First 5 LA
BEST START COMMUNITIES
Vendor Pool -
Request for Vendors (RFV)
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I. TIMELINE FOR SELECTION PROCESS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Best Start Communities Vendor Pool - Request for Vendors (RFV) <strong>Release Date</strong></td>
<td>April 8, 2013</td>
</tr>
<tr>
<td><strong>Final date</strong> to submit questions and requests for additional information</td>
<td>May 3, 2013 by 4:30pm PST</td>
</tr>
<tr>
<td><strong>Application Due</strong></td>
<td></td>
</tr>
<tr>
<td>Note: A response may be submitted at any time on or before <strong>December 17, 2013</strong>, and will be reviewed as specified below. The final deadline for submission into the pool is <strong>December 17, 2013 by 5:00pm. PST.</strong></td>
<td>Any time before <strong>December 17, 2013 by 5:00pm PST</strong></td>
</tr>
<tr>
<td><strong>Application Review</strong></td>
<td>Within one week of submission.</td>
</tr>
<tr>
<td><strong>Notifications of vendor acceptance</strong> into Vendor Pool</td>
<td>Within two weeks of submission</td>
</tr>
<tr>
<td><strong>Vendor Agreement Intended Start Date</strong></td>
<td>TBD</td>
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</tbody>
</table>

(ALL DATES ARE SUBJECT TO CHANGE AT FIRST 5 LA’S SOLE DISCRETION)

All questions and requests for additional information regarding this RFV must be received in writing by First 5 LA via mail or email by **5:00p.m. PST on December 3, 2013.** First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

Camille Donnell, BSC Program Resources Manager
Attention: BSC – RFV
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Phone: 213.482.7807
E-mail: cdonnell@first5la.org

1 Note: All dates are subject to change at First 5 LA’s sole discretion.
II. BACKGROUND

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 more than $1 billion to support programs, initiatives, research, partnerships, public education and other endeavors in all four of its goal areas:

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

The First 5 LA FY 2009-2015 Strategic Plan

In 2009, First 5 LA’s Board of Commissioners adopted a new strategic plan to guide its investments through June 2015. The plan, *Strengthening Families and Communities in L.A. County*, marked a significant evolution in First 5 LA’s approach to grantmaking. In addition to a countywide approach that focuses on policy change, public education, workforce development and other strategies, the strategic plan also commits a sizeable portion of funds to improve the well-being of children in specific geographic communities.

The Commission selected 14 *Best Start* communities based on lessons learned from First 5 LA’s first decade and research, which shows that the role of safe and supportive neighborhoods is just as important to a young child’s quality of life as supportive and informed parents and caregivers. These communities include:

1. Central Long Beach
2. Compton/East Compton
3. East Los Angeles
4. Lancaster
5. Metro LA
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 Los Angeles
13. Watts/Willowbrook
14. Wilmington

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 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.
Figure 1: First 5 LA Prioritized Pathway

In the Strategic Plan, the Commission identified a pathway for our investments that leads to our desired outcomes for children, families and communities in our four goal areas.

The Place-Based Approach, Best Start

First 5 LA’s place-based approach focuses on the places where families live — combining strategies to strengthen families with those that build community capacity to create and sustain thriving and healthy environments for all children. The research and promising practices emerging from decades of place-based efforts make a strong case for First 5 LA’s shifting a significant amount of resources to this funding strategy. The place-based approach allows First 5 LA to focus on families most in need, creating a seamless pipeline to effectively serve families along the continuum of a child’s development. This approach

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also creates unique partnerships with families, community residents and other funders, resulting in a better measure of our impact.

Parents, civic and business leaders, members of the clergy, representatives from community-based organizations and others are working together to develop partnerships within each of the 14 communities. The expectation is that each community partnership will submit proposals to the First 5 LA commissioners for future investments that target community-identified priorities that will help advance Best Start’s primary goals that children in each community grow up safe, healthy and ready to learn.

To learn more about Best Start, visit www.beststartla.org.

Countywide Approach
The strategic plan recognizes the critical role of strong, coordinated and responsive systems in supporting families and improving outcomes for children prenatal through age 5. These systems include the actual structures through which health and human services are provided in L.A. County, as well as less formalized systems. By focusing on countywide systems improvement and change, countywide investments can have an impact beyond the children in the 14 Best Start communities. At the same time, this approach will help improve the sustainability of the place-based approach and outcomes. First 5 LA understands that enduring systems changes are most successful when they are informed by — and grow out of — community-based experience and concrete evidence regarding models that strengthen families and improve outcomes for children, such as those we will be supporting in the Best Start communities.

The countywide approach is a comprehensive effort through a variety of programs, strategies and initiatives. The strategic plan incorporates seven specific countywide strategies, including public policy, public education, resource mobilization, workforce development, data systems integration and health access. In addition, First 5 LA is supporting an array of countywide investments in areas such as universal screening and assessment of newborns, early care and education workforce development, nutrition and physical activity programs for families and in child care facilities, and parental support projects. In addition, among other strategies, First 5 LA continues to strive for increased access to health care and insurance for pregnant women, children and their families; provide telephonic or online and printed resource directories for families and support and enhance the impact of our investments with effective, strategic partnerships and leveraging social and financial capital via our newly-developed Community Investments Department.

III. POOL OVERVIEW

First 5 LA seeks eligible applicants interested in participating in the Best Start Communities Vendor Pool. This RFV contains information and the application process for this pool. 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 the business integrity and capacity to successfully execute the needs of First 5 LA. Applications will be reviewed by a panel of evaluators and upon successful review, applicants will be invited to participate in the vendor pool.
Admittance into the Pool will allow members to receive solicitations for contract opportunities with First 5 LA. First 5 LA will issue a solicitation to pool members on a project by project basis based on the areas of expertise. Pool members may respond to the solicitations that fit their areas of expertise and experience while considering availability and capacity to execute the project. Selected consultants may be required to submit additional documentation 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 consultant from the pool. 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 F). 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. Please see Section V - Terms of Participation & Section VIII Contractual Considerations for more details.

Please note that consultants/organizations will be accepted into the pool for the duration of one year. However, the consultant pool will be open for new applicants on an as needed basis, with applications accepted at additional times during the year, as determined by the Commission. Consultants will be offered the opportunity to renew their membership in the pool upon expiration at the sole discretion of the Commission. Consultants in the pool may exit at any time. A contract will not be issued with any member of the pool until work has been solicited.

**Contract Period**

The funding available for these potential contracts was approved as part of the Commission’s approval of the Fiscal Year 2012-2013 programmatic budget. The contract period and budget will be determined based on the service type or scope of work and First 5 LA’s need and will be contingent upon First 5 LA approval and submission of documents by the selected vendors. First 5 LA has the right to issue one or more contracts from the vendor pool and reserves the right to amend a scope of work, extend a contract length beyond an initial term and add additional funding if a project requires additional work.

The vendor pool will be updated on an as-needed basis. Once accepted into the pool, vendors will be offered the opportunity to renew their participation in the pool for the current fiscal 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.

**IV. ELIGIBILITY**

Eligible applicants must have the capacity to successfully carry out one or more of the services outlined below.
**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 $750.00 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:

<table>
<thead>
<tr>
<th>Morning Meetings: Continental Breakfast</th>
<th>Lunch Meetings: Light Lunch</th>
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<tbody>
<tr>
<td>Fruit</td>
<td>Sandwiches</td>
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<tr>
<td>Bagels and Cream Cheese or Jams</td>
<td>Pasta Dishes</td>
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<tr>
<td>Juice</td>
<td>Salads</td>
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<tr>
<td>Coffee/Tea</td>
<td>Ice Tea</td>
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<tr>
<td>Water</td>
<td>Coffee/Tea</td>
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<tr>
<td></td>
<td>Water</td>
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**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 ($1 million per occurrence and $2 million aggregate)
- 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 selected from the pool (i.e., agencies only) 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 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 upon 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 its officers, agents, consultants, and employees” 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.

**Child Care License**
Provider must provide evidence that their agency has a valid child care license.
Background Clearance
Child Care provider may be required to submit a statement acknowledging that staff involved in providing child care services 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 on file with the provider.

CPR/First Aide Certification:
Child Care provider may be required to submit a statement acknowledging that a minimum of one staff per room has current certification in CPR/First Aide; preferably an Infant and Child certification.

Compensation:
Selected child care vendors will be paid up to a maximum rate of $30.00 per hour per child care provider.

FACILITIES/VENUES
First 5 LA is seeking to partner with facilities/venues selected from the pool to host Best Start meetings 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 will be paid up to 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.

INTERPRETATION/TRANSLATION
First 5 LA is seeking to partner with vendors from the pool 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, receivers and/or headsets

 Eligible applicants must provide proof of the following:

- Business License
- Commercial General Liability Insurance ($1,000,000 per occurrence and standard and $2,000,000 aggregate)

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 English-Spanish interpretation/translation services and a maximum of $200.00 per hour for other non-Spanish languages, with a maximum of $4.00 per headset and $95.00 per transmitter provided. Interpretation/translation vendors may be requested to provide other services such as sound booths, written translation, or other relevant services.

**TRANSPORTATION**

First 5 LA is seeking to partner with eligible transportation providers from the pool to transport individuals to and from various meetings. Eligible transportation providers 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 such as taxis and vans will be paid based on an hourly or per passenger rate.

V. TERMS OF PARTICIPATION

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

B. The term of membership in this pool is one year. Vendors in the pool will be offered the opportunity to renew their membership upon expiration at the sole discretion of the Commission. Additionally, applications will be accepted for additional applicants to the pool on a as needed basis.

C. Vendors may exit the pool 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 in this RFV.

D. The Commission reserves the right to amend the Pool as needed to best meet the needs of all parties. At the Commission’s discretion, vendors in the pool may be removed from the pool at any time.

VI. APPLICATION PROCESS & REQUIRED DOCUMENTS

First 5 LA requires submission of applications using First 5 LA’s online system accessed from First 5 LA’s website at www.first5la/Funding-Center. In order to respond to this RFV, applicants are required to submit the following materials to First 5 LA on or before 4:30pm PST, December 17, 2013. Applications will be reviewed within one week of submission.

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 Online Application:
Applicants are required to submit application online at http://www.first5la.org/Funding-Center

C. Proposed Fee/Rate Schedules and/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:
   For vendors that are applying to provide interpretation/translation services, you are required to include information on specific languages for which you will translate (i.e. written translation samples).

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

F. Appendix B: Agency Involvement in Litigation and/or Contract Compliance Difficulties:
   Please read the information on the required Agency Involvement in Litigation and/or Contract Compliance Difficulties form thoroughly and include one (1) original SIGNED with BLUE INK by the application deadline. If you checked Yes to any of the questions on this form, please explain whether this will impact the project on this solicitation. Omission of the form will constitute an incomplete proposal and may be grounds for disqualification.

G. Appendix C: Contractor 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. Omission of the form will constitute an incomplete proposal and may be grounds for disqualification.

H. Business License or IRS Determination Letter for Non-Profits (if applicable)

I. Appendix D: W-9

J. Evidence of Insurance

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 waiver)

M. Articles of Incorporation and/or By-laws (if applicable)

N. List of Board Members (if applicable)
O. Summary of Quality and Range of Services (provide a narrative of your experience, quality and range of services provided in one or more of the 14 Best Start communities)

P. References: Three (3) references to be included in the online application. References 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 three (3) 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.

Failure to submit all required attachments and original documents will constitute an incomplete proposal and may be grounds for disqualification. In order to respond to this RFV, please complete and submit your application and all required documents below to First 5 LA no later than December 17, 2013, by 4:30pm. PST. Applications received after this deadline will not be considered. It is the responsibility of the applicant to ensure, prior to submission, that their proposal reflects the requirements of this solicitation.

Carefully review the following requirements for application content. In addition to the electronic documents, applicants must also submit the following original signed documents: Signed Application Checklist (Appendix A), Agency Involvement in Litigation and/or Contract Compliance Difficulties (Appendix B) and Contractor Signature Authorization Form (Appendix C) as well as all supporting materials to:

Camille Donnell, BSC Program Resources Manager
Attention: Request for Vendors - RFV
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012

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.

Applications may be submitted at any time on or before December 17, 2013. The final deadline for submission into the pool is December 17, 2013, by 4:30pm. PST.

VII. SELECTION PROCESS AND REVIEW CRITERIA

Applicants must review the First 5 LA sample vendor agreement – Appendix F. 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.

Review Criteria
1. **Level 1 Review**: First 5 LA staff will review all applications for completeness and minimum qualifications. Applications with omissions of any required documentation are subject to disqualification. Applicants should use the Application Checklist (Appendix A) as an aid in preparing and organizing the application.

2. **Level 2 Review**: After initial review, applicant qualifications will be evaluated and scored by a panel of reviewers. Review tools are adhered to by reviewers to alleviate the potential for bias. Please see Appendix E for a copy of the review tool that will be used to guide the scoring of applicants by reviewers.

**Selection Process**

Vendor(s) selections will be based on, but not limited to, evaluation of the following factors:

- Price quotes submitted as detailed in Review Tool Appendix
- Quality and range of services provided review tool - as detailed in Review Tool Appendix
- 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. See Appendix G for First 5 LA’s Appeals Policy.

**VIII. 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 contractor will need to comply with all of the provisions in the attached sample contract (See Sample Contract).

**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 reserves the right to reject all bids and re-advertise for bids. Failure to comply with bid specification shall be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of sixty (60) calendar days following submission of the bid. 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 curriculum 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 the COMMISSION.

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, 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/Term of Grant 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 in writing 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. The COMMISSION reserves the right to revise the effective date prior to final execution of the contract.

The contractor shall not be authorized to deliver or commence performance of services as described in this RFV until final execution of the contract (contract must be signed by both parties). Final execution of the contract is contingent on First 5 LA’s Board approval of the negotiated scope of work and budget. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary.

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
- 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)
- 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, the total composite rate, which includes labor and other costs, for a Consultant may not exceed $150 an hour, depending on the type of expertise. 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 selected contractor/s will be required to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract (See Sample Contract). The selected applicant shall be expected to execute the contract without substantive alteration. If applicant cannot accept the terms of the contract without substantive alterations, the applicant should refrain from applying. It is imperative that all applicants review the contract language in detail and fully understand contractual obligations should they be selected.

IX.  APPEALS POLICY

First 5 LA reserves the right, without prejudice, to reject any or all submitted applications. An Appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of the bid, RFP or RFV. Appeals challenging First 5 LA’s decision on the merits or qualifications of bidders or proposers or the scoring of proposals shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed with the office of the Executive Director or his/her designee within ten (10) business days following the date the notification of decision is made by First 5 LA. For more information, please refer to the Appeals Policy located at http://www.first5la.org/About-Us/Policies.

X.  APPENDICES

- Appendix A: Application Checklist
- Appendix B: Agency Involvement in Litigation and/or Contract Compliance Difficulties (pdf)
- Appendix C: Contractor Signature Authorization Form (pdf)
- Appendix D: W-9
- Appendix E: Qualification Review Tool (pdf)
- Appendix F: Sample Vendor Agreement (pdf)
- Appendix G: Appeals Policy (pdf)