First 5 LA
Best Start LA Lead Entity RFP
Frequently Asked Questions

1. What time is the Info Session?

2:30pm-5:00pm; First 5 LA office: 750 N. Alameda St., Los Angeles.

2. Do we need to provide a memo of understanding with any subcontractors?

No, unless a MOU or similar documentation currently exists that would support the description of the relationship noted in the narrative portion of your application. Existing MOUs or similar documentation can be attached as an appendix and will not count toward the narrative 25 page limit.

3. Appendix I (sample contract) is the same as Appendix G.

The correct appendices are now on the website.

4. Will a Level Three review tool be posted prior to the due date for application submittal?

No. The Level Three Financial Review will only be applied to applicants who successfully pass the Levels One and Two reviews.

5. If our organization provides services within the geographic boundaries but our administrative offices are outside the boundaries, are we eligible to apply?

Yes, any organization serving the geographic area, even if its administrative offices are outside the boundaries, is eligible to apply.

6. How do the deliverables relate to the budget sections?

The resource categories on pp. 5-6 of the RFP are intended to demonstrate particular strategies that the Commission expects to see implemented. Any given resource category may have budget items within the various sections of the budget forms. For example, an applicant may propose that existing staff be reassigned to address deliverables related to Policy and Public Affairs/Marketing and this would be reflected in budget items related to personnel, equipment, printing, etc. Another example under Pilot Community Activities, could include staffing to develop and monitor activities, and a designated set aside sum for the activities to be determined by the CBAR process.

7. Do you already have measures defined for outcomes?

First 5 LA has identified potential measures found in applicable literature and will seek input from the selected contractor to finalize these measures.
8. What level of detail is required for inclusion in the scopes of work (SOW) for each of the five years? Are there really 6 years of sows?

The year one SOW should be well-detailed. Subsequent years can be less detailed, but should accurately reflect the applicants approach to completing all deliverables.

9. What is year one? March – June 2010?

Yes.

10. Is the Community Based Action Research (CBAR) contractor available to support the applicants for five years?

Yes. The contractor will be available for five years, with an expectation of being more involved in the first and fifth years.

11. How did you structure the funding? There is more structure than in past funding opportunities. Is there flexibility?

Funding was slightly more detailed in order to further clarify the Commission’s expectations around deliverables and the focus of the work. These items do not replace the provided budget forms and the categories within them.

12. Note to prospective applicants from WIC: WIC is not applying for this funding opportunity. WIC has experience with many providers and commonly receives requests to participate in MOUs. Please contact WIC in a timely manner if you wish to seek a partnership agreement with them. WIC is interested in helping as they are well represented in the area. WIC has also shared that there are 4 centers in the identified geographic area and that in the region WIC serves 11,000 families, 1,700 pregnant women, 3,100 infants, and 5,000 children age 1-3. Further, WIC enrolls 400 babies in the area every month.

13. Will the AJWI data system be used in this project?

The AJWI data system will not be expanded to the lead agency, though it will be utilized by the Welcome, Baby! partner. TA will be provided by F5LA to assist the lead entity in establishing data collection systems. The lead agency must have capacity to collect data.

14. Will the funds to develop a data system come from F5LA?

Yes.

15. Is First 5 LA contracting out for evaluation?

The Best Start LA evaluation will include both external and internal staffing.

16. Are you encouraging applicants to have evaluation components?
Applicants are not required to design a strategy nor identify an outside evaluator. First 5 LA has designed an evaluation framework that will be shared with the lead entity.

17. One of deliverables is to develop a sustainability plan. Is this a deliverable for the contractor or for F5LA?

Applicants should ensure that some staff time is dedicated to the completion of this work. However, First 5 LA will hire a contractor who will work with the lead entity to develop a plan to sustain the Best Start LA outcomes.

18. The RFP allocates roughly $200,000 per year for the CBAR process. Is that for keeping families in process or to address issues that families raise?

Implementation or addressing issues that families raise is part of a CBAR process. There are other areas of the budget that are primarily focused on this implementation and the CBAR allocation can be used to augment those areas. However, from the allocation identified for CBAR the applicant is expected to identify strategies to ensure families are able to consistently participate in the CBAR process throughout the five-year period.