First 5 LA
BEST START COMMUNITIES
Vendor Pool -
Request for Vendors (RFV)

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

RELEASE DATE: July 1, 2011
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### I. TIMELINE

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE¹</th>
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<tbody>
<tr>
<td>Request for Vendor (RFV) Released</td>
<td>July 1, 2011</td>
</tr>
<tr>
<td>Application Due:</td>
<td>Initial Deadline is July 15th by 5:00 p.m. PST  NO EXCEPTIONS All future deadlines will be on the last day of each month.</td>
</tr>
<tr>
<td>• One (1) signed original and one (1) copy of First 5 LA’s “Signature Authorization” and “Agency Involvement on Litigation and/or Contract Compliance Difficulties” forms sent or delivered to First 5 LA</td>
<td>Week of July 18th All future external application reviews will take 2 weeks to review starting the week of July 11th.</td>
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<tr>
<td>External Review of Application</td>
<td>Week of July 25th All vendors will be notified 2 weeks after review.</td>
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<tr>
<td>Notifications of vendor acceptance into Vendor Pool</td>
<td>The 1st of the month following the receipt of all required documents.</td>
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<tr>
<td>Vendor Agreement Intended Start Date</td>
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All questions and requests for additional information regarding this RFV must be received in writing by First 5 LA via mail, fax, or email. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

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First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: BSC – RFV
Phone: 213.482.7547
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¹ Note: This Request for Vendors (RFV) is an on-going application process with applications reviewed on a monthly basis. All dates are subject to change at First 5 LA’s sole discretion.
II. BACKGROUND

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 within each county in California to enhance the early growth experiences of children, enabling them to be more successful in school and ultimately to give them an equal opportunity to succeed in life. In Los Angeles County, First 5 LA (also known as the Proposition 10 Commission) 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. Since 1998, First 5 LA has invested over $871 million to champion health, education, and safety causes concerning children prenatal through five and their families. Additional information regarding First 5 LA may be found at http://www.first5la.org.

First 5 LA Fiscal Year 2009–2015 Strategic Plan

In June 2009, the First 5 LA Board of Commissioners adopted its FY 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, to that child’s development.

As a result, this new Plan represents a major shift in First 5 LA’s grantmaking 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’ ability to create and sustain safe and nurturing places for children to grow and thrive.

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

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

All of First 5 LA’s investments will be focused on changing outcomes in these areas.

First 5 LA’s place-based efforts, known as Best Start, will be implemented in the following communities:

1. Central Long Beach
2. Compton, East Compton
3. East Los Angeles (includes City Terrace, Commerce and parts of Monterey Park)
4. Lancaster
5. Metro LA (110/10 Freeway Corridor)
6. Pacoima
7. Palmdale
8. Panorama City
9. South El Monte, El Monte
10. South Los Angeles/Broadway-Manchester
11. South Los Angeles/West Athens
12. Southeast L.A. County Cities (includes Bell, Bell Gardens, Cudahy and Maywood)
13. Watts, Willowbrook
14. Wilmington
For more information about the community selection process, visit the First 5 LA website at www.first5la.org/articles/strategic-plan-community-selection-principles.

First 5 LA has selected three types of implementation strategies to accomplish these goals:

1. **Family Strengthening**: Within each Best Start Community, these direct services will impact children’s most essential influence — their family. Home visitation will be a central component of this strategy, along with other types of activities designed to assist caregivers in supporting a child’s development.

2. **Community Capacity Building**: Within Best Start Communities, these strategies will focus on building capacity in the areas of community engagement, community leadership, community infrastructure, and community investment. They will be implemented through a collaborative process designed to strengthen and leverage existing local assets and family resources.

3. **Countywide Strategies**: Through policy, public education and systems change, these strategies are designed to create strong, coordinated and responsive systems that support and assist families with young children within the target communities and across L.A. County.

**Development of a Community Partnership**

In order to maximize the potential for success, First 5 LA’s place-based efforts will be driven and informed by the communities themselves. Community members will determine how best to achieve the four long-term goals for young children and First 5 LA will work with them over a period of years to achieve these changes. Through this process, the communities will develop the capacity to continue making desired changes on their own well into the future.

The planning process includes: regular collaborative meetings, community assessment, ongoing capacity building and training on effective collaboration, finalizing community boundaries, development of a community decision-making process and preparation for communities to engage in community-driven research. Although there will be adjustments for certain communities based on their readiness, First 5 LA is engaging simultaneously in all communities.

This level of engagement requires an initial and intensive community planning process. This process will culminate with the community partnership submitting to First 5 LA a written proposal for a multi-year implementation plan. The proposal will include a detailed plan of action including scopes of work and budgets.

Through this Best Start Request For Vendors (RFV), First 5 LA seeks to develop a pool of pre-approved vendors that are eligible to provide services in a number of areas including: audio/visual, catering, child care, event coordination, facilities/venues, graphic recording, interpretation/translation, and transportation. A potential vendor may apply for each area for which they are qualified. Being selected as an approved vendor does not guarantee a contract or work with First 5 LA.
III. ELIGIBILITY

Eligible applicants must have the qualifications, experience, competency, and ability to successfully carry out one or more of the services outlined below. Applications will be considered from individuals, non-profit or for-profit agencies, and/or public or private organizations. Applicants must have qualifications, competency, experience, business integrity and capacity to successfully execute the needs of First 5 LA. Applications will be scored by a panel of external reviewers. Applicants that receive the minimum eligible scores from the external reviewers will be invited to participate in the vendor pool.

AUDIO/VISUAL

First 5 LA is seeking to partner with local audio/visual service vendors to supply equipment and technical support for various community meetings that will be held in the Best Start Communities listed on page 4. Selected vendors must be able to perform the following tasks:

- Transport equipment and supplies to and from the venue
- Set-up and break down all equipment
- Provide adequate staffing to support the event

Audio/visual service vendors must have the ability to provide microphones (wired and wireless), a sound system, multi-media projectors, projection screens, slide advancing clicker and related supplies. Audio/visual vendors must also be able to operate built-in venue equipment such as screens and projectors.

Requirements:
Eligible applicants must provide proof of the following:
- Automobile Insurance
- Business License
- Commercial General Liability Insurance (or homeowner's insurance, if applicable)

Compensation:
Selected audio/visual vendors will be paid a maximum of $1,100.00 per community meeting.
CATERING

First 5 LA is seeking to partner with local caterers and restaurants to supply food and beverages for various community meetings that will be held in the Best Start Communities listed on page 4. Selected vendors must be able to perform the following tasks:

- Deliver and set-up all food and supplies
- Provide supplies, such as paper goods, plastic ware, serving utensils and trays
- Provide staffing to service food during the event, if needed

It is also preferred that catering vendors have the capacity to provide tables, chairs and tablecloths, if needed.

An example of catering services needed for community meetings would include, but is not limited to, the following:

**Morning Meetings: Continental Breakfast**
- Fruit
- Bagels and Cream Cheese or Jams
- Juice
- Coffee/Tea
- Water

**Lunch Meetings: Light Lunch**
- Sandwiches
- Pasta Dishes
- Salads
- Ice Tea
- Coffee/Tea
- Water

**Afternoon Meetings: Snack**
- Fruit and Vegetables Trays
- Cheese and Cracker Trays
- Cookies
- Ice Tea
- Coffee/Tea
- Water

**Evening Meetings: Light Dinner**
- Sandwiches
- Pasta Dishes
- Salads
- Vegetables
- Ice Tea
- Coffee/Tea
- Water
Requirements:
Eligible applicants must provide proof of the following:

- Automobile Insurance
- Business License
- Commercial General Liability Insurance
- Food Handlers’ Certificate

Compensation:
Caterers will be paid a maximum of $6.95 per person for Continental Breakfast, $9.95 for a Light Lunch, $6.95 per person for Afternoon Snack and $11.95 for a Light Dinner. All meals must include drinks in the pricing. A children’s menu with corresponding prices should also be provided, if available. Meetings may range from 25 to 700 participants.

CHILD CARE

First 5 LA is seeking to partner with child care providers to serve as child care vendors. Child care vendor applications will be accepted from licensed child care providers. Children served may range in age from infants to preteens. On the day of the event, parents will be required to sign a child care waiver in order for their child to participate in services. See attached “GENERAL RELEASE, WAIVER AND HOLD HARMLESS, FOR TEMPORARY CHILD CARE SERVICES.” To be eligible to serve as a child care vendor, child care providers must meet the following minimum requirements:

Requirements:
General Liability: Provider must have a minimum of $1,000,000 per occurrence and $2,000,000 aggregate. Provider must provide evidence of General Liability coverage prior to entering into a vendor agreement with First 5 LA. Once accepted as a vendor, Provider must name “Los Angeles County Children and Families First – Proposition 10 Commission” as an additional insured on its General Liability Certificate. A certificate of insurance evidencing such coverage must be maintained at Provider’s site and submitted to First 5 LA prior to rendering services.

Workers Compensation:
Provider must have at least $2,000,000 Workers Compensation Insurance as mandated by the State of California.

Child Care License
Provider must provide evidence that they have a valid child care license.

Background Clearance
Staff involved in providing child care services must have documentation of a completed and satisfactory criminal background clearance on file with the provider prior to rendering services.

Health Clearance
All staff providing direct child care services must have a negative TB screen within the past 12 months.
CPR/First Aide Certification:
A minimum of one staff per room must have current certification in CPR/First Aide; preferably an Infant and Child certification.

Compensation:
Selected child care vendors will be paid at a maximum rate of $50.00 per hour per child care provider.

EVENT COORDINATION

First 5 LA is seeking to partner with vendors to provide support for community meetings. First 5 LA requests vendors from experienced individuals, organizations or teams whom will act as the event coordinator to organize and manage Best Start meetings. Participants in these meetings will include non-profit leaders, service providers, faith-based leaders, parents, educators, business leaders, government leaders, and others who have a stake in the community. Meetings will be held in the 14 Best Start communities and will range in attendance from 25 to 700 participants.

Event coordinator responsibilities for 3-hour community meetings may include:

- Providing lead staff and bilingual registration staff
- Transporting materials to and from event location
- Storing Best Start materials
- Contacting vendors as needed to ensure that vendor delivers contracted services
- Full set-up of meeting including arranging tables and chairs, podium, tablecloths, directional signage, registration table and collateral
- Conducting audio/visual check and interpretation equipment check
- Facilitating registration of child care with the proper First 5 LA waiver form
- Facilitating the passing out of interpretation equipment
- Supporting the distribution of food and arrange food lines, as needed
- Troubleshooting challenges and assist with meeting flow
- Coordinating event volunteers to support the planning process as needed
- Cleaning-up all the tables, remove signage and clear rooms as needed
- Full break-down of event which includes packing up registration and collateral materials

Selected event coordinators will play the key organizational and supervisory role for Best Start meetings. S/he will be responsible for ensuring that all the key people and events come together in a smooth and effective way.

Qualifications:
First 5 LA will contract with event coordination vendors that meet the minimum qualifications:
- Community event coordination experience
- Attention to detail
- Excellent communication and interpersonal skills
- Strong organizational skills
- Strong writing skills
- Strong diplomacy skills
- Computer literacy
- Staffing that is culturally and linguistically reflective of Best Start Communities

Requirements:
Eligible applicants must provide proof of the following:
- Automobile Insurance
- Business License
- Commercial General Liability Insurance (or homeowner’s insurance, if applicable)
- Professional Liability Insurance

Compensation:
Selected event coordination vendors will be paid a maximum of $850.00 per meeting for on-site coordination.

FACILITIES/VENUES
First 5 LA is seeking to enter into a vendor agreement with facilities/venues to host Best Start meetings. First 5 LA will enter into a vendor agreement with facilities located in the communities listed on page 4 that meet the minimum qualifications:

- Accessible and known to the community
- Experience hosting community events
- Able to accommodate between 25 to 700 persons or more
- Parking with ample lighting for evening meetings
- Insurance
- Staff available to serve as point of contact for day of event
- Tables and chairs, linens and support staff as needed

It is preferred that facilities also have these qualifications:

- Adjacent facilities or rooms that can accommodate child care
- Near major transportation such as bus lines, trains, etc.
- Security for night events
- Audio/visual equipment (including LCD projector, projection screen, speakers and microphone) or, at a minimum, accessibility for audio/visual hook-up.

Compensation:
Selected facilities/venues vendors will be paid a maximum of $550.00 per meeting. Pricing is negotiable for facilities that are able to provide catering and/or audio visual equipment and support.
GRAPHIC RECORDING

First 5 LA is seeking to partner with vendors that are able to provide graphic recordings of meetings, focus groups, and group processes. Graphic recording vendors must be able to provide the following:

- Graphic representation of meeting topics, concepts and processes
- Creation of a visual map of meeting conversations
- Graphic files to be transitioned to a useable format for use in both print and electronic use

Requirements:
Eligible applicants must provide:
- Business License
- Commercial General Liability Insurance
- Professional Liability Insurance (preferred, but not required)

Selected vendors are required to transport any necessary equipment to the venue and set-up and break down equipment.

Compensation:
Selected graphic recorders will be paid a maximum of $150.00 per hour. Additional fees may be charged for capturing graphics for electronic use, supplies and transportation of materials.

INTERPRETATION/TRANSLATION

First 5 LA is seeking to partner with vendors that are able to provide simultaneous and consecutive interpretation of multiple languages. Interpreters must be bilingual and competent to translate between English and any of the following languages:

- American Sign Language
- Chinese – Mandarin and Cantonese
- Khmer
- Korean
- Spanish
- Tagalog
- Vietnamese

Requirements:
Eligible applicants for interpretation services must be able to provide at least one of the following:

- Experienced and qualified interpreters in the languages above
- Technician to provide onsite support
- Isolation booths
- Receiver or headsets
Eligible applicants must provide proof of the following:

- Business License
- Commercial General Liability Insurance
- Professional Liability Insurance

Selected vendors are required to transport the equipment to the venue, set-up, distribute collect and break down equipment.

**Compensation:**
Selected interpretation/translation vendors will be paid a maximum of $150.00 per hour for interpretation/translation services with a maximum of $4.00 per headset and $95.00 per transmitter provided. Interpretation/translation vendors are encouraged to provide other services cost such as sound booths, written translation, or other relevant services.

**TRANSPORTATION**

First 5 LA is seeking to partner with eligible transportation vendors to transport individuals to and from various meetings. Eligible transportation vendors include shuttle services (vans), and bus companies (mini and full length buses) and non-profit agencies that provide transportation services. Applicants should be familiar with the communities for which they are applying.

**Requirements:**
Eligible applicants must provide:

- Automobile Insurance
- Business License
- Commercial General Liability Insurance
- Proper Class License (i.e., Class B for van and bus drivers)

**Compensation:**
Selected transportation vendors will be paid a maximum of $350.00 for the first 5 hours and $55.00 for each additional hour for school buses and $480.00 for the first 5 hours and $85.00 for each additional hour for charter buses. All additional transportation vendors will be paid based on an hourly or per passenger rate.

**IV. TERMS OF SERVICE**

**Contract Period**

In June 2010, the First 5 LA Board of Commission approved an overall place-based allocation budget for fiscal year 2011-2012 of $12,885,211. The total amount of funding available for the vendor pool will not exceed $1,684,800 for a contract period of approximately seven (7) months, contingent upon First 5 LA approval and submission of documents by the selected vendors. (Final length of contract and available funding will be determined by the contract execution date.) First 5 LA has the right to issue one contract for the full amount, or several contracts for any given amount based on the deliverables and at the sole discretion of the Commission.
The vendor pool will be updated monthly beginning in July. Once accepted into the pool, vendors will be offered the opportunity to renew their contracts for the following fiscal year up to an additional one year at the sole discretion of the Commission.

A vendor agreement with First 5 LA will not be issued with any member of the pool until work has been solicited. Membership in the pool is not a guarantee of a vendor agreement with First 5 LA, and vendors in the pool may exit at any time.

**Contractual Obligation**

All Best Start Communities vendors are required by law to adhere to all contractual obligations as outlined in this document, including the First 5 LA vendor agreement. (See Sample Vendor Agreement, Appendix G).

Selected vendors may be required to submit additional documentation or rates at the time of the solicitation in order to complete the contracting process. If the contracting process takes more than ten business days, First 5 LA reserves the right to select another vendor from the pool.

Payment for each vendor will be determined by the services provided. Payment will be granted based on invoices submitted for services rendered and actual expenses.

**V. APPLICATION PROCESS**

In order to respond to this RFV applicants are required to submit the following materials to First 5 LA no later than July 15, 2011, by 5:00 p.m. Applications received after this deadline will be considered according to the timeline included on page 3.

The following materials are required for application:

A. **RFV Application Checklist (Appendix A):**
   *Please Note: The applicant’s checklist must be signed by a person authorized to bind the applicant to the terms of the application.*

B. **RFV Application:**
   Completed online via online application or submitted by mail. References, which are listed on the application, may be from current or former clients. Each reference should include name, company, and phone number. 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 and no longer than one week), First 5 LA may deem the applicant ineligible for this opportunity.

C. **Proposed Fee/Rate Schedule or Catering Menu for Community Meetings:**
   Please include a description of services to be provided as well as a proposed fee/rate schedule or catering menu.
D. **Language Descriptions:**
   Interpretation/translation service vendors that are applying to provide interpreters must include information on the services they provide for each of the requested languages.

E. **Sample Promotional materials, if available (maximum 4 pages)**
   Please provide a copy of any printed materials your agency uses for promotional purposes.

F. **Agency Involvement in Litigation and/or Contract Compliance Difficulties (Appendix C):**
   Please read the information on the required Agency Involvement in Litigation and/or Contract Compliance Difficulties. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification. Applicants must submit one original form signed in **blue** ink.

G. **Contractor Signature Authorization Form (Appendix D):**
   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.

H. **Copy of Business License or IRS Determination Letter for Non-Profits**

I. **Applicant should include a completed W-9 (Appendix E)**

J. **Evidence of Insurances**

K. **Child Care License (if applicable)**

L. **“General Release, Waiver and Hold Harmless, For Temporary Child Care Services” Document (If applicable, submit a sample of your agency’s waiver).**

M. **Articles of Incorporation and/or By-laws (if applicable)**
   Required in order to verify signature authority to submit application and to enter into legal agreement. If signature authority is not identified in By-laws, a Board Resolution or Partnership Agreement or Business License should be provided, as applicable, that indicates signature authority.

**VI. SUBMISSION REQUIREMENTS**

Applicants are required to submit their qualifications online at [http://www.first5la.org/Best-Start-Request-for-Vendors](http://www.first5la.org/Best-Start-Request-for-Vendors) as well as submit one (1) signed original and one (1) copy of the Application Checklist, the First 5 LA’s “Signature Authorization,” and the “Agency Involvement in Litigation and/or Contract Compliance Difficulties,” forms. **In addition, each applicant must deliver four (4) hard copies of their samples.**
Written submissions must meet the following criteria:

☐ All forms that require signatures must be signed in blue ink. Signature stamps are not acceptable.

☐ All supporting materials must include the name of the applicant.

Please deliver original and signed materials and samples to:

Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Best Start Communities-RFV

The initial deadline for applicants to complete online application and deliver all materials to First 5 LA is no later than July 15, 2011, by 5:00 p.m.

VII. REVIEW CRITERIA AND SELECTION PROCESS

Applicants must review the First 5 LA Contract Boilerplate. It is imperative that all applicants review the contract language in detail and fully understand contractual obligations should they be selected as a vendor for a project. Applicants will be required to accept the contract language as specified in this boilerplate at the time of their submission of qualifications. Please note that review dates are subject to change at First 5 LA’s sole discretion.

Selection Process

1. First 5 LA staff will evaluate all applications for completeness and minimum qualifications. Basic requirements include timely receipt of application, inclusion of all appropriate attachments, etc. Applications with omissions of any required documentation are subject to disqualification. Applicants should use the Application Checklist (Appendix A) as an aid in preparing the application.

2. After initial review, applicant qualifications will be evaluated and scored by a panel of three (3) external reviewers. As part of this review process, First 5 LA staff may contact an applicant’s references.

3. As a public entity, the Commission has a responsibility to the public to ensure that the agencies are financially stable to provide services. Further written materials regarding the financial stability of the agency may be requested by our Finance Department.

4. All vendors that pass the external review and agree to First 5 LA’s contract terms will be accepted into the vendor pool. Following acceptance to the Vendor Pool, Event Coordination applicants may participate in an interview which will be used to determine applicant’s capacity for assignment of work.
The following are the review criteria that will be used to evaluate applicants to the First 5 LA vendor pool:

**Review Criteria**

First 5 LA will accept into the vendor pool those vendors that have the expertise and qualifications outlined in the RFV. Applicants will initially be evaluated by a panel of external reviewers. Following this evaluation, First 5 LA staff may conduct interviews (either in person or on the phone) with the applicants recommended by the reviewers. Vendor(s) selections will be based on, but not limited to, evaluation of the following factors:

- Breadth and experience as a vendor
- Price quotes submitted
- Quality and range of services provided
- References from clients
- Interviews with First 5 LA staff (if applicable)

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

**VIII. TERMS OF PARTICIPATION & CONTRACTUAL CONSIDERATIONS**

1) Terms of Participation

   A. Acceptance into the vendor pool is not a guarantee of work. For those vendors who are accepted into the vendor pool, work will be solicited based on First 5 LA needs. Best Start staff will select vendors from the pool based on qualifications and availability, and other criteria as specified at the time of the solicitation. The selected vendors and Best Start staff will negotiate a scope of work and final budget during the contracting process.

   B. The term of membership in this pool, and the term of any contracts issued to members of this pool, is through December 2011. The vendor pool will be reassessed annually during the month of November. During reassessment, vendors in the pool will be offered the opportunity to renew their contracts for the following fiscal year for an additional one year at the sole discretion of the Commission. Additionally, an RFV will be posted for additional applicants to apply to the pool.

   C. Vendors will not be bound to remain in the pool, and vendors may exit at any time by mailing a signed, original letter to First 5 LA. Accepted vendors are not bound to accept work solicited by First 5 LA. However, vendors in the pool will be required to abide by the contractual considerations outlined in the First 5 LA vendor agreement boilerplate language (see Appendix G).

   D. The Commission may, at its sole discretion, reject any or all submissions in response to this RFV. While an appeals process is not available, declined applicants may reapply the following year.
E. The Commission reserves the right to amend the Best Start Vendor Pool as needed to best meet the needs of all parties. At the Commission’s discretion, vendors may be added or removed at any time.

F. All work solicited from the vendor, including promotional items, artwork, any data collected, or any analysis in the course of any project, in whatever form, shall be the sole property of the Commission.

2) Contractual Considerations

Specific contractual considerations, including but not limited to the following, apply to RFV submission process and project implementation and to any contracts that result from the submission and implementation of the project/proposal. The vendor will need to comply with all of the provisions in the attached sample vendor agreement (see Sample Vendor Agreement).

A. Conflict of Interest

The selected vendor will be required to comply with the COMMISSION’s Conflict of Interest provisions, as outlined in the vendor agreement, and as applicable under California Law. Vendor acknowledges that he/she/it is acting as public official pursuant to the Vendor 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 the 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. Vendor shall maintain the confidentiality of any confidential information obtained from the COMMISSION during the vendor agreement and shall not use such information for personal or commercial gain outside the vendor agreement. By agreeing to the vendor agreement and accepting financial compensation for services rendered hereunder, vendor 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 vendor agreement and for one year thereafter, vendor will not knowingly solicit or accept employment and/or compensation from any COMMISSION collaborator or vendor 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 RFV. 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 RFV 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 RFV. The COMMISSION also reserves the right to cancel this RFV, 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 RFV. Any cover letters, résumés, and/or curriculum vita, including attached materials, submitted in response to this RFV 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 vendor agreement award, to amend the resulting vendor agreement, 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 2010 Fiscal Year June 30, 2011, 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 First 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 vendor agreement 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 vendor will be required to sign the contract within seven (7) days of the intended start date of the vendor agreement, 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 seven (7) day 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
before the Contract can be fully executed. This documentation includes, but is not
limited to, the following documents:

- 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. The sample vendor agreement and contracting requirements are attached (See Sample
Vendor Agreement). 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. LIST OF APPENDICES

- Appendix A: Application Checklist
- Appendix B: Cover Page
- RFV Application (completed via online form)
- Proposed Fee Rate/Schedule
- Language Description
- Promotional Materials
- Appendix C: Agency Involvement in Litigation and/or Contract Compliance Difficulties
  (pdf)
- Appendix D: Contractor Signature Authorization Form (pdf)
- Business License or IRS Determination Letter for Non-Profits
- Appendix E: W-9
- Appendix F: Qualification Review Tool
- Appendix G: Sample Vendor Agreement (pdf)
- “General Release, Waiver and Hold Harmless, For Temporary Child care Services”
  Document (If applicable, submit a sample of your waiver)
- Evidence of Insurance: Commercial General Liability Insurance, Automobile Insurance,
  Workers Compensation Insurance
- Child Care License, if applicable
Please deliver original and signed materials and samples to:

Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Best Start Communities-RFV

All applications must be submitted online at:
http://www.first5la.org/Best-Start-Request-for-Vendors.

The initial deadline for applicants to complete online application and deliver all materials to First 5 LA is no later than July 15, 2011, by 5:00 p.m.