1. Will the Best Start LA (BSLA) Pilot site be one of the demonstration communities?

Answer: The Pilot site is the first BSLA demonstration community.

2. Will Community-Based Action Research (CBAR) take place in the BSLA demonstration communities?

Answer: CBAR will take place in demonstration communities. The CBAR Technical Assistance contractor is intended to help support communities in their implementation of a community planning and data collection process that builds knowledge that a community creates, owns and transforms into social capital for social change. The CBAR Technical Assistance contractor’s primary tasks will include assisting the demonstration communities’ lead entities in facilitating this process and engaging all relevant agencies, key champions, informal organizations, and community members in the CBAR process.

3. Will contractor be required to utilize First 5 LA database?

Answer: It will have to be coordinated. Data probably will be submitted for other parts of Best Start LA such as for the demonstration community lead entity and Welcome, Baby contractor. First 5 LA Research and Evaluation department does require the selected contractor to develop a tracking system (i.e. tracking activities and outcome for project). The contractor would also need to use software or technology that is generally compatible with standard databases or will synch easily with other software packages. The contractor should think about a methodology for exporting data from any proposed database or data system they may wish to use so that it can be integrated into the BSLA data system as data may not necessarily need to be inputted directly into the BSLA data system but could be done periodically by the contractor. In general, the selected consultant will work closely with First 5 LA Research and Evaluation staff regarding data collection.

4. Will we propose our own outcomes measures?

Answer: There is some flexibility to developing additional outcomes. However, all outcomes will need to feed into the 10 Best Start outcomes developed and approved by the First 5 LA Commission. We anticipate a collaborative effort with contractors in developing outcome measures. We are open to suggestions from the contractor but if the contractor wishes to suggest outcomes measures they would need to provide a rationale for their inclusion making reference to other related research as appropriate in supporting their argument.

5. Some of the strategies and demonstration communities are further along than others? Have all demonstration communities been identified and will they be by April 1, 2009?

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Answer: No. Approximate dates for identifying the remaining demonstration communities are July 2009 for Demonstration #2, October 2009 for #3 and #4, and October 2010 for #5.

6. Does the ten page maximum exclude appendices?

Answer: Yes, that is correct.

7. Can weekly meeting with First 5 LA staff be done via telephone or other means of distance communications?

Answer: Teleconferencing maybe used. However, due to the close working relationship between the selected consultants and staff, First 5 LA would like to reiterate that one member of the consultant team must have a presence in the Los Angeles region.

8. Page 15 of the RFQ, the project timeline and deliverables discussion indicates that the list [of products and deliverables] is not intended to be a complete list and that there may be other required products. What are some examples of other work products that maybe required at contract negotiations?

Answer: We do not have additional examples, although we acknowledge that additional projects maybe discussed with the selected applicant. In addition, this allows the Commission to incorporate emerging knowledge or best practices into the contract negotiation process that the commission may not have been aware of at the time the RFQ was released.

9. The geographic region described in RFQ is pretty broad. Any clarification on this on the region?

Answer: The geographic area identified in the RFQ is the region being targeted by the commission in the first of five demonstration communities. The area is large, diverse and complex. The geographic areas for demonstrations #2 through #5 are likely to be geographically smaller, inclusive of approximately 1,200 births annually and encompassing a 3 X 3 mile radius area. There are an estimated 1500 births in the Demonstration #1 community annually.

10. How will First 5 LA communicate with potential applications after the information session? Will answers be posted somewhere?

Answer: All questions will be posted on the website no later than December 10th. First 5 LA will follow up with applicants by phone if they are selected for an interview.
11. What level of thinking/how much planning has already been done? How much planning has been done on workforce development?

Answer: The BSLA’s Workforce Development Project has begun implementation. This Project is intended to develop trainings for professionals and paraprofessionals who work with the prenatal through three population, to enhance their ability to be more effective in contributing to children’s ability to reach their full developmental potential and supporting the families of children accordingly. These objectives will be reached through a series of workgroups focusing on core competencies, training modules and sustainability of these competencies and modules.

12. What is the scope of the database deliverable in the scope of work (Appendix D, Objective 5.0 deliverable, database of potential sources of leveraging) ? What is the platform, desired use, location, etc.?

Answer: The information collected in the process of developing the database would be owned by First 5 LA. The information in that data base will be used as reference potentially for future planning. Currently, there is no data system to collect this information and we will work with selected consultant to determine the appropriate way to keep the record so that they maybe accessed in the future.

13. Who are the program staff and organizations involved in Demonstration Community #1? Who are the players? How many are there?

Answer: The Demonstration Community #1 Lead Entity has not yet been determined. Once a selection has been made, the partners involved with the selected applicant will be introduced to all other contractors working within and across demonstration communities, such as the Workforce Development Contractor, the Family Engagement contractor and the successful applicant to this RFQ.

14. Are participants funded to work with the Sustainability contractor?

Answer: The sustainability planning for the Demonstration Communities will include a broader group of agencies than the lead entity. The governance structure that is expected to be developed at the community level will work to identify how the community will get other organizations/partners involved. There is funding in place to facilitate the engagement and collaboration of communities as part of the sustainability planning process.

15. Will there be another contract for the long term 2-3 year implementation plan?

Answer: The determination regarding whether there would be a separate or additional contract for implementation would be at the discretion of the Commissioner Liaisons.

16. What does success look like for you at the end of this process?
Answer: We anticipate that the consultant team would work with First 5 LA staff and the Commissioners in determining benchmarks for success in sustainability planning. A sustainability plan that has been approved by the Commissioner Board and that is feasible would be part of overall success as well.

17. What do you see as the greatest potential sources of funding for the future?

Answer: First 5 LA would like to explore a diverse array of funding options including different levels of government, policy options, the community itself (e.g. small business owners, residents) and more non traditional sources such as earned income.

18. Is First 5 LA going to have any preferences to LLC’s or minority owned organizations? Does First 5 LA give priority points for minority owned businesses?

Answer: We do not give priority points for minority owned businesses.

19. In presenting a budget for the RFQ, do you want us to bill all consultant fees (with limits applied) for total costs: or do you want a line item budget for staff, consultants, and other costs? How does First 5 LA pay billable hours no more than total of award? Or line item budgets? DO we have a choice by the way we write the budget?

Answer: For this RFQ, the budget presented should include a line item budget for staff, consultants, and other costs (e.g. equipment, supplies). For this RFQ, the total composite rate of $150 for consultants should not be exceeded only in the case that the applicant subcontracts and/or hires a consultant.

20. We are in the process of contacting our references to complete the required reference form. The version on your webpage is a .pdf that is not fillable. Do you have a Word version (or a .pdf version that is fillable) so that applicants can complete the form electronically?

Answer: Unfortunately at this time we do not have a fillable pdf or word version of this document. You may however have references provide the same information asked of in the previous client form in a word document. If you do use this strategy please make sure that all the same information that is asked of references in the form is addressed in the word document that is created.

21. Item 4 (Staffing Framework) description on page 14 includes the following language: “recommendations regarding how….to roll-out and structure Best Start LA organizational capacity strengthening funds”. This appears to be the only reference to these funds. What is the source of these funds? Are these First 5 LA funds which will be distributed to the demonstration communities, or individual

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organizations within the communities? Are you asking that the consultant team help develop a grant making process for these funds?

Answer: The source of these funds is the overall Best Start LA focus area investment. While First 5 LA will implement this grantmaking process and lead the development of the grantmaking process, we would like consultants to offer their recommendations on how best to structure such a fund.

22. When is First 5 LA’s process for a new Strategic Plan beginning for the period 2009 – 2014?

Answer: The Strategic Planning process has already begun.

23. We understand initial work will be with the “pilot community.” As demonstration sites 2, 3 and 4 are selected during the Sustainability Planning timeline, how will the consultant team be expected to interact and/or include the new communities in the planning process?

Answer: If the launch of demonstration communities 2, 3, and 4 coincides within the consultant timeline as presented in the scope, the consultant team would be expected to start sustainability planning and/or implementation (based on pilot community plan). First 5 LA will work with the consultant team and maintain flexibility in deciding what makes sense and what is feasible based on other deliverables as outlined in the scope.

24. Will First 5 LA staff provide support to this project beyond management/oversight? If so, in what form/can you give examples of what that support might look like?

Answer: First 5 LA staff will work with consultants beyond management and oversight. Staff will engage actively and contribute to all parts of sustainability planning and implementation including attendance at all meetings pertaining to potential leveraging opportunities. A specific example is that for presentations to the Commission, First 5 LA staff would present and speak to the Commission in conjunction with the consultant team.