FIRST 5 LA
BEST START
COMMUNITY PARTNERSHIP DEVELOPMENT SUPPORT
CONTRACTOR REQUEST FOR QUALIFICATIONS

Los Angeles County Children and Families First –
Proposition 10 Commission (aka First 5 LA)
RELEASE DATE: December 20, 2010
TABLE OF CONTENTS

I) TIMELINE FOR SELECTION PROCESS.................................................................3
II) BACKGROUND.........................................................................................................4
III) COMMUNITY PARTNERSHIP BACKGROUND..................................................5
IV) PURPOSE OF CONTRACT.......................................................................................7
V) STATEMENT OF WORK...........................................................................................8
VI) ELIGIBILITY...............................................................................................................10
VII) SUMMARY OF DESIRED QUALIFICATIONS ..................................................10
VIII) TERMS OF PROJECT ..........................................................................................10
IX) STATEMENT OF QUALIFICATIONS .................................................................11
X) SELECTION PROCESS AND REVIEW CRITERIA...........................................14
XI) CONTRACTUAL CONSIDERATIONS.................................................................15
I) TIMELINE FOR SELECTION PROCESS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Released</td>
<td>December 20, 2010</td>
</tr>
<tr>
<td>Information Session</td>
<td>January 11, 2011</td>
</tr>
<tr>
<td>Due date for questions, requests for additional information</td>
<td>January 18, 2010</td>
</tr>
<tr>
<td><strong>Due Date for Qualifications:</strong></td>
<td>February 3, 2011</td>
</tr>
<tr>
<td>• Online applications plus all required forms</td>
<td></td>
</tr>
<tr>
<td>• One (1) original signed copy of the First 5 LA “Signature</td>
<td></td>
</tr>
<tr>
<td>Authorization” and “Agency Involvement in Litigation and/or</td>
<td></td>
</tr>
<tr>
<td>Contract Compliance Difficulties” forms mailed or delivered</td>
<td></td>
</tr>
<tr>
<td>to First 5 LA</td>
<td></td>
</tr>
<tr>
<td>Application Review</td>
<td>February 4 – February 15, 2011</td>
</tr>
<tr>
<td>Interviews</td>
<td>February 16 – 25, 2011</td>
</tr>
<tr>
<td>Notification of Acceptance</td>
<td>March 1, 2011</td>
</tr>
<tr>
<td><strong>Contract Start Date</strong></td>
<td>March 25, 2011</td>
</tr>
</tbody>
</table>

All questions and requests for additional information regarding this RFQ must be received by First 5 LA via email before 5 PM on Tuesday, January 18, 2011. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

Questions and information requests may be submitted to:

Aimee Loya Owens, Program Officer

E-mail: aloya@First5LA.org

---

1 Note: All dates are subject to change at the sole discretion of First 5 LA.
II) Background
About First 5 LA
In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked within each county in California to enhance the early growth experiences of children, enabling them to be more successful in school and ultimately to give them an equal opportunity to succeed in life. In Los Angeles County, First 5 LA (also known as the Proposition 10 Commission) was formed as a public entity to develop and oversee various early childhood initiatives and to administer and manage its share of the funding from Proposition 10. Since 1998, First 5 LA has invested over $871 million to champion health, education, and safety causes concerning children prenatal through five and their families. Additional information regarding First 5 LA may be found at http://www.first5la.org.

First 5 LA Fiscal Year 2009–2015 Strategic Plan
In June 2009, the First 5 LA Board of Commissioners adopted its FY 2009–2015 Strategic Plan entitled Strengthening Families and Communities in L.A. County. This Plan incorporates lessons learned from the first 10 years of First 5 LA’s grantmaking and research, which reveal not only the importance of supportive and informed parents and caregivers to a young child’s quality of life, but also the role of safe and supportive neighborhoods, or places, to that child’s development.

As a result, this new plan represents a major shift in First 5 LA’s grantmaking from an initiative-based to a place-based approach. This new approach will allow First 5 LA to focus on strengthening families while fostering the communities’ ability to create and sustain safe and nurturing places for children to grow and thrive.

In the Plan, the Commission established four specific outcomes that it seeks for young children in L.A. County. These outcomes are defined in the Plan as four long-term goals of ensuring that children:

- Are born healthy
- Maintain a healthy weight
- Are safe from abuse and neglect
- Are ready for Kindergarten

All of First 5 LA’s investments will be focused on changing outcomes in these areas.

First 5 LA’s place-based efforts, to be known as Best Start, will be implemented in the following target communities:

1. Central Long Beach
2. Compton, East Compton
3. East Los Angeles (includes City Terrace, Commerce and parts of Monterey Park)
4. El Monte, South El Monte
5. Lancaster
6. Metro LA
7. Pacoima
8. Palmdale
9. Panorama City
10. South Los Angeles/Broadway-Manchester
11. South Los Angeles/West Athens
12. Southeast L.A. County Cities (including Bell, Cudahy, Bell Gardens and Maywood)
13. Watts, Willowbrook
14. Wilmington
For more information about the community selection process, visit the First 5 LA website at www.first5la.org/articles/strategic-plan-community_selection-principles. For more information about each community, please see the Community Profiles provided in Appendix B.

First 5 LA has selected three types of implementation strategies to accomplish these goals:

1. **Family Strengthening:** Within each of the target communities, these direct services will impact children’s most essential influence — their family. Home visitation will be a central component of this strategy, along with other types of activities designed to assist caregivers in supporting a child’s development.

2. **Community Capacity Building:** Within the target communities, these strategies will focus on building capacity in the areas of community engagement, community leadership, community infrastructure, and community investment. They will be implemented through a collaborative process designed to strengthen and leverage existing local assets and family resources.

3. **Countywide Strategies:** Through policy, public education and systems change, these strategies are designed to create strong, coordinated and responsive systems that support and assist families with young children within the target communities and across L.A. County.

**Development of a Community Partnership**

In order to maximize the potential for success, First 5 LA’s place-based efforts will be driven and informed by the communities themselves. Community members will determine how best to achieve the four long-term goals for young children, and First 5 LA will work with them over a period of years to achieve these changes. Through this process, the communities will develop the capacity to continue making desired changes on their own well into the future.

This will require an initial and intensive community planning process. Each target community will select a fiscal agent and a community facilitator who will play a pivotal role in guiding the community through the planning process. This process will culminate with the community partnership submitting to First 5 LA a written proposal for a multi-year implementation plan. The proposal will include a detailed plan of action including scopes of work and budgets.

The planning process will include: regular collaborative meetings, community assessment, ongoing capacity building and training on effective collaboration, finalizing community boundaries, development of a community decision-making process and preparation for communities to engage in community-driven research. Although there will be adjustments for certain communities based on their readiness, First 5 LA will engage simultaneously in all of the target communities listed above.

**III) Community Partnership Background**

Each community will create a strong **Community Partnership**, which will be responsible for decision-making and leading the development of the community’s plan. Each
Community Partnership will share ideas and work cooperatively toward common goals and outcomes.

What is a Community Partnership?
The Community Partnership is the group of people who agree to come together and work on the development of its community’s plan. In order for the plan to be developed successfully, members of each Partnership should (1) reflect the diversity of the community and (2) commit to the goals established for Best Start by First 5 LA.

We expect that the Partnership will include community residents, parents, local businesses, nonprofit organizations, community-based organizations, local service providers, faith-based organizations, educational institutions, elected officials and local government agencies. Each Community Partnership will be tasked with determining ways to empower parents and residents within their community to ensure they are given meaningful input and decision-making power within the process.

Each Community Partnership should exhibit the following characteristics:
- Share values, vision and meeting agreements
- Plan for giving equal voice to parents and other non-traditional partners
- Process for adding new members
- Conflict resolution procedure
- Decision-making process established
- Process for communicating with the community
- Accountability process determined
- Conflict of interest statement
- Representative of the larger community

Partnership Development Support
First 5 LA, with support from key contractors, will facilitate the development of Community Partnerships. Lessons learned from comprehensive place-based community initiatives indicate that the strength of this community-level decision-making structure is crucial to ensuring that implementation reflects the community’s strengths and reduces confusion, duplication and conflict. The quality of work completed to develop each Partnership will have a lasting impact on the successful implementation of their full plan.

Community Capacity Building
A key aspect of Best Start and the development of each Partnership is Community Capacity Building, which is defined as a community-centered collaborative process connecting, strengthening and leveraging existing local assets\(^2\) and resources of families and the informal and formal systems (i.e., organizations and networks) which serve them. This model aims to facilitate stronger and new community relationships that allow authentic individual, organizational and community voices to be heard, understood, affirmed and engaged.

Throughout Best Start planning and implementation, First 5 LA’s internal Community Capacity Building Team and Community Program Officers will work with each Community Partnership to implement activities that build capacity in four areas:

---

\(^2\) For further information, see the Community Capacity Building Glossary in Appendix C.
Community Engagement: Supporting relationship building and partnerships among and across families, other community members and systems (organizations and networks). 
Community Leadership: Identifying, supporting and developing leaders within and from the local community. 
Community Infrastructure: Strengthening, connecting and mobilizing local community-based resources (money, time and talent). 
Community Investment: Mobilizing and connecting external resources (money, time and talent) of nonprofit, for-profit, government and non-traditional partners to local community-based resources.

Community Capacity Building will involve a range of activities, technical assistance programs and resources. Community Capacity Building will support the development of each Community Partnership in a variety of ways, including training and technical assistance. Trust and mutual respect will be enhanced through training and support designed to identify the existing strengths and resources of a community and build on those assets. To support Partnership Development, the Community Capacity Building Team will coordinate with Community Program Officers, Community Facilitators and the Supervising Facilitator (see below) to ensure that Partnerships receive relevant and appropriate support.

Community Facilitator
Each community will have a Community Facilitator who will play a pivotal role in guiding the community in developing its plan. Community Facilitators will engage Community Partnerships through an intensive and thoughtful co-design process to develop their written proposal. Co-design refers to the process and outcome of joint planning, designing, responsibility and goal-setting of a project.

Supervising Facilitator
First 5 LA has identified a Supervising Facilitator to direct and guide the Community Facilitators as they assist the Community Partnerships through the planning process. The Supervising Facilitator will promote a respectful environment where Community Facilitators can ask for training or support as they work with the Community Partnerships. The Supervising Facilitator is expected to provide assistance to Community Facilitators in recruiting and retaining community stakeholders, including non-traditional partners, in the Partnership.

IV) Purpose of Contract
First 5 LA’s Community Capacity Building team is seeking contractor(s), either various individual contractors or a team of contractors, who present a diverse set of skills to provide training and technical assistance support to each Community Partnership. Each Partnership will participate in a training series to support the development of a cohesive working group. At a minimum, the training series will consist of the following broad topic areas:
- Team-building
- Relationship and Power Dynamics
- Leadership Development
- Collaboration
- Decision-making Models, such as inclusive decision-making and consensus-building
• Conflict Resolution
At the culmination of the training series, participants will have the information and tools necessary to determine a decision-making structure which best meets the needs of the community and will support participatory processes. Partnerships will also receive additional, on-going technical assistance, as needed. The complete scope of the trainings and partnership development support will be co-designed by First 5 LA’s Community Capacity Building Team, Supervising Facilitator, and training contractor(s) selected through this RFQ.

First 5 LA is seeking various individual contractors or a team of contractors who present a diverse set of skills. Desired skills and activities may include, but are not limited to:
• Designing training plans and outcomes
• Training curricula development
• Delivering training and technical assistance to large and small groups
• Delivering training and technical assistance to culturally and linguistically diverse groups
• Facilitating group learning
• Providing customized technical assistance
• Coaching and mentoring
• Evaluating training and technical assistance programs
• Administrative and other support
  o Translation of materials into multiple languages
  o Meeting logistics and planning

Individual contractors or team(s) of contractors may apply in a single area of expertise, multiple areas or all areas, as applicable. Areas of content expertise may include, but are not limited to:
• Team-building and team culture
• Shared values
• Creating ownership
• Group problem-solving
• Relationship and power dynamics
• Community-centered leadership development
• Collaboration and collaborative processes
• Decision-making models and governance structures, including inclusive decision-making and consensus-building
• Conflict resolution
• Cultural competency
• Mutual accountability
• Communication skills and information-sharing
• Meeting-planning, including agenda-setting

V) Statement of Work
Following several introductory meetings in early 2011, each of the Community Partnerships will participate in a series of trainings co-designed by the Community Capacity Building Team, Supervising Facilitator and training contractor(s) selected through this RFQ. Partnerships will also receive additional technical support, as needed. First 5 LA anticipates that training will begin in April 2011 and culminate in June 2011. Technical assistance activities may be ongoing.
In order to successfully provide the necessary training and support, First 5 LA expects the selected contractor(s) to complete, at a minimum, the tasks outlined below:

**Task 1: Review First 5 LA’s Strategic Plan, Implementation Plan and other Best Start materials.**
The FY 2009-2015 Strategic Plan is quite complex with many nuanced strategies at both the community and county levels. The contractors will review First 5 LA’s strategic planning materials, in particular the Community Capacity Building strategies and plans.

**Task 2: Attend regular meetings with First 5 LA Community Capacity Building Team and other designated First 5 LA staff and contractors**
Contractors will be expected to attend regular meetings, via phone and/or in-person, with the Community Capacity Building Team and other designated First 5 LA staff and contractors during the contract period.

**Task 3: Finalize Training Design and Plan**
The contractor(s) will work with the Community Capacity Building Team, Supervising Facilitator and other designated First 5 LA staff to finalize the training series design and plan for delivery for the areas of expertise selected/indicated by applicant. This design may incorporate training curricula that contractors have previously designed or used. Each Partnership will be comprised of individuals with different levels of experience, training and capacity related to collaborative decision making and leadership. As such, the training design for each Partnership will be customized to best meet the needs of the community and the individuals in the Partnership.

**Task 4: Provide Training Series**
The contractor(s) will work coordinate and deliver the training series to each of the Community Partnerships. This will also include scheduling and providing all necessary logistical support. Contractors will work with Community Program Officers and Community Facilitators to determine locations and timeframes that work best for each community.

**Task 5: Provide Customized Technical Assistance and Support**
During and following the training series, Partnerships may request or require additional, customized technical assistance and support. The training contractors will provide this support, as needed and based upon their areas of expertise. Technical assistance may be required throughout the Partnership’s development of their plan.

**Task 6: Final Report**
A final report incorporating feedback from the Community Capacity Building Team, other designated First 5 LA staff, the Community Facilitators and Supervising Facilitator shall be submitted for each community.

**Task 7: Monthly progress report and invoice (if applicable)**
During all phases of the contract, the contractor(s) will provide brief monthly progress reports to First 5 LA, Community Program Officers and Community Facilitators, which include a description of the work completed, successes and challenges encountered or remaining from the prior months, expected approach to resolve challenges from the prior
month, and any budgeting implications or significant concerns to be addressed in collaboration with First 5 LA.

**Additional activities**
First 5 LA reserves the right to request the selected contractor(s) to perform additional activities related to the work described above, if needed. These activities will be incorporated in a revised work plan, budget and scope of work as necessary. The contractor(s) will furnish the necessary personnel, materials, services, and otherwise do all things required to perform the tasks outlined in each solicitation, unless otherwise stated in this document.

**VI) Eligibility**
Applicants must have the qualifications, experience and ability to successfully provide the type of contractor support outlined above. Applicants should have a presence in California, the capacity to work throughout Los Angeles County and familiarity with conducting similar training and other related programs. At least one member of the applicant team must be located in Los Angeles County. The ideal applicant(s) will be familiar with and have extensive experience working with diverse communities and stakeholder groups. Knowledge of organizations, programs, systems and services for children prenatal to 5 and their families is also important.

**VII) Summary of Desired Qualifications**
Strong candidates for this opportunity will demonstrate capacity in most, if not all, of the following areas:
- Demonstrated experience to effectively conduct and deliver training and related activities across multiple heterogeneous sites
- Demonstrated experience delivering information and facilitating understanding with a wide range of audiences
- Demonstrated effective provision of community-level work and collaboration with culturally and linguistically diverse stakeholder groups
- Excellent communication skills, including culturally appropriate verbal and written communication
- Ability to design, manage and track multiple groups and projects
- Ability to work independently without direct supervision and maintain responsibility for all updates, reports and other deliverables and project timelines
- Willingness and ability to communicate regularly and work effectively with First 5 LA staff
- Culturally-appropriate perspectives on issues influencing children prenatal to 5 and families in LA County
- Financial accountability including timely submission of invoices and financial reports or updates

**VIII) TERMS OF PROJECT**

**Available Funding**
The contractor(s) will be compensated based upon the project budget developed during the contracting period for an amount not to exceed $975,000, based on a per community cost of approximately $75,000 for a total of 13 communities\(^3\). Because each Community

---

\(^3\) Metro LA is not included in this RFQ.
Partnership will be unique in size, capacity and composition, the costs to provide Partnership Development support may not be uniform across the 13 communities. As such, the contractor will have flexibility in per-community allocations. However, total cost for the project cannot exceed $975,000.

The contractor(s) will be responsible for all expenses related to any subcontracted services and for supplying all business equipment required to implement the tasks and scope of work (e.g., computer, printer, fax, internet access, telephone, etc.). The contractor(s) will be responsible for maintaining a method to capture and document time spent on project activities, as a means to inform cost management by First 5 LA staff and ensure accomplishment of all project objectives.

Final scope of work and budget will be determined during the contract development process. Funds will be disbursed through monthly invoices based on actual expenses and services rendered.

**Contract Period**
The Commission anticipates entering into a contract of approximately 10-months duration with the selected contractor(s) with an intended start date of March 25, 2011, to continue through December 31, 2011. The process will be initiated simultaneously in each community; however, each Community Partnership may have unique operational timeframes.

If the Partnership development, including successful completion of each community’s proposal, is not complete by December 2011, First 5 LA reserves that right to continue the contract with the selected contractor(s). First 5 LA reserves the right to extend the length of the contract and increase the budget for the selected contractor(s) to accommodate the completion of this phase of the place-based work.

The contractor(s) shall not be authorized to deliver or commence performance of services as described in the application until written approval has been obtained from First 5 LA. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary.

**Contractual Obligation**
The selected contractor is required by law to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract. (See Sample Contract in Appendix D.)

**IX) STATEMENT OF QUALIFICATIONS**
In order to respond to this RFQ, please complete and submit your qualifications and all required documents to First 5 LA as instructed no later than 5:00 PM on February 3, 2011. Applications received after this deadline will not be considered.

The proposal, including all required attachments, must be submitted online at www.first5la.org/Funding-Center. In addition to the electronic versions of the Signature Authorization and Agency Litigation Forms, please mail an original of the cover letter and these two signed forms to:
Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Best Start Community Partnership Development Support Contractor RFQ

Required Attachments:

1. Proposal Package Checklist (see Appendix A).

2. Cover Letter: Introduce the contractor(s) and/or firm, clearly providing the lead contractor’s name, address, telephone number, e-mail address, date and stating that the letter and materials provided are in response to the RFQ for the Best Start Community Partnership Development Support contractor(s).

3. Narrative (maximum 15 pages double spaced): Please provide a narrative outlining the contractor’s and/or consulting firm’s relevant qualifications and experience and plan for designing and delivering the training series and technical assistance support plan as described in Section V. Statement of Work. The proposal narrative should be as detailed as possible, including strategies and relevant experience. The applicant should describe the proposed process to complete each task listed above and whether there are any tasks that they would add or omit based upon their expertise. If the applicant would like to propose changes to tasks or assumptions put forth by First 5 LA, they may do so with explanation of the proposed changes. Please note that the project specified in this RFQ will involve substantial work, and a key consideration in reviewing proposals will be the applicant’s technical and workforce capacity. The applicant’s proposal will be reviewed according to the review criteria outlined in the Review Tool. (See Appendix E).

4. Résumé(s) or Curriculum Vitae(s): Include résumé(s) or Curriculum Vitae(s) for all staff who will be involved in the proposed project design and implementation, outlining relevant work and/or project history, education, publications, prior related projects, etc., including those that will be working on the project as subcontractors, if possible and as appropriate. Please include information specific to work in Los Angeles County.

5. Proposed Budget: Please include all anticipated costs for planning and implementation not to exceed the amounts as described in the RFQ. Applicants must submit a form detailing their hourly rate and a brief narrative explaining the budget. Per the Commission’s Policy and Guidelines for Hiring Consultants (Section 7), the total composite rate for a Consultant may not exceed $150 an hour and will be paid based on actual hours worked. First 5 LA pays based on actual expenses. Payments will be granted based on monthly invoices submitted for actual hours worked on the project. See Appendix F for the sample budget form.

6. References (minimum of three, maximum of five): Use the Client Reference Form and Instructions (see Appendix G) to obtain references from three to five former clients for projects (in process or) completed within the past five years, including at
least two who may be contacted as references. The applicant is responsible for submitting the completed Client Reference Forms as a required attachment. Each reference should include primary contact name, company, address, phone number, email, dates of project(s) or engagement(s) and brief descriptions of the nature of the project or engagement. First 5 LA must be able to contact at least two (2) of the references provided. If two (2) references cannot be reached within a timely manner, First 5 LA may deem the applicant ineligible for this opportunity.

Additional Required Attachments:

7. Agency Involvement in Litigation and/or Contract Compliance Difficulties: Please read the information on the required Agency Involvement in Litigation and/or Contract Compliance Difficulties form thoroughly. An unsigned form or omission will constitute an incomplete application and grounds for disqualification. (See Appendix H.)

8. Signature Authorization Form: This form is required in order to verify signature authority to enter into contractual agreement with First 5 LA. If not outlined in the By-laws, a Board Resolution, Partnership Agreement or Business License must be submitted, as applicable, that indicates signature authority. **Applicants must submit one original form signed in blue ink.** (See Appendix I.)

9. Evidence of Insurance Certificates:
   - **Commercial General Liability/Homeowner’s Insurance:** Applicant must have a minimum of $1,000,000 per occurrence and $2,000,000 aggregate. Applicant must provide evidence of General Liability coverage prior to entering into a Contract with First 5 LA. Once contracted, applicant must name “Los Angeles County Children and Families First – Proposition 10 Commission” (or if abbreviated, “LA Cty Prop 10 Commn.”) as an additional insured on its General Liability Certificate.
   - **Business Auto Liability:** Applicant must have a minimum of $1,000,000 per accident. Applicable if travel for First 5 LA related business is required.

10. Annual Independent Audit (if applicable)
    Including the following, as appropriate:
    - Management Letter
    - Auditor’s Report
    - Statement of Financial Position (Balance Sheet)
    - Statement of Activities (P/L, Income and Expenses Report)
    - Statement of Cash Flow
    - Functional Expense Report
    - Notes to Financial Statements
    - Federal “single-item” audit (if applicable)

11. By-laws (if applicable)

12. Articles of Incorporation (if applicable)
13. Memorandum of Understanding (MOU): If a subcontractor or un-paid collaborator will be used to render any of the services under this application, the applicant must submit and MOU. MOUs may be also submitted after the Contract has been executed. (See sample MOU in Appendix J).

X) SELECTION PROCESS AND REVIEW CRITERIA

Selection Process
First 5 LA will award a contract to applicant(s) with the expertise, demonstrated experience and qualifications outlined in the RFQ.

The First 5 LA Community Capacity Building team will review each application to ensure that basic requirements are met including: timely receipt of application, format as required, inclusion of all appropriate attachments, etc. Proposals with omissions of any required documentation are subject to disqualification.

Phase I:
- First 5 LA staff will check for application completeness and adherence to application requirements.
- A minimum of three (3) external reviewers with expertise in the field will be recruited to score applications. Review tools are strictly adhered to by all staff and external reviewers to mitigate the potential of bias. In accordance with First 5 LA policy, both external and internal reviewers sign a conflict-of-interest form.

Phase II:
- Review scores are tabulated and semi-finalists are invited to participate in an interview. Interviews are evaluated through scores provided by each member of the interview team using standardized review criteria.

Phase III:
- Reference checks will be completed as necessary for final applicants and are evaluated with a standardized review tool.

Review Criteria
First 5 LA will award a contract to one or more consultants or a team of consultants with the expertise and qualifications outlined in the RFQ. The following represents the selection criteria that will be considered during the evaluation process:
- The contractor’s ability to effectively conduct community-level training and related activities and collaborate with diverse stakeholder groups
- The contractor’s experience and demonstrated success in performing comparable work;
- Experience in program design, project budget management and implementation;
- The contractor’s capacity to manage the scope of the project
- The contractor’s knowledge and understanding of LA County communities;
- The contractor’s knowledge and understanding of the issues influencing young children and families in LA County;
- Thoroughness, viability, and quality of the contractor’s proposal;
- The contractor’s abilities in project planning and management;
- Appropriateness and cost-effectiveness of the proposal budget.
Please see the Review Tool in Appendix E. First 5 LA reserves the right, without prejudice, to reject any or all submitted qualifications. An appeals process is not available; all decisions of First 5 LA are final.

**XI) CONTRACTUAL CONSIDERATIONS**

Specific contractual considerations, including but not limited to the following, apply to RFQ submission process and project implementation and to any contracts that result from the submission and implementation of the project/proposal. The contractor will need to comply with all of the provisions in the attached sample contract (See Sample Contract).

**A. Conflict of Interest**

The selected Contractor will be required to comply with the COMMISSION’s Conflict of Interest provisions, as outlined in the contract, and as applicable under California Law. Contractor acknowledges that he/she/it is acting as public official pursuant to the Contract and shall therefore avoid undertaking any activity or accepting any payment, employment or gift from any third party that could create a legal conflict of interest or the appearance of any such conflict. A conflict of interest exists when one has the opportunity to advance or protect one’s own interest or private interest of others, with whom one has a relationship, in a way that is detrimental to the interest, or potentially harmful for the integrity or fundamental mission of the COMMISSION. Contractor shall maintain the confidentiality of any confidential information obtained from the COMMISSION during the Contract and shall not use such information for personal or commercial gain outside the Contract. By agreeing to the Contract and accepting financial compensation for services rendered hereunder, Contractor agrees that he/she/it will not subsequently solicit or accept employment or compensation under any program, grant or service that results from or arises out of the funded project and related initiative(s). During the term of the Contract and for one year thereafter, Contractor will not knowingly solicit or accept employment and/or compensation from any COMMISSION collaborator or Contractor without the prior written consent of the COMMISSION.

**B. Compliance**

Current/Former grantees and/or Contractors must be in good standing and in compliance with all aspects of their contract with the COMMISSION in order to be eligible to apply for the current Request for Qualifications (RFQ). The COMMISSION may deem an applicant ineligible if it finds in its reasonable discretion, that applicant has done any of the following, including but not limited to: (1) violated any significant terms or conditions of Grant Agreement/Contract; (2) committed any act or omission which negatively reflects on Applicant’s quality, fitness or capacity to perform services listed in RFQ with the COMMISSION or any other public entity, or engaged in a pattern or practice which negatively reflects on the same; (3) committed an act or offense which indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim against the COMMISSION or any other public entity.

**C. Contract Information**

1. The COMMISSION may, at its sole discretion, reject any or all submissions in response to this RFQ. The COMMISSION also reserves the right to cancel this RFQ, at its sole discretion, at any time before execution of a contract. The COMMISSION shall not be liable for any costs incurred in connection with the preparation of any submissions in response to this RFQ. Any cover letters, résumés and/or curriculum vita, including
attached materials, submitted in response to this RFQ shall become property of the COMMISSION and subject to public disclosure.

2. The agency/organization submitting an application agrees that by submitting an application it authorizes the COMMISSION to verify any or all information and/or references given in the application.

3. The COMMISSION reserves the right, after contract award, to amend the resulting contract, scope of work, and any other exhibits as needed throughout the term of the contract to best meet the needs of all parties.

4. The COMMISSION reserves the right to request additional financial information to verify applicant’s past and current financial status. This information includes, but is not limited to: the most recent independent audit ending Calendar Year 2010 Fiscal Year June 30, 2010, Cash Flow Statement, Statement of Activities (Income Statement), and Statement of Financial Position (Balance Sheet).

5. Consistent with the intent of Proposition 10: California Children and Families Act of 1998, no monies for this Project may be used to supplant Federal, State, County and/or other monies available to the organization for any purpose. Activities funded under this proposal must be new or enhancements to existing activities.

6. The award of a contract by the COMMISSION to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this application process shall not be interpreted to limit the COMMISSION’s right to approve subcontractors, assemble teams and/or assign leads. Each applicant will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to the COMMISSION.

7. The selected Contractor will be required to sign the contract at least two (2) weeks prior to the intended start date of the contract, as outlined in Terms of Contract section, to assure the timely completion of the signature process by all parties. If the contract is not signed prior to the intended start date, the commencement of any activities under the Exhibit A – Scope of Work will not begin until the contract execution date (the date all parties have signed the contract) and Contractor will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved by the COMMISSION. If this Contract is not signed within the thirty-day (30) period from the intended start date, the COMMISSION has the right to withdraw the contract award. Any agreed upon changes to the intended start date must be confirmed in writing by both parties.

8. Unless otherwise submitted during the application process, the selected Contractor will be required to submit the required documentation listed on the following Contractor Checklist, which includes, but not limited to, the following documents before the Contract can be fully executed:

- Agency Involvement in Litigation and/or Contract Compliance Difficulties Form
- By-laws (if applicable)
- Articles of Incorporation (if applicable)
Board of Directors or List of Partners (as applicable)
Signature Authorization Form
Form RRF-1 (required and filed annually with the California Attorney General’s Registry of Charitable Trusts) and IRS Form 990 (if applicable)
Annual Independent Audit for prior fiscal year or calendar year (if applicable)
Appropriate business licenses (for vendors or private organizations)
IRS Letter of Determination (if applicable) or completed IRS Form W-9
Memorandums of Understanding (for any sub-contractors, collaborators, and/or partners listed under Contracted Services and Evaluation sections of Exhibit B – Budget Forms)
Certificates of Insurance for all insurance requirements outlined in the contract.

9. Per the COMMISSION’s Policy and Guidelines for Hiring Consultants (Section 7), the total composite rate for a Consultant may not exceed $150 an hour. This means that the total cost of billable hours associated with a contract divided by the total number of hours billed must be equal to or less than $150. A blended rate is allowable. For example, for a contract totaling $150,000, a consultant may bill 500 hours for Consultant A at $200/hour, and 500 hours for Consultant B at $100/hour, with a total composite rate of $150/hour (1,000 total hours divided by $150,000 in billable hours = $150/hour).

10. The sample contract and contracting requirements are attached (See Appendix D). If successful, the Contractor will be required to meet all of the terms and provisions set forth in these documents and within the timeframe identified.

Applications must be submitted online at www.first5la.org/Funding-Center

Applicants must also submit one (1) original signed copy of the application cover letter, the First 5 LA “Signature Authorization,” and “Agency Involvement in Litigation and/or Contract Compliance Difficulties” forms to:

Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Best Start Community Partnership Development Support Contractor RFQ