Best Start Family Survey RFP Questions

1. The RFP writes heavily about address-based sampling but on the call you suggested other approaches are acceptable. I don't see much mention of this in the RFP; can you direct me to that language?

   Please refer to page 10 of the RFP which states:

   "First 5 LA expects applicants to make suggestions and amendments as they deem appropriate and feasible. Applicants are encouraged to propose additional methods or supplemental methods to be used particularly when the proposed methods are not successful at obtaining the desired sample sizes. In other words, this section is not designed to be a fixed or exhaustive list of approaches, strategies and activities and is included to give an overview of the current thinking of the Commission."

2. Data collection crossing over contract years can be challenging due to budgeting.

   We certainly acknowledge that this can be challenging to do, but we have to work within the policies that have been determined by the Commission for contracting and budgeting. However, we have a number of options open to us, such as Scope of Work modifications and budget modifications if we find that the challenges necessitate making substantial changes to planned activities and budgeting over the course of the 2-year project.

3. I'd like more info about the deliverables-based contracting. Can an example be shared from an existing contract?

   A very simple example to draw upon would be the set of deliverables for the background paper that is included as part of the appendices for this RFP. Deliverables for that contract included memos detailing early conference calls and meetings to frame the project, an initial outline for the report which was shared before any of the major writing was undertaken and then a draft and final version of the background paper.

   For the Best Start Family Survey Project we anticipate including interim deliverables based around data collection and dissemination efforts (e.g., payments scheduled when a certain % of the data has been collected). This has been done with other survey projects that has worked well.

4. Deliverables can be tasks "along the way", correct?

   Yes.

5. A successful bidder doesn't, for example, only get paid when data collection is complete, but can set it up for payment upon: 25% complete, 50% complete, etc.

   Yes
6. Will the names of the participants on the webinar be released?

First 5 LA will only share the name of participants who consent to have their information shared. We will only share this information with others who have also agreed to share their information.

7. Will the selected organization need to rebid for the second contract year? Is that bidding process open to other organizations?

No, the selected organization will not need to rebid for the second contract year. Assuming that both parties are satisfied with the pace and quality of work a renewal will only be pending Commission approval.

8. Aside from developing parameter estimates, cluster analysis (to profile respondents and their families) and comparing sub-groups on indicator outcomes, does First 5 expect the vendor to perform any other data analysis?

In addition to conducting the analyses specified in the RFP, applicants have the option of proposing additional analyses that fit within the scope, timeframe and available funding for this project. First 5 LA is particularly interested in psychometric analyses that examine potential differences in the functioning of the items/scales across racial/ethnic and/or linguistic subgroups.

9. What is the smallest geographic unit to which First 5 would like to generalize their results to: the community, the census tract, or the block unit?

The community is the smallest geographic unit First 5 would like to generalize results to.

10. Will First 5 need comparisons across age groups and gender? If so, how will age groupings be classified?

First 5 LA will not require comparisons across age groups. However, it should be noted that some indicators are applicable to children in certain age ranges. For example, breastfeeding rates will only be reported for parents with children between 0 and 2, and access to preschool for children between 3 and 5. Gender comparisons are of interest to First 5 LA, but are not required.

11. What are First 5’s expectations regarding the administration of surveys to homeless families/ families in group quarters/ otherwise disenfranchised families? If this is a priority, is First 5 willing to negotiate regarding the size of the incentives?

First 5 LA expects that that the survey will be administered to hard-to-reach groups including those referenced in the question above and expects applicants to include a strategy for doing so in the proposal. In terms of incentives, the RFP provides a guideline of $10 but applicants are welcome to propose different amounts, particularly for those populations referenced in the question.
12. Will a list of 2010 census blocks within each best start community available to the selected vendor?

Yes

13. Will GIS shape files of the 14 Best Start Communities available to the selected vendor?

Yes

14. Will an LA County parcel file be made available to the selected vendor?

No, First 5 LA will not provide an L.A. County parcel file to the selected contractor. If the selected vendor wishes to purchase a parcel file they will need to account for this expense in their project budget.

15. The RFP mentions that the selected vendor will improve upon data infrastructures and data sources. Is there an outline of exactly what is meant by that or is it a product of completing the tasks listed in the tentative SOW?

The section of the RFP that refers to supporting and improving upon existing data infrastructures and data sources is embedded in First 5 LA’s Accountability Framework. It is a goal of the Research and Evaluation Department and should not be construed as an activity for a specific project or an expectation of contractors.

16. Does RFP have a set guideline as to what proportion of a sub-population needs to be present in a community population in order to be oversampled? For example, constituting only 3% of the population in Central Long Beach, is it expected that the selected vendor will oversample those classified as some “Other” Ethnicity/ Race in that community?

First 5 LA has not set a guideline for the proportion of a racial/ethnic group that needs to be present in a community population in order for that group to be included in comparisons for a given community. Applicants are expected to specify the guidelines they will use for sampling in the proposal.

17. Is there a limit to the number of questions that can be submitted before the deadline?

No

18. Does First 5 have any expectations as to what type of secondary data sources should be used by the selected vendor to compare data collected from the 14 communities to the County as a whole?

First 5 LA expects the selected vendor to use LACHS and/or LA County WIC data to compare the 14 communities to the County as a whole.
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19. Would First 5 LA consider entering into an agreement with an academic institution to share the data with faculty who would then conduct supplemental analysis to be reported back to First 5 and published in peer reviewed journals?

   Yes

20. The sample contract attached to the RFP states that indirect costs are capped at 10% of labor. Does First 5 LA have official guidance on what cannot be counted as a direct cost and what should be considered an indirect cost?

   At First 5 LA, we require indirect costs to be specified in line item budgets and there is a 10% cap on indirect costs. In the case of deliverables-based budgets, the rule is that the total budget, which includes labor and direct costs, cannot exceed a composite rate of $150/hour. Given that the Best Start Family Survey Project will be a deliverables-based contract, indirect costs do not need to be specified. We don’t have official guidance on what can/cannot be counted as a direct cost.

21. Are bidders expected to submit fixed price budgets based on fully loaded hourly rates by task?

   Yes, the budget should specify a total amount for each task that includes all costs in all cost categories.

22. Is the $150 per hour aggregate rate ceiling a fully loaded rate cap?

   Yes, the maximum composite rate of $150/hour must be inclusive of all costs across tasks.

23. To what extent will “open ends” be part of the survey instrument?

   There is no plan to include open-ended items on the survey instrument.