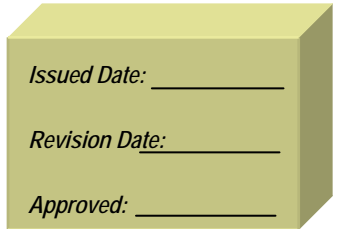


Los Angeles County Children and Families First- Proposition 10 Commission

All Departments Policy and Guidelines for Hiring Consultants



Issued Date: _____
Revision Date: _____
Approved: _____

1. POLICY STATEMENT

Provide consistency, transparency and uniformity in the selection and hiring of consultants.

2. PURPOSE

Provide general guidelines in the selection and hiring process of consultants based on deliverables and reasonable rates charged to “Los Angeles County Children and Families First – Proposition 10 Commission (“Commission”) aka First 5 LA.”

3. APPLICATION

This policy applies to all consultants being considered and/or applying to provide consulting services to the Commission.

4. RESPONSIBILITIES

The Executive Director and the applicable Department Director are responsible for implementing this policy.

5. PROCEDURES

To ensure that First 5 LA activities are aligned with the strategic plan goals, the Board of Commissioners works with Commission staff to develop a set of prioritized initiatives, programs and activities and proportionate allocations. Once a project or initiative allocation is determined, planning and implementation activities commence at which point an assessment of resources required is determined. The following steps are to be taken when identifying and procuring a Consultant:

- 5.1. Provide a notice of available position and funding award through the issuance of a Request for Qualification (RFQ) or by any other method deemed appropriate, via direct general notice, the website and/or other advertising means. The RFQ (Request for Qualifications) or other method used can also be mailed to a targeted group of potentially eligible applicants based on their background, training and expertise.

In addition to the RFQ or other method used, Commission staff should provide the initiative/ project framework, which includes a full description of the Scope of

Work that will be required, and the consultant's responsibilities, deliverables and timelines that will be required as well as a budget explanation. This should be provided as an attachment to the RFQ or other method used to ensure that First 5 LA provides a detailed basis for the responses applicants are requested to submit and a clear indication of how applicants will be rated. Each RFQ or other method used shall include a copy of the Commission's standard consulting agreement, and shall notify each proposer that the successful proposer will be expected to execute the agreement, without substantive amendment, prior to commencing work.

5.2. A review process should be developed by Commission staff and others as appropriate that includes the following:

- a. Development of an evaluation tool that is based on the criteria set forth in the RFQ or other method used.
- b. Review and scoring of submissions using the evaluation tool to identify and select those applicants with the highest score will be done by Commission staff and others as appropriate.
- c. Documentation of the results of the evaluation.

5.3. Interviews are to be conducted of top applicants in the following manner:

- a. Commission staff develops a rating tool to provide an objective basis for rating and scoring the interviews.
- b. Commission staff, and when appropriate other appropriate individuals are invited to conduct the interviews.
- c. The selection process is conducted through a consensus building process among Commission staff and others as appropriate.
- d. The bases for selection of a particular consultant are documented in the Commission's records.

5.4. Based on the outcome of the interviews and/or other selection methods, Commission staff prepares the recommendation to the Board for approval of the selected Contractor. Commission staff notifies selected and non-selected applicants on the status of their proposal.

6. CONFLICT OF INTEREST

The Commission shall not contract with a consultant who has a conflict of interest, or with whom a Commissioner or staff member has a conflict of interest, except as permitted by applicable law. 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 way detrimental to the interest, or potentially harmful for the integrity or fundamental mission of the Commission. No Commissioner or staff member or consultant shall make, participate in making, or in any way use his or her official position to influence the making of a decision of hiring a consultant for this Commission when he or she knows or has reason to know he or she has a financial interest. Decision-makers must recognize that even the perception or temptation of a conflict of interest may give rise to the disqualification of a proposer or the termination of a

contract. Commission staff shall consult with legal counsel regarding potential conflicts of interest at the earliest opportunity.

7. CONSULTANT FEES

When determining consultant fees, Commission staff should refer to the internal Consultant fee schedule.