Connecting Risk and Perinatal Service Systems  
Request for Qualifications  
Questions & Answers

1. What is the expected role for First 5 LA’s staff in the project? Specifically, to what degree do you think staff may be involved in:

a. Sharing known context about the systems, organizations and leaders in the county?

   It is expected that First 5 LA staff will not play a significant role in informing the selected contractor about the local context. Applicants are expected to have pre-existing knowledge of county systems, organization and leaders.

b. Reaching out to community members to invite them to participate in the advisory board and/or study?

   It is expected that First 5 LA staff will not be significantly involved with outreach to community members to participate in the advisory board and/or study.

c. Reviewing suggested models of collaboration/integration and helping to analyze their relevance to your setting?

   It is expected that First 5 LA staff will not be significantly involved in determining the appropriateness of models of collaboration. This role will be fulfilled by the advisory committee.

d. Reviewing/approving approaches and/or deliverables?

   The advisory committee will play a significant role in approving approaches and the content of key deliverables. First 5 LA staff will review and approve deliverables as part of the contract management process and through our Quality Assurance process.

2. What restrictions exist on the use of incentives for focus group and/or interview participants?

   There are no restrictions on the use of incentives for focus groups and/or interviews.
3. In which months would you like the selected contractor to meet with First 5 LA staff in person (for Task 13), if known?

*The first in-person meeting will be held when the study commences. The second in-person meeting will be held at the conclusion of the project. The timing of these meetings is dependent on when the contract is executed and when the project is completed.*

4. Do you anticipate any challenges in coordinating the schedule of meetings – for example, holding one of the quarterly advisory board meetings (from Task 3) on the same day as an in-person meeting with your staff (from Task 13)?

*The quarterly advisory board meetings should coincide with specific project tasks (Task 4, Tasks 5 and 6, Task 10 and Task 12). It is possible that the second in-person meeting with First 5 LA staff could be held on the same day as the last advisory board meeting.*

5. We would like to invite advisory board members to participate in tasks in addition to meetings, such as reviewing materials during a call or webinar, or forming sub-committees around specific issues or population groups. Do you anticipate any challenges with advisory board members fulfilling this role?

*Advisory board members are not expected to participate in the kinds of activities described. While we will not prohibit that participation, it is unlikely that they will have the availability to do so.*

6. The RFQ does not include a request for a workplan or an approach to the work to be submitted in our proposal. Would you like us to suggest some ways we would approach the work and embed them in our qualifications section, or the budget section? Or would you prefer to hear about suggested approaches in another way?

*Suggested approaches can be embedded in the statement of qualifications.*

7. Are you interested in seeing sample reports or products?

*Not at this time.*
8. We may include some proprietary information in our proposal. What is your approach to protecting the intellectual property of respondents to the RFQ?

*RFQ applications submitted to First 5 LA are public documents. To protect proprietary information, applicants can put PROPRIETARY on each page that they believe is proprietary so that we can redact those pages in the case of a relevant public records request.*

9. If we are selected as a finalist, will there be some flexibility in scheduling an interview? We wanted to inform you that our team has a prior commitment for the interview date of Nov. 15, but is available on both Nov. 16 and 17.

*We will do our best to be flexible within the pre-determined timeframe for interviews.*

10. Certificates of insurance seem to be required on the checklist, but the text of the RFQ does not clearly state what types of insurance will be required. Is it necessary to submit the certificates for all types of insurance listed in the Sample Contract?

*The selected contractor will be required to submit insurance certificates before the contract can be fully executed. Certificates of insurance DO NOT need to be submitted with the application. The checklist has been revised to reflect this.*

11. What information is required in the "Statement of Financial Position"?

*The statement of financial position should consist of an audited financial statement, which includes a balance sheet and/or a profit and loss statement.*