applicable. Also provide a brief budget narrative (Appendix 6) in a separate word document of how all budget line items were derived: a simple justification of each expense and how the budget relates back to the project description.

- Physical inventory all moveable assets
- Assisting staff with implementing of an in-house fixed asset tracking software system
- Application of unique bar code tag to each asset

- Asset reconciliation to existing spreadsheet data and sub ledger balances.
- Training
- Travel and Expenses
- Other

Qualified parties should submit information sufficient to support their qualifications to perform this service. First 5 LA reserves the right to request additional information and/or to begin negotiating with the most qualified bidder.

**Additional Required Documentation:**

1. Agency Involvement in Litigation and/or Contract Compliance Difficulties (Appendix 1): Please read the information on the required Agency Involvement in Litigation and/or Contract Compliance Difficulties form thoroughly. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification.
2. Signature Authorization Form (Appendix 2): This form is required in order to verify signature authority to enter into contractual agreement with First 5 LA. If not outlined in the applicant's Bylaws, a Board Resolution or Partnership Agreement must be submitted, as applicable, that indicates signature authority. Applicants must submit two original forms signed in **blue** ink.
3. Copy of Bidder's Business License
4. Proof of Commercial General Liability Insurance

**Please submit hard copies of the above by March 31, 2010 in order to be considered a viable bidder to:**

Tracey L. Hause  
Director of Finance and Information Technology  
First 5 LA  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012

These are the only forms the bidder will be providing via hardcopy.

**VII. SELECTION PROCESS AND REVIEW CRITERIA**

**Selection Process**

First 5 LA staff will evaluate all applications for completeness and minimum qualifications.

Applications will be evaluated by an inter-departmental team which may include the Director of Finance and Information Technology.

Level 1: Staff reviews application for completeness and adherence to application requirements.

Level 2: An interdepartmental team reviews and scores applications using a standardized review tool. Review tools are strictly adhered to by all staff to mitigate the potential of bias. In accordance with First 5 LA policy, internal reviewers sign a conflict-of-interest form.

Level 3 Reference Check: When necessary and applicable, reference checks are completed for the final applicants.

## **Selection Criteria**

First 5 LA will award a Contract to one applicant with the expertise and qualifications outlined in the RFQ. Applicant's qualifications will be reviewed by a First 5 LA interdepartmental team.

The panel will select a Contractor based upon, but not limited to:

- Experience performing comparable work
- References from clients
- Accessibility and flexibility
- Scope of Work content responsiveness to RFQ
- Cost effectiveness of the vendor's application

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

## **VIII. CONTRACTUAL CONSIDERATIONS**

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 with 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 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.

5. 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)
  - 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.
6. 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).
7. 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.

## IX. APPENDICES

**All Appendices are included as separate attachments.**