



Champions For Our Children

**Information and Technology Planning
Consultant
Request for Proposals (RFP)**

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

RELEASE DATE: July 15, 2010



Champions For Our Children

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFP Released	July 15, 2010
Pre-Proposal Information Session	July 28, 2010
Final date to submit questions and requests for additional information	August 6, 2010
Due Date for Qualifications <ul style="list-style-type: none"> • Online applications plus all forms • One (1) original and signed copy of First 5 LA’s “Signature Authorization” and “Agency Involvement in Litigation and/or Contract Compliance Difficulties” forms, along with all work samples, sent or delivered to First 5 LA 	August 16, 2010 by 5:00 p.m. NO EXCEPTIONS
Notification of finalists selected to submit full proposals	August 23, 2010
Due Date for Proposals from selected applicants <ul style="list-style-type: none"> • Online applications plus all forms 	September 24, 2010 by 5:00 p.m. NO EXCEPTIONS
Interviews with Qualified Applicants:	Week of October 5, 2010
Award Notification	Week of October 11, 2010
Contract Start Date ¹	December 6, 2010

All questions and requests for additional information regarding this RFP must be received in writing by First 5 LA via mail, fax, or email before 5 p.m. on Thursday, 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 can be submitted to:

Bronwyn Mauldin, Research Analyst
 First 5 LA
 750 N. Alameda Street, Suite 300
 Los Angeles, CA 90012

Phone: 213.482.5902
 Fax: 213.482.5903
 E-mail: bmauldin@first5la.org

¹ Note: While it is First 5 LA’s desire to execute the Contract for a **December 6, 2010** start date, all dates are subject to change at First 5 LA’s sole discretion.



II. BACKGROUND

A. 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, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10. Since 1998, First 5 LA has invested over \$800 million to support initiatives in all three of its goal areas. Additional information regarding First 5 LA can be found at <http://www.First5LA.org>

B. First 5 LA’s Strategic Plan (2009–2015)

The First 5 LA FY 2009-15 Strategic Plan

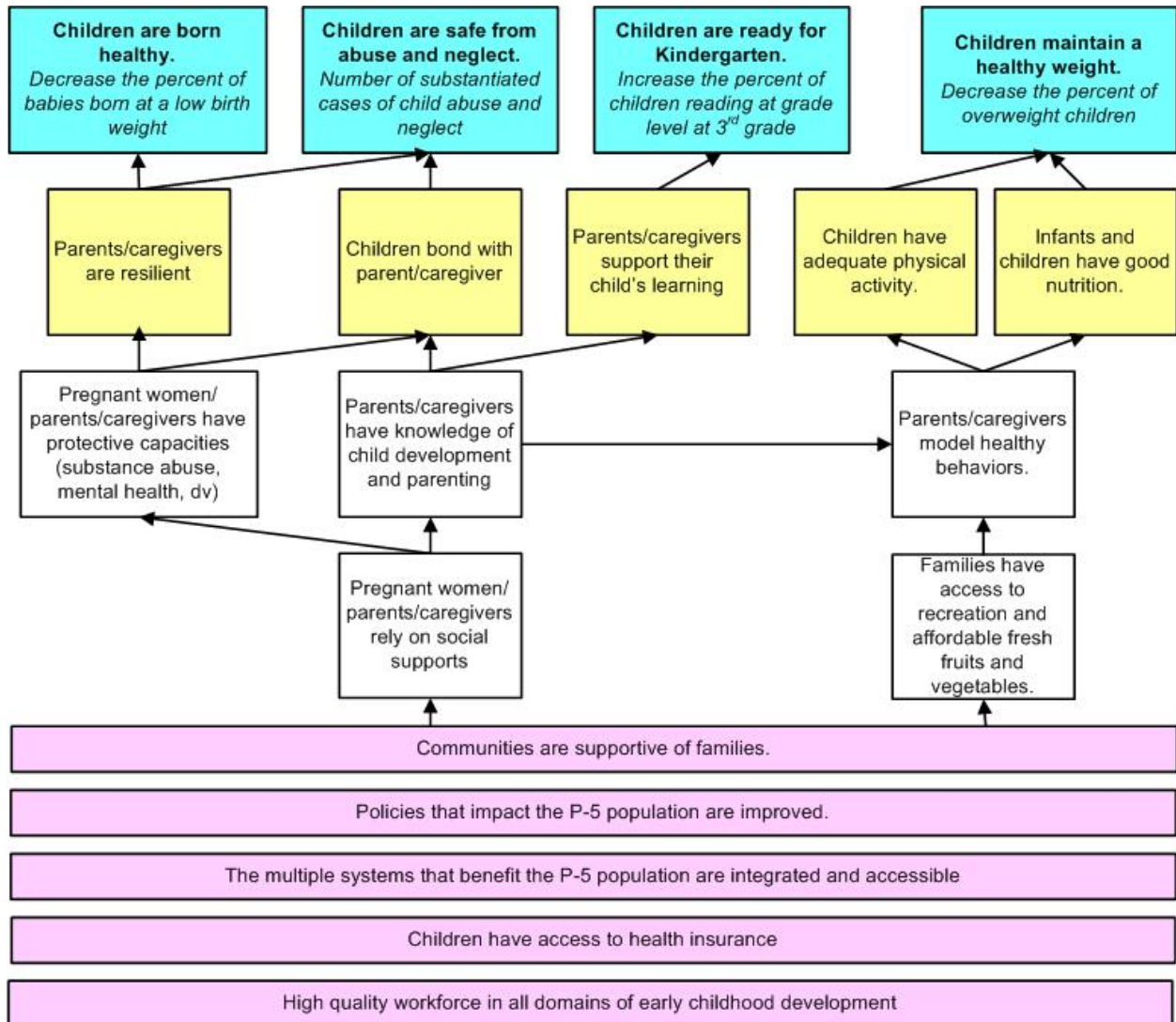
In June 2009, First 5 LA’s Board of Commissioners adopted a new strategic plan to guide its investments through June 2015. The adoption of this plan, titled, “Strengthening Families and Communities in L.A. County,” marked a significant evolution in First 5 LA’s approach to grantmaking by committing a sizeable portion of funding to improving the well-being of children in specific geographic communities, called “Best Start” communities, throughout the County, combined with significant investments countywide. We believe, and research confirms, that children thrive when they live in safe and supportive families and neighborhoods. This combined place-based and countywide approach allows the Commission to concentrate its limited resources in areas of high need and to sustain those efforts over time. The adoption of the new strategic plan will allow First 5 LA to continue focusing on strengthening families while deepening our commitment to fostering a community’s ability to create and sustain safe and nurturing places for children to grow.

Within these communities and countywide, the Commission has selected the following four goals that will drive our work in the new plan:

- Children are born healthy
- Children maintain a healthy weight
- Children are safe from abuse and neglect
- Children are ready for kindergarten

All of our investments are focused on changing outcomes in these areas. In addition, the Commission has identified a pathway that leads us to our desired outcomes for children, families, and communities. This pathway will guide our funding decisions in the new strategic plan. The Commission will continue to fund some direct services in the Best Start communities and will also strengthen our commitment to investing in community capacity building and family strengthening.

Figure 1: First 5 LA Prioritized Pathway



The First 5 LA Best Start Communities

In June 2010, the First 5 LA Board of Commissioners approved a portfolio of 14 communities to target for place-based investment. These 14 “Best Start” communities represent the Commission’s commitment to funding a place-based approach as outlined in First 5 LA’s FY 2009-2015 Strategic Plan. This place-based approach recognizes the importance of a family’s environment to the health, safety and school readiness of young children. By focusing a significant portion of our resources in specific communities, First 5 LA will strive to have a greater impact on the children and families who reside in neighborhoods of high need in our county.



As part of the process for selecting the target communities for our place-based investments, First 5 LA conducted an intensive data-driven analysis of neighborhoods across L.A. County. This analysis focused on factors that put children and families at risk, such as poverty, low birth weight rates and low test scores in schools. First 5 LA also evaluated the strengths, assets and infrastructure capacity within communities with high levels of need, and sought to distribute resources throughout different geographic regions of the county and in communities that are reflective of the county's diverse population.

Collectively, the 14 target communities selected are home to about 165,000 children from newborn through age five, which represents nearly 20 percent of the children in that age group in L.A. County. The collective need of the target communities is illustrated by the following key statistics:

- 22 percent of families with children living in the 14 target communities live in poverty, compared to 12 percent of families in L.A. County overall
- 41 percent of 3rd grade students score below basic on the California Standards Test for English-Language Arts proficiency in the target communities, compared to 30 percent in L.A. County
- Out of every 1,000 births, approximately 76 of the babies born in the target communities are considered to be low birth weight, this compared to approximately 73 per 1,000 in L.A. County
- 54 percent of adults over age 25 in these communities have less than a high school education compared to 31 percent in L.A. County

The 14 selected communities are:

- Broadway-Manchester
- Central Long Beach
- Compton
- East Los Angeles
- Lancaster
- Magnolia Place
- Pacoima
- Palmdale
- Panorama City
- South El Monte-El Monte
- Southeast Los Angeles County
- Watts-Willowbrook
- West Athens
- Wilmington

You can read a comprehensive profile of each of these communities on the first 5 LA website, at <http://www.first5la.org/node/3872>.

Our **countywide approach** will focus on policy change, public education, workforce development and other strategies that improve the health, safety and early education of all children in the county.

More about First 5 LA can be found in our Annual Report:
http://www.first5la.org/files/2008-09_First5LA_Accomplishment_Report.pdf



C. First 5 LA FY 2010-15 Accountability and Learning Framework

First 5 LA FY 2010-15 Accountability and Learning Framework

The First 5 LA FY 2009-15 Strategic Plan includes an innovative blend of place-based and countywide funding strategies designed to improve outcomes in four goal areas: babies are born healthy, children maintain a healthy weight, children are safe from abuse and neglect, and children are ready for kindergarten. The Commission's decision to move to a combined place-based and countywide funding approach, as opposed to initiative-based funding, is an effort to focus more intentionally on impacting the well-being of families and children by improving the communities in which they live. Thus, our FY 2010-15 Accountability and Learning Framework reflects this emphasis on place-based and countywide evaluations as well as a strengthened emphasis on using results from our evaluations and research projects to learn and improve on an ongoing basis.

The goals of First 5 LA's Accountability and Learning Framework for the Strategic Plan include the following:

- Gather and disseminate timely information on implementation and outcomes to support and improve our work and the work of our grantees;
- Capture change over time in target communities; and
- Enable us to tell a coherent story of our investments to our stakeholders – most notably First 5 LA Commissioners and staff, our community partners, grantees and other external stakeholders.

The major types of activities in which First 5 LA will engage over the course of the strategic plan include the following:

- A longitudinal study which will track a cohort of families from our target communities and families from comparison communities over time;
- Place-based and strategic evaluations, including evaluations of some of First 5 LA's key strategies, as well as data collection within each of First 5 LA's target communities to monitor progress towards change;
- Research projects designed to be responsive to policy and programmatic issues arising out of our evaluation work;
- The convening of a Research Advisory Committee (RAC), which will provide technical input, guidance and advice to support First 5 LA's research activities as we embark on this new strategic plan and accountability framework;
- Dissemination activities, including the development of an online dashboard where each target community will be able to monitor the change that is happening within its boundaries; and
- A learning and improvement process in order to promote meaningful use of our findings.



D. Data Systems and Technology at First 5 LA

Our current technology systems must be reconfigured to meet both current and new information and data needs for the entire organization. To do this in a logical, efficient and effective way, First 5 LA requires a technology plan covering the next five years.

Major changes planned Implementation of our new strategic plan has significant ramifications for our collection, use and management of data. We need a technology plan that will help us to achieve all of the following:

- We require a database of our community partners, both organizations and individuals, that can be used by multiple departments for diverse purposes.
- New data elements (common measures) will be developed by First 5 LA staff and they will be collected from all grantees, rather than varying by initiative. This is driven by our new Accountability and Learning Framework, as described above.
- Data will be collected from consultants, contractors and grantees for the purposes of compliance, evaluation, performance, change and accountability.
- In addition to the common measures data we will collect from grantees, additional data elements will be customized according to specific grantee needs and interests.
- Packaging data for analysis and public reporting will require new uses of data management and visualization systems.
- We will be developing a new community-centric data infrastructure that will allow us to integrate information from a wide range of sources about local resources available to families with young children. Community members may input some of that information themselves.
- Departments within First 5 LA are currently in the process of being reconfigured, which will lead to additional changes in information and technology needs.

As we make these changes, we also have an opportunity to review our current data systems for internal management to ensure they are as effective, efficient and integrated as possible. Our goal is to improve our internal controls, performance measures, program management and grantee oversight and to improve the quality of data collected about children prenatal to five and their families and the programs that serve them.

Current systems First 5 LA has approximately 100 staff members and managers, and oversees grants of between \$125-150 million annually. A 2009 internal scan of data systems currently being used found that staff utilizes six major data systems, plus five different versions of a customized database (DCAR). Some staff also utilize Survey Monkey, Google docs or Access-based custom databases. Our grantees and contractors enter data into 14 different data systems, including the five different versions of DCAR. Externally, First 5 LA shares its data with four different data sharing systems, and we provide financial or other support to six other data sharing initiatives.



Our current data technology systems include all of the following:

Network

- 21 IBM Windows 2003 Servers (MS Exchange, file, print, etc.)
- 100+ Windows XP and Vista Workstations (primarily laptops with docking)
- Cisco routers, switches and firewall
- Barracuda SPAM filter
- Nortel BCM phone system

Applications

- Financial Edge by Blackbaud
- Raiser's Edge by Blackbaud
- GIFTS by MicroEdge
- SPSS
- AtlasTi
- Office 2003 and 2007 Professional Edition
- Adobe Acrobat Standard and Professional
- ECM by EMC/ViaTRON
- Norton Anti-Virus
- Malwarebyte Anti Malware
- Help Desk by SysAid

In addition, we share data bi-directionally with three systems:

- DCAR System by AJWI
- Healthy City
- 211 L.A. County

First 5 LA's main websites are at <http://www.First5LA.org> and <http://ReadySetGrowLA.org>. Our sites are created and managed through Drupal. We have eight additional invite-only, password-protected sites for specific initiatives where grantees share information and documents. Our use of social media has increased significantly over the past year, including a presence on Facebook, MySpace, Flickr, YouTube, WordPress and Twitter. We also own approximately 100 other URLs.

Staffing For the past year a Data Systems Integration (DSI) team made up of representatives from all First 5 LA departments has been engaged in the strategic planning process to determine what major information- and data-related activities are required throughout the organization to meet our goals. Appendix 1 provides a diagram of those projected activities.

This has led to creation of a new Information Technology department within First 5 LA that reports directly to the Chief Administrative Officer. The DSI team recommended hiring an Information and Technology Planning Consultant to help our organization match our technology investments to our information needs. Members of the DSI team, along with the new Director of IT, will be actively engaged with the Consultant on the data collection, analysis and writing processes for creating the Information and Technology Plan.

III. CONSULTANT SCOPE OF WORK AND DELIVERABLES

Summary

First 5 LA is seeking a consultant or a team of consultants with experience in technology planning to conduct an information and technology assessment, and write a five-year technology plan for First 5 LA.

The consultant or a team of consultants will interview staff and managers throughout the organization, review documents, talk with First 5 commissions in other counties, and gather related information in order to document current information and data flows, including formal and informal business processes. Using this information, the consultant will determine First 5 LA's current and projected technology needs. The consultant will review the software and hardware First 5 LA currently uses and projected technology needs over the next five years to identify gaps between current resources and anticipated needs. This assessment will take into account emerging technology needs driven by organizational changes at First 5 LA as it transitions to implementation of its new strategic plan. The consultant then will write a technology plan for the next five years, including recommended technology investments, projected costs, and a timeline. The plan will also make general recommendations on staffing, as well as cultural or other organizational changes that can help us implement the proposed technology plan.

Major activities and deliverables

- a. Completion of a scope of work for the project and revised budget
- b. Completion of questionnaires, interview protocols and other data collection tools
- c. Collection of data from managers and staff throughout First 5 LA and other First 5 commissions, document review and other data gathering to document current and projected information and data flows, as well as business processes. The consultant will provide to First 5 LA all interview notes, a list of documents reviewed and other relevant data collected.
- d. Report on the process and findings of the analysis of First 5 LA's current technology usage (software and hardware)
- e. Report assessing First 5 LA's technology needs and related business practices, projected over the next five years
- f. Submission of a technology plan for the next five years that
 - Includes specific software and hardware recommendations;
 - Offers both ideal recommendations and lower-cost alternatives (where possible);
 - Makes recommendations on staffing support and training required to successfully implement the selected solutions;



- Includes general recommendations for staffing and cultural or other organizational changes that could help First 5 LA effectively implement the recommended solutions;
 - Estimates costs;
 - Includes a recommended implementation timeline; and
 - Is written in a style easily understood by the general public.
- g. Meetings at least once monthly with the First 5 LA staff Data Systems Integration team, and as needed. A meeting schedule must be included in the proposal. Minutes of all meetings will be taken by the consultant and provided to First 5 LA.
- h. Meetings with the First 5 LA Director team, as needed (minimum of three). Minutes of all meetings will be taken by the consultant and provided to First 5 LA.
- i. Presentation to First 5 LA's Board of Commissioners, which will include an executive summary of the technology plan, powerpoint and a live presentation

When preparing to submit materials in response to this RFP, prospective applicants should keep in mind the following assumptions and expectations First 5 LA has made as to how the information and technology planning process should proceed. Proposals submitted for this RFP should reflect these assumptions and expectations.

- While it is not necessary to interview all staff at First 5 LA, staff at all levels of the organization will be interviewed in a formal interview process to be designed by the consultant. All managers at the level of Assistant Director and above (approximately 15 people) will be interviewed. First 5 LA Commissioners will also be interviewed.
- All questionnaires, interview protocols or other data collection tools developed by the consultant must be reviewed by First 5 LA staff prior to the start of data collection.
- Data collection is not limited to interviews, surveys or document review. Consultants are invited to propose innovative data collection and analysis methods.
- All data collected and analyzed by the consultant will be provided to First 5 LA, including interview notes, raw questionnaire responses and other data. This information should be de-identified as appropriate.
- The final technology plan will include a detailed explanation of how the consultants analyzed the data and how that analysis led to their recommendations.
- Consultants are not expected to conduct a formal business process mapping process, nor are they expected to conduct a detailed analysis of current staff technology skills. However, the technology plan should include general recommendations related to staffing, culture and other organizational changes that First 5 LA should make in order to implement the recommendations in the plan.
- The information and technology planning consultant may need to coordinate their work with other First 5 LA consultants and contractors.



- First 5 LA prefers not to develop new technology systems, but expects to utilize and build upon existing platforms, especially web-based systems.
- Consultants will spend significant time on-site at First 5 LA during the data collection and analysis periods. First 5 LA will provide the consultant with a desk, telephone and staff interview locations during that time.

IV. ELIGIBILITY

Applicants must have the qualifications, experience, competency and ability to successfully carry out an information and technology assessment and to write a technology plan. Applications will be considered from individuals, nonprofit or for-profit agencies, and/or public or private organizations. Applicants should have the capacity to work for extended periods of time in our downtown Los Angeles location. The ideal applicant's experience with technology planning and implementation preferably will be in public agencies, foundations and/or nonprofit organizations.

Responses to this RFP will be scored in two phases according to the attached Review Tools (see Appendices 2 and 3).

In order to mitigate potential conflicts of interest, the successful applicant hired as the consultant to conduct this information and technology assessment and plan will be ineligible to bid on any resulting project to sell software, hardware or related products or services to First 5 LA. If the successful applicant is a subdivision or employee of a larger firm or organization, the entire firm or organization also will be ineligible.

V. SUMMARY OF DESIRED QUALIFICATIONS

An ideal applicant will have all or some of the following qualifications, and will be able to show examples of high quality prior work in each of the following areas:

- Demonstrated experience conducting information and technology assessments
- Demonstrated experience writing technology plans
- Demonstrated experience documenting organizational information flows and business processes
- Demonstrated experience working with data-linking/middleware strategies and programs
- Demonstrated experience with: Blackbaud Financial Edge and Raiser's Edge; EMC Application Xtender; MicroEdge Gifts; MS Server solutions; web-based platforms; and other, similar solutions to those named in this list
- Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) and other relevant privacy regulations

- Strong knowledge of data collection and management solutions currently on the market
- Strong knowledge of security standards and regulations for the collection and dissemination of personal level data
- Knowledge of social media as it can be used for business purposes
- Ability to communicate about complex technology needs, systems and tools to a general audience, in writing and verbally
- Experience developing processes for organizations to successfully implement technology plans
- Experience working with nonprofit organizations, foundations and/or public agencies that have varying levels of technology capacity
- Knowledge of data collection initiatives relevant to children ages prenatal to five and their families
- Ability to work effectively with individuals and teams with diverse strengths, varying backgrounds and varying levels of technological capacity
- Willingness to communicate regularly with First 5 LA staff and contractors, working effectively as part of the data systems team
- Ability to maintain responsibility for all deliverables, associated activities and deadlines

VI. TERMS OF PROJECT

Available Funding

The consultant will be compensated as major deliverables are completed, submitted and accepted by First 5 LA. All deliverables will be reviewed through First 5 LA's quality assurance (QA) process (see Appendix 4 for details). The consultant is responsible for supplying all business equipment needed to implement the tasks above (e.g., computer, printer, fax, internet access, etc.). The consultant will function as part of a larger staff/consultant team. **The total allocation for this project is not to exceed \$300,000.**

This RFP has a two-stage review process. Applicants who are invited to submit full proposals in the second stage will be required to submit detailed budgets. (See sample budget forms in Appendix 5.)

Contract Period

The Commission expects to enter into an approximately six month contract with the selected consultant. It is anticipated that consultant services for this information and technology assessment and plan shall commence on approximately December 6, 2010 and conclude in June 2011.



Contractual Obligation

The selected Information and Technology Planning Consultant is required by law to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract. (See Sample Contract, Appendix 6).

VII. SELECTION PROCESS AND REVIEW CRITERIA

Selection Process

The selection process for this RFP will be administered in two phases. Interested applicants must submit their qualifications (see Section VIII, Statement of Qualifications). Those submissions will be reviewed and the highest-scoring applicants will be invited to submit full proposals (see Section IX, Proposal Requirements). Scoring for the two-part process will be conducted as follows:

Phase 1: Qualifications

- First 5 LA staff will review each application (qualifications) to ensure that basic requirements are met. Basic requirements include: timely receipt of application, format as required, inclusion of all appropriate attachments, etc. Submissions that omit any required documents are subject to disqualification.
- Qualifying applicants will be evaluated by an external review panel to be determined by First 5 LA staff.
- The highest scoring applicants will be invited to submit full proposals.

Phase 2: Proposals

- First 5 LA staff will review each proposal to ensure that basic requirements are met. Basic requirements include: timely receipt of application, format as required, inclusion of all appropriate attachments, etc. Proposals that omit any required documents are subject to disqualifications.
- Proposals will be evaluated and scored by an external review panel to be determined by First 5 LA staff. Materials submitted as part of the qualifications phase also may be reviewed again in the proposals phase. Review tools are adhered to by external reviewers to alleviate the potential for bias. External reviewers are required to sign a Conflict of Interest and Confidentiality Statement.
- References will be contacted during this phase.
- First 5 LA staff will interview qualified applicants. Some or all of the applicants who have submitted complete and responsive applications may be interviewed. Interviews are scheduled to be held on dates shown in Section I (Timeline for



Selection Process). These dates are subject to change at First 5 LA's sole discretion. All applicants must advise First 5 LA staff of their availability during these days. Interviews will be held either at First 5 LA or via phone. Further written materials regarding qualifications may be requested prior to the interview.

- As a public entity, the Commission has a responsibility to the public to ensure that the organizations who receive our funds are financially stable to provide the contracted services. Further written materials regarding the financial stability of the agency may be requested by our finance department prior to the interview.
- First 5 LA will award a contract to one applicant with the expertise and qualifications outlined in this RFP. Review tools for Phase 1 (Qualifications) can be found in Appendix 2 and for Phase 2 (Full Proposals) in Appendix 3. In addition to criteria listed in the review tools, First 5 LA will consider the following criteria during the selection process:
 - Thoroughness, responsiveness, viability and quality of the consultant's proposal; and
 - Cost-effectiveness of the consultant's proposal.

The final award notification is anticipated to occur by the week of **October 11th, 2010**, with a final signed contract and projected contract start date of **December 6st, 2010**. First 5 LA staff and/or Commission reserve the right without prejudice to reject any or all submitted qualifications. An appeal process is not available.

VIII. STATEMENT OF QUALIFICATIONS

In order to respond to this RFP, please complete and submit your qualifications and all required documents to First 5 LA no later than **5:00 PM on August 16, 2010**. Applications received after this deadline **will not** be considered.

The qualifications, including all required attachments, must be submitted online at <http://www.first5la.org/Funding-Center>. In addition to the electronic version of the Signature Authorization and Agency Involvement in Litigation and/or Contract Compliance Difficulties forms, please mail an original copy of the full application package to:

Evelyn V. Martinez, Chief Executive Officer

**First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012**

**Attention: Information and Technology Planning Consultant RFP /
Qualifications**



Required Qualifications Documents:

1. **Application Checklist** (see Section IX)
2. **Application Cover Page**
3. **Cover Letter** introducing the consultant(s) and clearly showing the consultant's name, address, telephone number, e-mail address and date, stating that the letter contains qualifications in response to Phase 1 of the Information and Technology Planning Consultant RFP.
4. **Résumé(s) or CV(s)** outlining all relevant work history, experience, educational attainment, etc. Please submit one résumé or CV for each key member of the consulting team, including staff and subcontractors. If you are submitting multiple résumés, it is advisable to combine them into a single document when uploading them to the online application form.
5. **Sample Technology Plan** completed for a previous client that demonstrates some or all of the qualifications described in the Summary of Desired Qualifications (Section V) above.
6. **Statement of Qualifications** of no more than five (5) pages explaining how you meet the qualifications outlined in Section V. This statement should refer to information provided in your resume(s)/CV(s), sample technology plan and should provide additional information about prior contracts.
7. **References** of at least three (maximum of five) recent consulting clients. Each reference should include name, company, address, phone number, email, length of time known, and a short statement about your work for that client. Please select references for projects that reflect how you meet the qualifications described in the Summary of Desired Qualifications above. First 5 LA must be able to contact at least two (2) of the references provided by the applicant. If two (2) references cannot be reached within a timely manner (no more than three attempts, no longer than one week), First 5 LA may deem the applicant ineligible for this opportunity.

Additional Required Attachments:

8. **Signature Authorization Form** (1 original SIGNED with BLUE INK): This form is required in order to verify signature authority to enter into contractual agreement with First 5 LA. If not outlined in the Bylaws, a Board Resolution or Partnership Agreement must be submitted, as applicable, that indicates signature authority. Applicants must submit one original form signed in **blue** ink (see Appendix 7).
9. **Agency Involvement in Litigation and/or Contract Compliance Difficulties** (Appendix 8): 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.

IX. APPLICATION CHECKLIST: PHASE 1 – QUALIFICATIONS

Applicants should refer to Section VII (Selection Process and Review Criteria) and Section VIII (Statement of Qualifications) for complete information about required application content and submission guidelines. Both the electronic version and the paper original must be submitted to First 5 LA by **August 16, 2010**. Failure to submit any required items may result in disqualification.

- Application Checklist
- Application Cover Page
- Cover Letter
- Résumé(s) or CV(s) for key staff and subcontractor(s)
- Sample Technology Plan
- Statement of Qualifications
- References (minimum of three, maximum of five)
- Signature Authorization Form, Appendix 7 (1 original, signed in **blue** ink)
- Agency Involvement in Litigation and/or Contract Compliance Difficulties, Appendix 8 (1 original, signed in **blue** ink)

Applications must be submitted online at <http://www.first5la.org/Funding-Center>.

X. PROPOSAL REQUIREMENTS

The highest scoring qualified applicants will be invited to submit full proposals. **Proposals will only be accepted from those who are invited to submit them.** Those applicants must complete and submit the proposal and all required documents to First 5 LA no later than **5:00 PM on September 24, 2010**. Applications received after this deadline **will not** be considered. Materials submitted as part of the qualifications phase may also be reviewed again in the proposals phase.



The proposal, including all required attachments, must be submitted online at <http://www.first5la.org/Funding-Center>. Please mail an original copy of the full proposal package to:

Evelyn V. Martinez, Chief Executive Officer

**First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012**

Attention: Information and Technology Planning Consultant RFP / Proposal

Required Proposal Documents:

1. **Proposal Package Checklist** (see Section XI)
2. **Proposal Cover Page**
3. **Cover Letter** introducing the consultant(s) and clearly showing the consultant's name, address, telephone number, e-mail address, and date, stating that the proposal was requested by First 5 LA in response to an RFP for the Information and Technology Planning Consultant.
4. **Proposal Narrative** A proposal outlining the consultant's plan to conduct the assessment and write the technology plan. The proposal should not exceed fifteen (15) pages and should include all of the following:
 - An approach for collecting information on technology usage and needs from First 5 LA management and staff, as well as from other First 5 commissions.
 - A detailed description of the process to be used to assess current hardware and software usage by First 5 LA.
 - A methodology for how First 5 LA's technology needs will be determined and projected over the next five years.
 - A process for how drafts of the written report and final presentation will be reviewed by First 5 LA staff prior to being finalized and submitted. This should include time for completion of the Quality Assurance (QA) process described in Appendix 4.
 - A proposed schedule of regular meetings with First 5 LA's Data Systems Integration team and with Directors, including key discussion items and decision points.
 - Timeline for all activities, including estimated completion dates for deliverables outlined in Section III.



5. **Résumé(s) or CV(s)** outlining all relevant work history, experience, educational attainment, etc. Please submit one résumé or CV for each key member of the consulting team, including staff and subcontractors.
6. **Proposed Budget** This will be a fixed-price, deliverables-based contract. Please follow the budget format provided in Appendix 5 along with a Budget Narrative. The selected consultant will be paid a predetermined price for the deliverables provided to First 5 LA, contingent on First 5 LA approval of their quality (see a description of the Quality Assurance (QA) processes in Appendix 4). The consultant will assume any risk from contract or project delays. The budget should be created based upon the assumptions set forth in this RFP. Costs should be estimated based on the deliverables outlined in Section III.

Please note that the total budget for this project is not to exceed \$300,000 and that the full project should be completed within six months. It is First 5 LA policy that the composite hourly rate including all direct and indirect expenses for consultants may not exceed \$150 per hour.

Additional Required Attachments:

7. **Board Resolution** (if applicable)
8. **Annual Independent Audit:**
The applicant must include the most recent independent financial audit including the following, as appropriate:
 - Management Letter
 - Auditor's Report
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activities (P/L, Income and Expenses Report)
 - Statement of Cash Flow
 - Functional Expense Report
 - Notes to Financial Statements
 - Federal "single-item" audit (if applicable)
9. **Bylaws** (if applicable)
10. **Articles of Incorporation** (if applicable)

XI. APPLICATION CHECKLIST: PHASE 2 – PROPOSALS

Applicants should refer to Section VII (Selection Process and Review Criteria) and Section X (Proposal Requirements) for complete information about required application content



and submission guidelines. Both the electronic version and the paper original must be submitted to First 5 LA by **September 24, 2010**. Failure to submit any required items may result in disqualification.

- Proposal Package Checklist
- Proposal Cover Page
- Cover Letter
- Proposal Narrative (maximum 15 pages)
- Résumé(s) or CV(s)
- Proposed Budget (Total budget for this project is not to exceed \$300,000)
- Board Resolution, *if applicable*
- Annual Independent Audit
- Bylaws (if applicable)
- Articles of Incorporation (if applicable)

Applications must be submitted online at <http://www.first5la.org/Funding-Center>.

XII. CONTRACTUAL CONSIDERATIONS

Specific contractual considerations, including but not limited to the following, apply to Request for Proposals (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, Appendix 6).

A. *Conflict of Interest*

The selected Contractor will be required to comply with First 5 LA's (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 RFP. The 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 with the 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 the 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 RFP. The COMMISSION also reserves the right to cancel this 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 RFP. Any cover letters, résumés and/or curriculum vita, including attached materials, submitted in response to this 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 COMMISSION reserves the right to request additional financial information to verify applicant's past and current financial status. This information includes, but is not limited to: the most recent independent audit ending Calendar Year 2009 or Fiscal Year June 30, 2009, Cash Flow Statement, Statement of Activities (Income Statement), and Statement of Financial Position (Balance Sheet).
5. Consistent with the intent of Proposition 10: California Children and Families Act of 1998, no monies for this Project may be used to supplant Federal, State, County and/or other monies available to the organization for any purpose. Activities funded under this proposal must be new or enhancements to existing activities.
6. The award of a contract by the COMMISSION to an individual/agency/organization that proposes to use sub contractors for the performance of work under the contract resulting from this application process shall not be interpreted to limit the COMMISSION's right to approve subcontractors, assemble teams and/or assign leads. Each applicant will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to the COMMISSION.
7. 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 Terms of Contract section, 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 in writing. 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.
8. Unless otherwise submitted during the application 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.
9. 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).
10. The sample contract and contracting requirements are attached (See Sample Contract, Appendix 6). 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.