



Champions For Our Children

**Best Start Community Partnership
Supervising Facilitator
Request for Qualifications (RFQ)**

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

RELEASE DATE: June 15, 2010



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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released	June 15, 2010
Information Session	June 25, 2010
Questions, requests for additional information due	July 2, 2010
Qualifications due: <ul style="list-style-type: none">• Online applications plus all required forms• One (1) original signed copy of the First 5 LA “Signature Authorization” and “Agency Involvement in Litigation and/or Contract Compliance Difficulties” forms mailed or delivered to First 5 LA	July 9, 2010 at 5:00 PM
Application Review	July 12-16, 2010
Interviews	July 27-29, 2010
Notification of Acceptance	July 30, 2010
Target Start Date ¹	August 6, 2010

Questions and information requests may be submitted to:

Monica Benitez Andrade, Program Officer
(213) 482-7836

E-mail: mбенитез@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 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 administer and manage its share of the funding from Proposition 10. For more information, please visit www.first5la.org.

First 5 LA Strategic Plan 2009-2015 Background

In June 2009, the First 5 LA Board of Commissioners adopted its 2009-2015 Strategic Plan entitled *[Strengthening Families and Communities in L.A. County](#)*. This Plan incorporates lessons learned from the first 10 years of First 5 LA's grantmaking and research, which reveal not only the importance of supportive and informed parents and caregivers to a young child's quality of life, but also the role of safe and supportive neighborhoods, or *places*, that develop a child.

As a result, this new plan represents a major shift in First 5 LA's grantmaking, transitioning it from an initiative-based to a place-based approach. This new approach will allow First 5 LA to focus on strengthening families, while fostering the communities' abilities to create and sustain safe and nurturing places for children to grow and thrive.

In the Plan, the Commission established four specific benefits that it seeks for young children. These benefits are defined in the Plan as four long-term goals of ensuring that children:

- Are born healthy
- Maintain a healthy weight
- Are safe from abuse and neglect
- Are ready for Kindergarten

Focusing on the four goals, First 5 LA's place based efforts will be implemented in the following targeted communities:

- Central Los Angeles²
- Broadway-Manchester
- Central Long Beach
- Compton
- East Los Angeles
- Lancaster
- Pacoima
- Palmdale
- Panorama City
- South El Monte-El Monte

² For informational purposes only as this community is currently in the partnership development phase. Central Los Angeles was selected as a Pilot Community, Best Start Community #1(temporary name pending partnership decision).



- Southeast Los Angeles
- Watts-Willowbrook
- West Athens
- Wilmington

III. COMMUNITY PLANNING PROCESS

In order to maximize the potential for success, it is essential that place-based efforts be driven and informed by the communities themselves. The community members will determine and prioritize the changes they want to see in their communities, and First 5 LA will work with them over a period of years to achieve these changes. Through this process, the communities develop the capacity to continue making desired changes on their own well into the future.

This will require an initial and intensive community planning process. Community representatives and residents will indicate their interest in being involved by submitting an interest form to First 5 LA. The planning process is expected to take a maximum of 18 months and will culminate with the submission of a written proposal of a five year implementation plan that community members will submit to First 5 LA for funding. The proposal will include a very detailed plan of action including scopes of work and budgets.

The planning process will include: regular collaborative meetings, community assessment, on-going capacity building and training on effective collaboration, finalizing target community boundaries, development of a community governance structure and preparation for communities to engage in community-driven research. Although there will be adjustments for certain communities based on their readiness to engage, First 5 LA will initiate this process simultaneously in the target communities listed above.

Each community will select a fiscal agent and a community facilitator who will play a pivotal role in guiding the community through the planning process. First 5 LA is identifying pools of qualified fiscal agents and community facilitators to potentially serve targeted communities through a separate RFQ process. They may either select a community facilitator from the pool developed by First 5 LA through the Best Start Community Partnership Facilitator RFQ or select someone not on the list.

Roles of the Supervising Facilitator

First 5 LA is looking for a Supervising Facilitator to direct a team of community facilitators who will work with community partnerships and assist them through the planning process expected to run through December 2011 in target communities in LA County.

The Supervising Facilitator will have three broad roles:

- Supervise and coordinate the community planning process in 14 communities
- Provide initial and on-going training and technical assistance for community facilitators
- Document the planning process and provide a written report



The Supervising Facilitator will promote a respectful environment where community facilitators can ask for training or support, as they guide the community partnership in the development of a work plan for the next five years. The Supervising Facilitator should be able to train community facilitators to ensure cultural competency and coach them in managing the dynamics of multi-cultural and multi-ethnic collaboratives. In addition, the Supervising Facilitator may need to provide assistance to community facilitators in recruiting and retaining community stakeholders, including non-traditional partners, in the collaborative.

IV. SUMMARY OF QUALIFICATIONS

Applicants responding to this RFQ must demonstrate the qualifications, experience, competency and abilities required to successfully facilitate large and diverse collaboratives. Applications will be considered from individual and/or groups with a presence in California and the capacity to work throughout Los Angeles County.

First 5 LA will consider the following criteria as it reviews applications:

Knowledge, Skills and Expertise:

- Strong group facilitation skills
- Extensive knowledge of the dynamics of multiethnic communities
- Extensive knowledge of organizations in the field of early childcare, education, child development and family support needs and resources
- Flexibility and ability to work collaboratively with First 5 LA, community organizations, residents, partners and stakeholders
- Strong written and oral communication skills
- Ability to support the skill development of community facilitators
- Strong team-building skills
- Strong conflict-resolution skills
- Excellent time management and negotiation skills

Facilitating Experience and Approach:

- At least 15 years of experience and a proven record of success with community-based work, including facilitating meetings, collaboratives, and/or training for community projects
- Experience working with diverse community coalitions of service providers, community groups and community members
- Experience with community organizing
- Ability to transmit an appreciation for diversity and collaboration
- Ability to foster and support the accomplishment of task and achievement of planning benchmarks
- Ability to participate in and facilitate evaluation efforts
- Ability to synthesize and disseminate information generated through the collaborative process



V. TERMS OF PROJECT

Compensation

The consultant(s) will be compensated based upon the project budget developed during the contracting period for an amount **not to exceed \$225,000**. The consultant is responsible for all expenses related to any subcontracted services and for supplying all business equipment required to implement the tasks and scope of work (e.g., computer, printer, fax, internet access, telephone, etc.). The consultant will be responsible for maintaining a method to capture and document time spent on project activities, as a means to support First 5 LA staff management of costs and ensure accomplishment of all project objectives.

The contract period, scope of work and budget will be determined during the contract development process. Funds will be disbursed through monthly invoices based on actual expenses and services rendered.

Contract Period

The Commission anticipates entering into a contract of approximately 18-months duration with the selected consultant(s) with an intended start date of August 6, 2010. If the partnership development process and the successful completion of each community's implementation proposal are not completed by December 30, 2011, First 5 LA reserves the right to extend the length of the contract with the selected Best Start Community Partnership Supervising Facilitator and increase the budget to accommodate the completion of this phase of the place-based work.

Contractual Obligation

The selected Supervising Facilitator consultant is required by law to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract (Appendix H).

VI. APPLICATION INSTRUCTIONS

The following application materials are required:

1. Signed copy of RFQ Package Checklist (Appendix A).
2. Cover Letter (maximum 1 page): addressed to Evelyn V. Martinez, Executive Director of First 5 LA, specifying the following: introducing of the applicant, including the applicant's name, address, telephone number, e-mail address, the date and stating that the letter is in response to the Best Start Community Partnership Supervising Facilitator RFQ. The cover letter must be signed by the consultant or principal of the consulting business providing the completed application.



3. Résumé(s) or Curriculum(-a) Vitae for up to three principals of the consulting business, outlining relevant work and/or consulting history, education, publications, prior research projects, etc. Please provide no more than six pages per person.

4. Consulting Project Narratives (Appendix C) for three relevant completed or current consulting projects with a maximum of one page for each project. Please include:

- a description of the client agency;
- the purpose of the consulting engagement;
- the consultant's role in the development, implementation and/or evaluation of the project;
- a description of any deliverable or outcome of the consulting engagement, and
- the qualifications and role(s) of all individuals and/or other organizations, if any, participating in consulting projects that may have involved collaboration.

5. Client References (Appendix D): Please provide at least two and no more than four references using the instructions provided in Appendix D. 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. At least one of the references must be from a community-based project.

Please submit your application materials and all required documents to First 5 LA no later than 5 pm on July 9, 2010. Applications received after this deadline will not be considered.

Applications must be submitted online at www.first5la.org/FundingCenter

Applicants must also submit one (1) original signed copy of the application cover letter, the First 5 LA "Signature Authorization," and "Agency Involvement in Litigation and/or Contract Compliance Difficulties" forms to:

Evelyn V. Martinez, Executive Director

First 5 LA

750 N. Alameda Street, Suite 300

Los Angeles, CA 90012

Attention: Supervising Facilitator for Best Start Community Partnership RFQ

VII. 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. Submissions missing any required documentation are subject to disqualification. Selection criteria are based on criteria previously outlined under Section IV Summary of Qualifications (See Qualification Review Tool).

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.

Applications will be reviewed by three external reviewers with relevant expertise by using the Qualification Review Tool posted with the RFQ (Appendix G). 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.

Reference checks will be completed as necessary to complement rankings resulting from the external review process. First 5 LA must be able to contact at least three of the four references provided by the applicant. One of the two references must be from a community-based project. If two references cannot be reached, First 5 LA may deem this applicant ineligible for this opportunity.

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 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 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 (Appendix H).

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 Qualifications (RFQ). 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 RFQ 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 RFQ. The COMMISSION also reserves the right to cancel this RFQ, 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. Any cover letters, résumés, and/or curricula vitae, including attached materials, submitted in response to this RFQ 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 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 subcontractors 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 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. 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 following 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). 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. LIMITATIONS

The following limitations apply to this RFQ submission process.

1. The Commission reserves the right to amend the Best Start Community Partnership Supervising Facilitator RFQ as needed to best meet the needs of all parties. At the Commission's discretion, listings may be revised or removed.