ROLE OF COMMUNITY FACILITATORS

1. **Is the outcome of the facilitation process to keep all partners equal?**
   - The Community Facilitators are responsible for ensuring that each person at the table is given an opportunity to participate and be heard. In addition, Community Facilitators are responsible for moving the planning process towards the ultimate objective of developing a fundable Community Strategic Plan that will be submitted to First 5 LA in December 2011.

2. **What is the role of the Facilitator vs. the Community Organizer?**
   - See response to Question 1 for primary role of Community Facilitator. The primary role of the Community Organizer is to outreach to diverse stakeholders such as parents and the faith-based and business communities, in order to increase their participation in Best Start.

3. **Will it be the Community Facilitator’s responsibility to bring the community to meetings?**
   - The Community Facilitators will have a role in bringing stakeholders to the table; however, this responsibility rests primarily with the Community Organizer.

4. **What are the key decisions you want the Communities to make?**
   - Examples of decisions that the Community Partnerships will need to make by December 2011 include:
     - Determining decision-making process for the Community Partnership
     - Developing a charter for the governance of the Community Partnership
     - Finalizing community boundaries

5. **What are the guidelines for membership in the governance committee?**
   - Eligibility for membership on the governance committee as well as its composition will be determined by each community through a facilitated process.
COMMUNITY SELECTION AND MATCHING PROCESS

6. Did the first round include the same Communities?
   - Yes. There are 14 Best Start Communities. Because Metro LA is the pilot Best Start
     community, and already has a Community Facilitator, First 5 LA is seeking to
     contract with Community Facilitators for the remaining 13 communities.

7. How many applicants from the previous Community Facilitator RFQ (Round
   1) have been accepted into the pool?
   - 15 applicants from Round 1 are already included in the Community Facilitator Pool.
     However, inclusion in the pool does not guarantee that a Community Facilitator will
     be matched with a community.

8. How many Community Facilitators will be selected during Round 2?
   - No predetermined number of Community Facilitators will be selected during Round
     2. All Community Facilitators who pass our external review process will be included
     in the pool. Being included in the pool does not guarantee that a Community
     Facilitator will be matched with a community or receive a contract with First 5 LA.

9. Would an applicant get bonus points if they are a professionally certified
    facilitator by the International Association of Facilitators?
   - Bonus points are not available. However, all of an applicant’s professional
     experience and education, including special certifications, will be considered in
     determining their overall qualifications for inclusion in the Community Facilitator
     Pool.

10. How will Community Facilitators be matched with a community and who will
    be involved in this process?
    - Once accepted into the pool, a Community Facilitator will be invited to meet with
      First 5 LA staff and the Supervising Facilitators to further discuss their
      qualifications and experience. First 5 LA will determine which Community
      Facilitators are paired with each community based on input from the communities
      and the Supervising Facilitator.

11. Will each Community Facilitator be assigned to work in only one community?
    - First 5 LA will consider allowing Community Facilitators to work with up to two
      communities. The number of communities assigned to a Community Facilitator will
      be based upon their qualifications, experience, availability and capacity to manage
      the workload that comes with supporting more than one community.

12. What is the time commitment for April 1 through December 31?
    - The time commitment for each Community Facilitator will vary depending on
      community needs and the partnership structure. It is estimated that Community
      Facilitators will need to be available a minimum of 15 hours per week through
      December 31, 2011. In addition, there will be approximately 3 hours per week of
      training and supervision.
MEETINGS AND LOGISTICS

13. How often do you expect local groups to meet (weekly? monthly?), and how long will meetings be?
   • Each community will determine how often meetings will need to occur. The number and frequency of meetings will also be determined by the number of subcommittees, special task forces and other projects the community may want to implement. Likewise, the length of these meetings will vary.

14. Who is responsible for securing the location of the meetings?
   • First 5 LA has other contractors who are responsible for securing venues as well as arranging meeting resources such as child care, interpretation, catering, etc.

15. How will first 5 LA use technology to engage community outside of facilitated meetings?
   • Stakeholders can keep abreast of Best Start activities by visiting: www.BestStartLA.org.

FUNDING PARAMETERS

16. What happens if the community decides something that First 5 LA doesn’t approve of?
   • First 5 LA’s funding policy and procedures are legislated by Proposition 10. One of the roles of the Community Facilitator will be to keep the community partnerships focused on the task of proposing services and strategies that will meet First 5 LA funding guidelines. First 5 LA staff will be available to the communities to provide guidance around funding parameters and resources for other services and strategies that First 5 LA is unable to fund.

17. Has First 5 LA funded school districts directly?
   • Yes. Many First 5 LA grants have been made directly to school districts.

PROPOSAL SUBMISSION

18. Are the hard copy documents to be delivered to this address?
   • Yes. Hard copies of documents must be submitted to the following by Friday, March 18, 2011, no later than 5:00 PM:

   Evelyn V. Martinez, Chief Executive Officer
   First 5 LA
   750 N. Alameda Street, Suite 300
   Los Angeles, CA 90012
   ATTENTION: Best Start Community Facilitator Pool RFQ