FIRST 5 LA TECHNICAL ASSISTANCE INSTITUTE
CONSULTANT RESOURCE DIRECTORY
REQUEST FOR QUALIFICATIONS (RFQ)
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I. **TIMELINE**

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<th>ACTIVITY</th>
<th>DATE</th>
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<tr>
<td>RFQ Released</td>
<td>March 1, 2010</td>
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<tr>
<td>Due date for questions, requests for additional information</td>
<td>April 2, 2010</td>
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<tr>
<td>Due Date:</td>
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<tr>
<td>• Online application plus all required attachments</td>
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<td>• 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</td>
<td>April 15, 2010</td>
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<tr>
<td>Application Review</td>
<td>April 22 to May 21, 2010</td>
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<tr>
<td>Notification of Acceptance</td>
<td>June 9, 2010</td>
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<tr>
<td>Approval/Revision of Directory Listings due</td>
<td>June 30, 2010</td>
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<tr>
<td>Directory Listings posted</td>
<td>July 15, 2010</td>
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<tr>
<td>Directory Updates</td>
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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, April 2, 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:

Heather Tunis, Program Officer
Email: htunis@first5la.org

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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 TECHNICAL ASSISTANCE INSTITUTE, CAPACITY BUILDING AND THE CONSULTANT RESOURCE DIRECTORY
The First 5 LA Technical Assistance Institute was established to oversee, develop and manage programs and services to support the effectiveness of organizations in Los Angeles providing resources and positive outcomes for very young children and their families. Initial pilot programs have consisted of intensive, multi-session trainings focusing on sustainability planning, development of social enterprise revenue-generating opportunities and organizational leadership for executives and senior managers, augmented with seminars focused on capacity building and organizational effectiveness topics. Throughout our experience with these programs, we have observed the value of professional counsel, technical assistance and/or consulting resources as increasingly important in sustaining the impact of specific training programs for participants and their organizations.

In addition, First 5 LA recognizes the value that experienced consultants can offer and the roles they can accomplish for nonprofit organizations in sustaining their day-to-day work in achieving positive outcomes. From research into local, regional and national resources, First 5 LA determined that a carefully conceived vetted Consultant Resource Directory would be of significant value to the First 5 constituency as well as to the nonprofit field in general. The directory is a searchable online resource available on the First 5 LA website, providing profile information about consultants with proven experience and success in working with social sector organizations including those providing services to 0 to 5 constituencies. As First 5 LA transitions into a place-based approach with a focus on building and supporting the capacity of communities and organizations in advocating for and generating positive environments and outcomes for very young children and their...
families, access to qualitative effective consulting resources for organizational capacity building and community development objectives is a fundamental asset.

Areas of expertise in the Directory include a range of organizational development, management, planning and technical services focused on helping agencies to strengthen internal operations and/or address major organizational issues, such as:

- Strategic Planning
- Financial Management & Decision-making
- Organizational Audits & Operational Improvements
- Board Development and Board/Staff Relations
- Strategic Communications
- Fund Development and Fundraising
- Organizational Leadership and Transitions
- Opportunities for collaboration, alliances and/or mergers
- Technology Planning
- Policy and Advocacy

The directory also includes links to resources and best practices regarding selecting and working with consultants and developing appropriate objectives and expectations for the consulting engagement.

III. ELIGIBILITY

Applicants responding to this RFQ must demonstrate the qualifications, experience, competency, and ability to successfully provide professional counsel, technical assistance and related program and/or organizational support through consulting engagements. Applications will be considered from individuals and/or groups with a presence in California and the capacity to work throughout Los Angeles County.

Knowledge of organizations, programs and systems in the fields of early learning/childhood development, parental education, community engagement, health and social services, Kindergarten readiness, as well as capacity building, sustainability, organizational effectiveness and life cycles is also important.

IV. SUMMARY OF DESIRED QUALIFICATIONS AND REVIEW CRITERIA

Applications will be reviewed in consideration of the following criteria, which should be clearly evident in the responses and information included in the application and materials provided and through First 5 LA communications with client references.

Knowledge and Expertise:
- Knowledge of nonprofit organizational effectiveness and administration, financial model, management, infrastructure and operations
- Substantive proven experience as a consultant and within specified areas of expertise
Knowledge of and familiarity with organizations providing and or working with early childcare, education, child development and family support needs and resources.

Consulting Experience and Approach:
- Substantive experience and a proven record of success in planning and managing consulting engagements including: project design (assessment phase); contracting; navigating phases of consulting project; deliverables; project completion, evaluation and/or recommendations
- Strong team building and facilitation skills
- Excellent time management and business skills
- Strong written and oral communication skills

References and Completed Projects:
- Quality and types of projects and consulting engagements successfully completed
- Client Recommendations
- Client lists

V. 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 with omissions of any required documentation are subject to disqualification.

Applications will be reviewed by First 5 LA and one or more external reviewers with relevant expertise employing the Review Framework posted with the RFQ. Review frameworks are adhered to by all staff and external reviewers to mitigate any potential for bias. In accordance with First 5 LA policy, external and internal reviewers sign a Conflict of Interest and Confidentiality Statement.

Reference checks will completed as necessary to complement rankings resulting from the internal and external review process. First 5 LA must be able to contact at least three (3) of the five (5) references provided by the applicant. If three (3) references cannot be reached, First 5 LA may deem the applicant ineligible for this opportunity.

Consultants approved for inclusion in the directory will be contacted according to the schedule indicated in the Timeline, provided with a draft of their directory entry in order to provide updates and corrections based on the directory production timeline.

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

VI. STATEMENT OF QUALIFICATIONS (Submission Instructions)

In order to respond to this RFQ, please complete and submit your application materials and all required documents to First 5 LA as instructed no later than 5:00 PM on April 15, 2010. Applications received after this deadline will not be considered.
Applications, including all required attachments, must be submitted online at www.first5la.org/FundingCenter. 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, Executive Director_
First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Consultant Resource Directory RFQ

1. Appendix A: RFQ Package Checklist

2. Completed Consultant Resource Directory Application: Complete the online application form accessible at www.first5la.org/FundingCenter

3. RFQ Application Form part II Complete the form covering Professional Experience and Primary Areas of Expertise and Skills

4. 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 RFQ for inclusion in the Consultant Resource Directory. The cover letter must be signed by the consultant or principal of the consulting business providing the completed application.

5. Résumé or Curriculum Vitae Résumé(s) or curriculum vitae for up to three (3) principals of the consulting business, outlining relevant work and/or consulting history, education, publications, prior research projects, etc. Please provide no more than six (6) pages per person.

6. Consulting Project Narratives (Appendix B) for three (3) relevant completed or current consulting projects, 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 and a description of any deliverable or outcome of the consulting engagement. Applicants should also describe the qualifications and role(s) of all individuals and/or other organizations, if any, participating in consulting projects that may have involved collaboration.

7. 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.
8. **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.

9. **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.

10. **OPTIONAL:** Sample consulting agreement or contract

**VII. 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.

   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.

2. 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.

3. The Commission reserves the right to amend the Consultant Resource Directory as needed to best meet the needs of all parties. At the Commission’s discretion, listings may be revised or removed.

4. The Commission shall not be involved in nor liable for any negotiations, contracts, or performance of work secured by virtue of listing in the Consultant Resource Directory.

5. While consultants and consulting firms selected for inclusion in the Consultant Resource Directory will be evaluated through review of qualifications and direct communications with references, selection for inclusion shall not constitute an endorsement or any other approval by the Commission of any particular consultant or consulting firm. Said consultants or consulting firms may not use language indicating any endorsement or approval by First 5 LA or the Commission, other than stating the fact of being listed in the First 5 LA Consultant Resource Directory, in any summary, promotional or marketing materials or information.