FIRST 5 LA
DEMOGRAPHIC MIGRATION STUDY
REQUEST FOR QUALIFICATIONS (RFQ)

Los Angeles County Children and Families First – Proposition 10 Commission (aka First 5 LA)
RELEASE DATE: September 14, 2010
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I) RFQ Timeline

Proposal and Review Timeline

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<tr>
<td>RFQ released</td>
<td>September 14, 2010</td>
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<tr>
<td>Final date to submit questions and requests for additional information</td>
<td>September 22, 2010</td>
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<tr>
<td>Answers to all additional questions posted to website</td>
<td>September 24, 2010</td>
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<tr>
<td>Due Date for Qualifications:</td>
<td>September 29, 2010 at 5:00 p.m. PST</td>
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<td>- Online applications plus all forms</td>
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<td>- One (1) original and signed copy of First 5 LA’s “Signature Authorization” and “Agency Involvement in Litigation and/or Contract Compliance Difficulties” forms, along with all work samples, sent or delivered to First 5 LA</td>
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<td>Finalist notification</td>
<td>October 6, 2010</td>
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<td>Finalist presentations and interviews (if applicable)</td>
<td>October 7-13, 2010</td>
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<tr>
<td>Qualified Consultant Notified</td>
<td>October 20, 2010</td>
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<tr>
<td>Contract Start Date</td>
<td>December 15, 2010</td>
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RFQ Questions

All questions and requests for additional information regarding this RFQ must be submitted via email before 5 p.m. on September 22, 2010 to Jessica Monge (jmonge@first5la.org). To ensure that all potential applicants receive the same information, questions and answers will be posted on the website on September 24, 2010. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

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1 Note: While it is First 5 LA’s desire to execute the Contract for a December 15, 2010 start date, all dates are subject to change at First 5 LA’s sole discretion.
II) Project Overview

Background

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.

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.

First 5 LA FY 2009-2015 Accountability Framework

The First 5 LA FY 09-15 Strategic Plan includes an innovative blend of place-based and county-wide funding strategies designed to improve outcomes in four goal areas, including: babies are born healthy, children maintain a healthy weight, children are safe from abuse and neglect, and children are ready for kindergarten. The Commission’s decision to move to a “place-based” funding approach, as opposed to initiative-based funding, is an effort to focus more intentionally on impacting the well-being of families and children by improving the communities in which they live. Thus, our FY 2009-2015 Accountability and Learning framework reflects this emphasis on place-based evaluation as well as a strengthened emphasis on using results from our evaluations and research projects to learn and improve on an ongoing basis.

The goals of First 5 LA’s Accountability and Learning Framework for the FY 09-15 Strategic Plan include the following:

• Gather and disseminate timely information on implementation and outcomes to support and improve our work and the work of our grantees;
• Capture change over time in Best Start communities;
• Enable us to “tell a coherent story” of our investments to our stakeholders – most notably First 5 LA Commissioners and staff, our community partners and grantees and other external stakeholders.

The major types of research and evaluation activities in which First 5 LA will engage over the course of the strategic plan include the following:

• A longitudinal study which will track a cohort of families from our Best Start communities, and families from comparison communities, over time;
• Place-based and strategic evaluations, including evaluations of some of First 5 LA’s key strategies, as well as data collection within each of First 5 LA’s Best Start communities to monitor progress towards change;
• Research projects, designed to be responsive to policy and programmatic issues arising out of our evaluation work;
• The convening of a Research Advisory Committee (RAC), which will provide technical input, guidance, and advice to support First 5 LA’s research activities as we embark on this new strategic plan and accountability framework;
• Dissemination activities, including the development of a Community Change dashboard where each target community will be able to monitor the change that is happening within its boundaries;
• A learning and improvement process in order to promote meaningful use of our findings.
• An annual research conference will be held for researchers and practitioners to share their measures and findings around particular topics of interest to the 0-5 population and elements of the strategic plan.
The First 5 LA Demographic Migration Study of Targeted Communities

As First 5 LA embarks on a place-based funding approach, it is important to know and understand who lives in the 14 target communities both for programmatic decisions, as well as research purposes. Therefore, First 5 LA proposes conducting a Demographic Migration Study that will give a detailed description of the residents of the 14 target communities and how families move in and out of these communities. This study is also expected to include information on home ownership and rental rates, as well forecasting population flows and demographic descriptions of the 14 target communities for the next five years.

III) Purpose of Contract

The purpose of this contract is to engage a consultant to design and implement a Demographic Migration Study within the 14 targeted communities. This consultant will work with First 5 LA Research & Evaluation staff along with other First 5 LA program staff to determine what data can feasibly be collected and what data is needed for programmatic decisions and research purposes. First 5 LA is proposing two main activities within the study, which are briefly described below.

Activity #1- Perform an intensive demographic analysis of the 14 targeted communities. The consultant will use both publicly available data and additional proprietary datasets as necessary to determine how families are moving in and out of the 14 target communities.

Activity #2- Collect primary data. The consultant will conduct a series of interviews and focus groups with groups such as, service providers, faith-based organizations and additional community members and stakeholders to determine how migration flows affect organizations, service provision and the community. Primary data collection activities may be conducted regionally rather than by individual community if the consultant determines this would be a more appropriate and comprehensive data collection strategy.

The results from both of these activities and analysis will be provided to First 5 LA along with a report detailing the makeup of the communities and the potential impact for programs. Examples of the types of questions that are important to answer include but are not limited to the following:

- How many families move in and out of a community in a given time period?
- How long have families lived in their community?
- How long have families lived in their current residence?
- Why have families chosen to move to and from a community?
- Why have families chosen to stay in a community?

Examples of the potential impact for programs may include but are not limited to the following:

- What is the likelihood that a child participating in a program model will not be able to complete all program activities because of migration?
- How will eligibility for programs include geographical residence as a factor?
- To what extent will programs need to incorporate new residents?
IV) Statement of Work

In order to successfully complete the Demographic Migration Study, First 5 LA expects the contractor to complete, at a minimum, the tasks outlined below:

Task 1: Review First 5 LA Strategic Plan, implementation plan and accountability and learning materials
The 2009-2015 Strategic Plan is quite complex with many strategies working at both the community and countywide levels. The contractor will review First 5 LA’s strategic planning materials, in particular the Research and Accountability Framework, Community Selection process and the program models portion of the implementation plan.

Task 2: Coordinate with other First 5 LA data collection efforts
First 5 LA has multiple teams that will be working in each of these target communities engaging families, residents, organizations, and others. These community activities and data collection efforts must be coordinated in order to avoid overburdening agencies and families. The selected contractor will work with the other First 5 LA teams to coordinate the primary data collection. As such, data must be compiled and presented in a way that facilitates its usage. For example, qualitative notes and transcripts should be typed and edited for ease of reading. The contractor should be prepared to submit raw data as well as reports, memos or outputs derived from qualitative data analysis software that interpret and synthesize the data. A codebook must accompany any quantitative dataset and must be saved in excel, SPSS, or STATA formats.

Task 3: Attend regular meetings with First 5 LA Research & Evaluation Staff
Relevant contractor staff will be expected to attend regular meetings, via phone and/or in-person, with Research and Evaluation Staff and other designated First 5 LA staff during the contract period.

Task 4: Finalize Demographic Migration Study Design
The contractor will create the Demographic Migration research design based on conversations with First 5 LA and other partners involved in First 5 LA’s work. The contractor will likely use the design plan initially submitted in response to this RFQ as the basis for the final study design, making appropriate revisions based on input and feedback from First 5 LA and its partners. The study design should include the following sections:

- Literature review of community migration patterns in large urban and multi-ethnic communities. The review should also include potential effects of migration on service delivery, dissemination of information and engagement of multiple stakeholders in community change efforts.
- Proposed data collection plan
  - Description of the datasets that will be utilized
  - Data collection methodology to include justifications for proposed sampling and data collection techniques
  - Plan for forecasting demographic trends within the target communities or regionally
- Data analysis plan including software needed, if applicable
Task 5: Finalize Primary Data Collection Outreach and Logistics Plan
The contractor will create an outreach and logistics plan based on conversations with First 5 LA and other partners involved in First 5 LA's work. Data collection in each of the communities will require strategic and effective outreach to potential participants, the securing of locations for focus groups and one-on-one interviews as well as arranging meetings, where appropriate, to allow for community observations. The contractor will be responsible for identifying and reaching out to potential participants and will be expected to work with other consultants and First 5 LA staff collecting data in the 14 target communities to minimize the burden to community members during data collection activities.

Task 6: Application for Institutional Review Board (IRB) approval for data collection
The selected contractor will be expected to prepare and submit an IRB application to a certified IRB, and the contractor is fully responsible for securing IRB approval prior to conducting any data collection activities. First 5 LA must review and approve all IRB materials prior to submission to an IRB.

Task 7: Conduct intensive demographic analysis of the 14 target communities
The contractor will carry out the demographic analysis utilizing previously determined datasets to develop a comprehensive picture of the families, residents and neighborhoods located within the boundaries of the 14 target communities. As part of this analysis, the contractor will also complete a forecast of demographic changes within the communities over a five year period.

Task 8: Conduct Primary Data Collection
The contractor will conduct data collection in the 14 target communities. For the purposes of this proposal, applicants should assume the following:
All data collection methods and any materials should be translated into languages used in that community and may include up to eight languages: English, Spanish, Chinese (Mandarin and Cantonese), Khmer, Korean and Vietnamese.

Task 9: Prepare draft report
The contractor is expected to submit a preliminary report for review. The draft report should include:
- Executive summary
- Methods with any changes from agreed upon design
- Description of the demographics and migration patterns that exist in each of the 14 communities; Also any regional patterns that may exist within a cluster of communities.
- Lessons learned and implications for program delivery and ongoing data collection
- Limitations section/quality of data collected and recommendations for changes in the future
- Forecast of future demographic trends over the next 5 years for all 14 communities
- Data provided in a clean, manageable and exportable format
- Instruments/protocols used in an appendix
The contractor should anticipate receiving feedback on draft reports from First 5 LA Research & Evaluation staff.
**Task 10: Prepare final Demographic Migration report**
A final report incorporating appropriate feedback from First 5 LA Research & Evaluation staff shall be submitted.

**Task 11: Disseminate findings from the Demographic Migration Study**
The contractor is expected to work closely with First 5 LA Research & Evaluation Staff to disseminate the report and findings to additional First 5 LA staff, community partners, First 5 LA Commissioners and additional stakeholders.

**Additional activities**
First 5 LA reserves the right to request the selected contractor to perform additional activities related to the Demographic Migration Study. These activities will be incorporated in a revised work plan, budget, and scope of work as necessary. The contractor will furnish the necessary personnel, materials, services, and other resources required to undertake the Demographic Migration Study, unless otherwise stated in this document.

**V) Eligibility**
Applicants must have the qualifications, experience and ability to successfully carry out the Demographic Migration Study from planning to preparation of reports. Applicants should have a presence in Southern California, the extensive experience and capacity to work throughout Los Angeles County and familiarity with conducting similar demographic and migration studies. The ideal applicant(s) will be familiar with and have considerable experience working with diverse communities and stakeholder groups. Applicants should be able to forecast future migration trends, have access to public and proprietary datasets and be able to relay results in a format that can be utilized by the general public. The ability to manage the considerable scope of the project as well as knowledge of organizations, programs, systems and services for children 0-5 and their families is also important. Finally, applicants should possess the ability to disseminate results to a broad audience and in a manner that can influence public policy discussions.

**VI) Terms of Project**

**Available Funding**
The Accountability and Learning framework was included as part of the Implementation Plan of the Strategic Plan FY 2009-2015 approved by the Commission on June 10, 2010. The Demographic Migration Study is one of the activities included in the Accountability and Learning framework.

The consultant(s) will be compensated based upon the project budget developed during the contracting period. Budgets for this project may not exceed $500,000 although it is expected that proposed budgets will be substantially below that amount.

The contractor is 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 will be responsible
for maintaining a method to capture and document time spent on project activities, as a means to support First 5 LA staff management of costs and ensure accomplishment of all project objectives. The contractor will also be responsible for purchasing any incentives to provide to participants. The amount and kind of incentive should be proposed to First 5 LA and approved before they are purchased.

Scope of Work and Budget will be determined during the contract development and negotiation process. Funds will be disbursed through monthly invoices based on deliverables.

**Contract Period**
The Commission anticipates entering into a contract of approximately 12-months duration with the selected consultant(s) with an intended start date of December 15, 2010, to continue through November 14, 2011.

First 5 LA reserves the right to continue the contract with the selected contractor, if the project requires an extension. First 5 LA reserves the right to extend the length of the contract and increase the budget for the selected contractor to accommodate the completion of this project.

The contractor 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.

The design plan and final report will not be accepted until approved by the First 5 LA Quality Assurance team according to the First 5 LA Research & Evaluation quality standards. (See Appendix F)

**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 E)

**VII) Statement of Qualifications**

Required documents to respond to this RFQ:
The qualifications, including all required attachments, must be submitted online at www.first5la.org/Funding-Center no later than September 29, 2010, 5 p.m. PST. In addition to the electronic versions, applicants must also submit one (1) original and signed copy of the application cover letter, First 5 LA’s “Signature Authorization Form,” 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: First 5 LA Demographic Migration Study RFQ
• **Cover letter:** Introducing the consultant(s) and clearly showing the consultant’s name and/or organization name, address, telephone number, e-mail address, the date, and a statement that the letter is in response to the RFQ for the Demographic Migration Study. An original signed copy of the cover letter must be **received** at First 5 LA by the application deadline. Additionally, applicants will be required to upload a copy of the cover letter to the online application system.

• **Proposal Narrative:** A 3- to 5- page proposal outlining the consultant’s plan for the Demographic Migration study based on the tasks listed in the Statement of Work and any assumptions, as well as how the consultant’s demonstrated ability, based on qualifications and experience, will facilitate the accomplishment of the activities outlined above. Include any previous experience in designing a similar project and with working with entities similar to First 5 LA and outline any potential unintended consequences that may occur as a result of this study.

• **Résumé(s) or Curriculum Vitae(s):** Outlining all relevant work history, educational attainment, publications, prior research projects, etc.

• **Proposed Budget:** Please include costs for planning, execution of study activities and data collection. Budget Forms and Instructions are available in Appendix A. Also include a budget narrative to accompany the budget forms describing what will be included in each deliverable. This contract will be a fixed-price, deliverables-based contract. The selected contractor will be paid per deliverable, contingent on First 5 LA approval of the deliverable (see a description of the Quality Assurance (QA) and QA dispute resolution processes in Appendix F). The contractor will assume any risk from contract or project delays. If a deliverable is not achieved in full (for example, a sample size of 400 was included in the budget assumptions and the scope of work but the final sample was only 200), First 5 LA reserves the right to prorate the payment accordingly.

• **References (minimum of two, maximum of four):** Use the attached Reference Form and Instructions (see Appendix C) to obtain references from a minimum of two former clients. The applicant is required to complete the top portion of the form (description of work performed), and have the bottom portion completed and signed by the former client. The applicant is responsible for submitting the completed Client Reference Forms as a required attachment. First 5 LA may contact some, or all, of the references as part of its review process.

• **Agency Involvement in Litigation and/or Contract Compliance Difficulties:** Please read thoroughly the information on the required Agency Involvement in Litigation and/or Contract Compliance Difficulties form (see Appendix D) and include a signed copy of the form in the application. An unsigned form or the omission of the form will constitute an incomplete proposal and will be grounds for disqualification.

• **Signature Authorization Form (1 original SIGNED with BLUE INK):** This form is required in order to verify signature authority to enter into contractual agreement with First 5 LA. If not outlined in the Bylaws, a Board Resolution or
Partnership Agreement must be submitted, as applicable, that indicates signature authority. Applicants must submit one original form signed in blue ink.

- Bylaws (if applicable)
- Articles of Incorporation (if applicable)
- Business License (if applicable)
- W-9
- 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 B).

VIII) Review Criteria and Selection Process

General

Applicants must review the First 5 LA Contract Boilerplate in Appendix E. It is imperative that all applicants review the contract language in detail and fully understand contractual obligations should they be selected as the consultant for this project. **Applicants will be required to accept the contract language as specified in this boilerplate at the time of their submission.**

In order for applications to be considered acceptable and eligible for award they must be prepared in accordance with the instructions given in this solicitation. Submissions will be evaluated from a technical standpoint based on the applicant’s technical qualifications, proven management skill, and budget, based upon the criteria defined below.

Review Criteria

First 5 LA will award a contract to one applicant with the expertise and qualifications outlined in the RFQ. The following represents the selection criteria that will be considered during the evaluation process:

- The consultant’s knowledge and understanding of demographic migration, the capacity to forecast future migration and ability to relay data in a publicly accessible format
- The consultant’s access to public and proprietary datasets and experience in using these datasets
- The consultant’s capacity to manage the scope of the project; If sub-contractors will be used, demonstrated experience working with them
- Experience in study design, project budget management and implementation
- The consultant’s knowledge and understanding of LA County communities
- The consultant’s ability to engage communities in primary data collection
- Thoroughness, viability, and quality of the consultant’s proposal
- The consultant’s abilities in project planning and management
- Appropriateness and cost-effectiveness of the proposal budget
- Demonstrated experience to effectively conduct a high-level demographic migration analysis of several diverse communities
- Demonstrated experience collecting both qualitative and quantitative data, preparing and housing raw data, analyzing this data and reporting findings in ways that facilitate understanding and use
- Demonstrated effective provision of community-level work and collaboration with diverse stakeholder groups
- Excellent communication skills, including culturally appropriate verbal and written communication
- Ability to work independently without direct supervision and maintain responsibility for all updates, reports and other deliverables and project timelines
- Ability to work effectively and collaboratively with individuals and teams with diverse strengths and varying backgrounds and to initiate and facilitate conversations with multiple stakeholders
- Willingness to communicate regularly and work effectively with First 5 LA staff
- Culturally-appropriate perspectives on issues influencing young children and families in LA County
- Financial accountability including timely submission of invoices and financial reports or updates

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.

**Statement of Qualifications Review Process**

Qualifications will be evaluated by a team of three (3) external reviewers. Please see Appendix H for a copy of the review tool that will be used to guide evaluation of applicants.

1. **Level 1**: First 5 LA staff will review each application to ensure that basic requirements are met. Basic requirements include: timely receipt of application, format as required, inclusion of all appropriate attachments, etc. Proposals with omissions of any required documentation are subject to disqualification.

2. **Level 2**: Applications will be reviewed by three (3) external reviewers using the Statement of Qualifications Review Tool posted with the RFQ (Appendix H). Review tools are adhered to by external reviewers to alleviate the potential for bias. External reviewers are required to sign a Conflict of Interest and Confidentiality Statement.
   a. Some or all of the applicants who have submitted complete and responsive applications may be contacted for more information on or before September 29, 2010.

3. **Reference Check**: When necessary and applicable, reference checks are completed for the final applicants. Again, these reference checks are scored with a standardized review tool made available prior to the site visit. Reference checks will be completed as necessary to complement rankings resulting from the external review process. First 5 LA must be able to contact all of the references provided by the applicant. If any references cannot be reached, First 5 LA may deem this applicant ineligible for this opportunity.
4. **Presentations/Interview**: Some or all of the applicants who have submitted complete and responsive applications may be interviewed. Interviews are scheduled to be held on dates shown in Section I (Timeline for Selection Process). These dates are subject to change at First 5 LA’s sole discretion. All applicants must advise First 5 LA staff of their availability during these days. Interviews will be held either at First 5 LA or via phone. Further written materials regarding qualifications may be requested prior to the interview.

As a public entity, the Commission has a responsibility to the public to ensure that the organizations who receive our funds are financially stable to provide the contracted services. Further written materials regarding the financial stability of the agency may be requested by our finance department prior to the interview.

The award notification is anticipated to occur by **October 15, 2010**, with a final signed contract and projected contract start date of **December 1, 2010**.²

First 5 LA staff and/or Commission reserve 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.

**IX) 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...

² Note: While it is First 5 LA’s desire to execute the Contract for a December 1, 2010 start date, all dates are subject to change at First 5 LA’s sole discretion.
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 2009 Fiscal Year June 30, 2009, 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 sub contractors 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 E). 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.
X) Appendices

Appendix A: Budget forms and instructions
Appendix B: Memorandum of Understanding Form
Appendix C: Reference Form
Appendix D: Agency Involvement in Litigation and/or Contract Difficulties Form
Appendix E: First 5 LA Example Contract
Appendix F: First 5 LA Quality Assurance Review and Conflict Resolution Process
Appendix G: Signature Authorization Form
Appendix H: Statement of Qualifications Review Tool
Appendix I: W-9 form