1. Is there a map showing all 14 communities in LA county?
   
   A map can be found at [http://beststartla.org/maps/](http://beststartla.org/maps/).

2. Can you provide the slide presentation from the RFQ Information Session on October 22, 2010?
   
   The slide presentation can be accessed at [http://www.first5la.org/Best+Start+Community+Assessment+RFQ](http://www.first5la.org/Best+Start+Community+Assessment+RFQ).

3. The RFQ lists 14 target communities. However, only 13 communities are covered in the community profiles provided in Appendix B. Is there a summary available for the 14th community, Metro LA?
   
   Metro Los Angeles was not chosen as part of the Community Selection process as it had been previously selected by First 5 LA as the Best Start LA Pilot site. There is no comparable summary for this community.

4. To what extent are indicators and data collection methods expected to be consistent across all 14 communities? Conversely, is there a limit on the number/extent of unique topics to be explored in each community?
   
   To the extent possible, cross-site indicators are to be collected in a consistent and replicable manner across all 14 communities. In terms of topics unique to each community, this will be determined during the scope of work negotiation and co-design of the assessment process.

5. Will the data sets and transcripts created as part of the Community Selection Process be made available to the Community Assessment Consultant? In what form is the data collected as part of the First 5 LA Community Selection Process? Is raw data available? Does First 5 have a data coordinator or someone designated to furnish existing data to the Community Assessment Consultant? Does the data on non-profits, for example, include names, contact persons, addresses, and phone numbers? Similarly for schools, support groups, etc. Or is it simply a count of these organizations per community?
   
   The Community Selection data will be made available. The quantitative data is publicly available via the HealthyCity website. Research and Evaluation staff will assist the Community Assessment Consultant by furnishing relevant data from the Community Selection process. All data regarding non-profits is publicly available via the HealthyCity website.

6. How were the current community boundaries drawn, and to what extent is it admissible, or expected, that the assessment include assets located beyond the physical borders of the community as drawn, in cases were these are of service/use to the community?
   
   The geographic areas assigned to each community were identified by zip codes as well as Los Angeles Unified School District high school feeder zones. The assessment would include assets outside of the community to the extent that they are integral to achieving the Best Start priority outcomes.
7. To what extent will the Community Assessment Consultant be expected to inform the Partnership in finalizing and potentially adjusting the current community boundaries?

The Community Assessment Consultant will be expected to coordinate with First 5 LA staff in determining what data is available to assist Partnerships in making boundary decisions.

8. Who are the community facilitators and community assessment liaisons for each community? How are they to be selected, by whom, and by when? For the community assessment phase of their work, are they to be compensated separately, or under the community assessment contract? How much of their time is available for the community assessment phase of the work?

Each Community Partnership will select their Community Facilitator and Community Assessment Liaison. The specific selection process is to be determined. While the timelines are somewhat fluid, we expect that Partnerships will select their facilitators and liaisons early in 2011. The Community Assessment Consultant will not be responsible for compensating the facilitators and liaisons for their work related to the assessment. The specific amount of time available to support the assessment is to be determined; however, the liaison’s primary responsibility is to support the assessment process.

9. Each community will have an assessment liaison to support the Community Assessment Consultant in the assessment. How much time will Liaisons be expected to devote to the project? Are they full time? Part time? Similarly, how much support/time can the Community Assessment Consultant expect from the community facilitators during the assessment phase of the partnership? To what extent will the Community Assessment Consultant be authorized to direct the work of the community liaison and/or the community facilitator?

The specific amount of time available to support the assessment is to be determined; however, the liaison’s primary responsibility is to support the assessment process. The liaison serves as the Partnership’s primary contact during the assessment process, but should not be considered subject to supervision by the Community Assessment Consultant.

10. Who or what will be the key participants in the Community Partnership? What is the expected size of this group?

The composition and size of the Community Partnerships will be unique to each community. We expect that Partnerships will involve parents, service providers, community leaders, non-profits, faith-based groups and other community representatives.

11. Does First 5 LA support for the partnerships and the building of a community-centered collaborative process anticipate or allow for the cost of a venue/space for meetings and collaborative activities to take place? If so, will this facility/space also be available for the community assessment operation (for meetings, storage of docs, and equipment as needed, phone and internet connectivity, etc)?

The Community Assessment Consultant will be required to furnish space, storage and other logistics as part of this RFQ.
12. How many grantees are there in each community? What is the structure? Will there be single grants or a lead agency re-granting to other organizations?

The composition and size of each Community Partnership will be unique to each community. There will be no lead agencies.

13. The RFQ seems to define this as a listing of community resources. What about the nature of the relationships and the level of collaboration and trust among these various resources?

The scope of the assessment does not include measurement of trust and nature of relationships among/between community resources.

14. Will the assessment identify relationships and communications capacity between the 14 sites and their ability to work together to move a county-wide or regional strategy? The RFQ focuses on capacities within the individual communities, what about the capacities to work across the communities to move a shared policy agenda?

The assessments are community specific. The assessment will focus on the areas outlined in the RFQ, and any additional data collection will be identified through the co-design process.

15. The RFQ mentions that First 5 LA has identified 3 types of implementation strategies, two of which focus on community engagement and countywide policy and systems change. Will the capacity assessment also identify indicators to assess the capacity of communities to organize and advocate as well as understand policy and systems change and how to bring it about?

The assessments are community specific. The assessment will focus on the areas outlined in the RFQ, and any additional data collection will be identified through the co-design process.

16. How will the community assessment link to other community assessment efforts?

The Community Assessment Consultant should incorporate, to the extent possible, previous assessments conducted by other entities.

17. To what extent is First 5 LA open to the incorporation, in the community assessment plan, of activities that build the research capacity of the community (singly or in combination with other target communities)?

Building the research capacity of the community is not under the purview of the Community Assessment Consultant RFQ.

18. When are other community evaluators expected to be brought into the program?

We expect that communities will identify their community evaluators in late spring/early summer 2011.
19. The RFQ calls for at least two report drafts to be submitted to each community. What are the expectations and assumptions for how communities will engage with the community assessment data analysis, and the draft reports? For each of these iterations, what is the intended objective for the community? For the community assessment contractor? What is the expected format for these reports? Who are the audiences for the final report?

This will be determined during the scope of work negotiations and co-design of the assessment process.

20. Does “dissemination” include the submission and review of preliminary draft reports, as described in Task 8 of the RFQ, or does it refer only to dissemination of the final report findings as outlined in Task 9?

Dissemination is outlined in Task 10. However, as outlined in Task 8, draft reports must be provided to the Community Facilitator and Assessment Liaison for review.

21. What activities/tasks are anticipated for the months of October –December?

This will be determined during the scope of work negotiation process.

22. How flexible is the timeline? The 4-6 week time frame implicitly allotted in the RFQ for finalization of the data collection plan in collaboration with all 14 community partnerships, development and translation of tools, and IRB review and approval, appears unrealistic in light of the scope of the tasks and the coordination required.

The final timeline will be determined during the scope of work negotiation process.

23. Are there other technical assistance partners in the field that the consultant needs to work with?

This will be determined during the scope of work negotiation process.

24. Are the communities expected to work on all four capacity areas?

More information about the four capacity areas and how the communities will address them can be found in the Strategic Plan Implementation Plan.

25. What, if any, are the limits set on daily billing rates?

The maximum composite rate is $150 per hour. First 5 LA does not have a daily billing rate limit.

26. What is the role of the funder in the collaborative, co-design process?

In terms of the Community Assessment, First 5 LA will be an integral partner in co-designing the assessment process.