DESIGN OF CHART OF ACCOUNTS
REQUEST FOR QUALIFICATIONS (RFQ)
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## I. TIMELINE FOR SELECTION PROCESS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
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<tbody>
<tr>
<td>RFQ Released</td>
<td>December 21, 2011</td>
</tr>
<tr>
<td><strong>Online-Application Due:</strong></td>
<td><strong>January 27, 2012</strong></td>
</tr>
<tr>
<td>Contractor(s) Selected and Contract Negotiations</td>
<td>February 13, 2012 – February 24, 2010</td>
</tr>
<tr>
<td>Contract Start Date†</td>
<td>March 12, 2012</td>
</tr>
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All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via mail, fax, or email before 5 p.m. on January 24, 2012. 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 can be submitted to:**

Tracey L. Hause  
Director of Finance  
First 5 LA  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012  
Fax: (213) 482-5903  
thause@first5la.org

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† Note: While it is First 5 LA’s desire to execute the Contract for a March 12, 2012 start date, all dates are subject to change at First 5 LA’s sole discretion.
II. BACKGROUND

First 5 LA – “Champions for Our Children”

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 for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, First 5 LA was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10. Additional information regarding First 5 LA can be found at www.first5la.org.

First 5 LA’s Strategic Plan (2009–2015)

In June 2009, First 5 LA’s Board of Commissioners adopted a new strategic plan to guide its investments through June 2015. The adoption of this plan, titled, “Strengthening Families and Communities in L.A. County,” marked a significant evolution in First 5 LA’s approach to grant-making by committing a sizeable portion of funding to improving the wellbeing of children in specific geographic communities, called “Best Start” communities, throughout the County, combined with significant investments countywide. We believe, and research confirms, that children thrive when they live in safe and supportive families and neighborhoods. This combined place-based and countywide approach allows the Commission to concentrate its limited resources in areas of high need and to sustain those efforts over time. The adoption of the new strategic plan will allow First 5 LA to continue focusing on strengthening families while deepening our commitment to fostering a community’s ability to create and sustain safe and nurturing places for children to grow.

Within these communities and countywide, the Commission has selected the following four goals that will drive our work in the new plan:

- Children are born healthy
- Children maintain a healthy weight
- Children are safe from abuse and neglect
- Children are ready for kindergarten

All of our investments are focused on changing outcomes in these areas. In addition, the Commission has identified a pathway that leads us to our desired outcomes for children, families, and communities. This pathway will guide our funding decisions in the new strategic plan. The Commission will continue to fund some direct services in the Best Start communities and will also strengthen our commitment to investing in community capacity building and family strengthening.

Our countywide approach will focus on policy change, public education, workforce development and other strategies that improve the health, safety and early education of all children in the county.
The First 5 LA FY 2009-15 Strategic Plan includes an innovative blend of place-based and countywide funding strategies designed to improve outcomes in four goal areas. The Commission’s decision to move to a combined place-based and countywide 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. Accurate tracking and reporting the financial activities of these funding approaches is imperative.

Data Systems and Technology at First 5 LA

In 2010, a Data Systems Integration (DSI) team made up of representatives from all First 5 LA departments was engaged in the strategic planning process to determine what major information- and data-related activities are required throughout the organization to meet our goals. This led to the creation of a new Information Technology department within First 5 LA that reports directly to the Chief Administrative Officer and is headed by a Director of Information Technology. The DSI team hired an Information and Technology Planning Consultant to help our organization match our technology investments to our information needs. This consultant was also charged with creating a five year technology plan to assist in reconfiguring the existing technology systems to meet needs for both current and new information and data for the entire organization.

In 2011, the Information and Technology Planning Consultant performed an assessment of the technology infrastructure. One of the recommendations from this assessment was to create a Technology Planning Governance Committee (TPGC). This committee is responsible for the execution of the recommendations in the technology plan. It consists of representatives from across the organization. One of the recommendations from the Information and Technology Planning Consultant was to consider a re-design of the current chart of accounts.

5 LA is issuing this Request for Qualifications (RFQ) to select a firm to assist in the design of a new chart of accounts to accurately account for and report budgeted and actual financial transactions.

Applicants responding to this RFQ must have the qualifications, experience and demonstrated success implementing similar projects.

III. ELIGIBILITY

First 5 LA is issuing this Request for Qualifications (RFQ) to select a firm to assist in the design of a new chart of accounts to accurately account for and report budgeted and actual financial transactions.

Applicants responding to this RFQ must have the qualifications, experience and demonstrated success implementing similar projects.

IV. DELIVERABLES AND SCOPE OF WORK

The firm will be required to perform any and all tasks related to the design of a chart of accounts that will accurately account for and report current budgeted and actual financial
transactions including multi-year allocations and annual program budgets for the current initiatives underway. The design of the chart of accounts must be flexible in order to meet the future business needs of the Commission as demanded by changes in the organization’s reporting structure and strategic direction.

First 5 LA currently utilizes the in Financial Edge supported by Blackbaud for its accounting and financial reporting. First 5 LA has licenses for Budget Management and Project, Grant, and Endowment Management but has not implemented the modules. First 5 LA does not anticipate changing software and is looking to work Financial Edge incorporating all modules.

V. TERMS OF SERVICE

Available Funding

A final budget will be negotiated once a firm has been selected. The contract amount shall not exceed $25,000.

Funds will be granted through monthly invoices based on services rendered and actual expenses. Funds are available in the FY 2011-12 Programmatic Budget adopted by the Board of Commissioners on September 8, 2011.

Contract Period

The contract period will be from approximately March 12, 2012 through May 31, 2012. The Firm is not authorized to deliver or commence services as described in the application until written approval has been obtained from First 5 LA. Any performance of services commenced prior to the Firm obtaining an executed Contract from First 5 LA shall be considered voluntary.

The COMMISSION must approve all selected awardees prior to contract execution. This may cause a 60 day delay in project implementation. Once the COMMISSION approves the award, the awardees will be sent the contract for signature and final approval. The COMMISSION reserves the right to cancel this RFQ, at its sole discretion, at any time before execution of a contract.

Contractual Obligation

The selected firm is required by law to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract. (See Appendix 4: Sample Contract)

VI. STATEMENT OF QUALIFICATIONS

Applicants should submit their qualifications including each of the following elements via the online application. Applications must adhere to the instructions and page limits outlined below. The applicant’s qualifications will be reviewed according to the review criteria enumerated at the end of this document.
1. **Application Checklist:** Please fill out and make sure that the checklist is signed by the person authorized to bind the agency into a contract. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification.

2. **Statement of Qualifications which should include the following information:**

   2.1. This document introduces the contractor(s) and should clearly show the contractor’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 Design of Chart of Accounts.
   2.2. A general overview of the applicant’s qualifications.
   2.3. A description of the firm’s approach and experience with similar engagements.
   2.4. Identification of key personnel proposed to work with First 5 LA including background, relevant experience and time available to complete this project.

3. **References:** Names and contact information for at least three references from current and former clients. (There is no First 5 LA format required)

4. **Proposed Budget for project:** Using the attached budget worksheet (Appendix 3) provide itemized budgets that detail expenses for the following services and products. Please include cost breakdowns by hourly rate for all staff and subcontractors, if applicable. Also provide a brief explanation in a separate word document of how all budget line item were derived: a simple justification of each expense and how the budget relates back to the project description. 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.

**Additional Required Documentation:**

5. **Agency Involvement in Litigation and/or Contract Compliance Difficulties (Appendix 1):** Please read the information on the required Agency Involvement in Litigation and/or Contract Compliance Difficulties form thoroughly. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification.

6. **Signature Authorization Form (Appendix 2):** This form is required in order to verify signature authority to enter into contractual agreement with First 5 LA. If not outlined in the applicant’s Bylaws, a Board Resolution or Partnership Agreement must be submitted, as applicable, that indicates signature authority. Applicants must submit two original forms signed in blue ink.

7. Copy of Bidder’s Business License

8. W-9

9. Proof of Commercial General Liability Insurance
10. Proof of Automobile Insurance

Qualified parties should submit information sufficient to support their qualifications to perform this service. First 5 LA reserves the right to request additional information and/or to begin negotiating with the most qualified bidder.

Please submit your application materials and all required documents no later than 5:00pm on January 27, 2012. Applications received after this deadline will not be considered.

Applications must be submitted online at www.first5la.org/FundingCenter

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

Craig A. Steele, Interim Chief Executive Officer
First 5 LA
750 N. Alameda St., Suite 300
Los Angeles, CA 90012
Attn: Tracey L. Hause Director, Finance Department

VII. SELECTION PROCESS AND REVIEW CRITERIA

Selection Process

First 5 LA staff will evaluate all applications for completeness and minimum qualifications.

1. Review for Completeness – First 5 LA staff will ensure that all required components of the Proposal are included. Late or incomplete proposals will not be accepted.

2. Project Review – 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. External reviewers will assess the strengths of each proposal. Please also refer to the Review Tool that the external reviewers will use to assess proposals in Appendix 5.

3. Project Budget Review – Project budgets (Appendix 3) will be reviewed for thoroughness and appropriateness based on the proposed activities and timeline.

4. Funding Announcement – all applicants will be notified in writing of the status of their submitted proposal. Contract negotiations will be conducted with the approved contractor. Execution of the contracts will be based upon successful contract negotiation.
5. **Feedback Process** – Proposal applicants who are declined may receive feedback if requested. Further details regarding the feedback process will be provided following the proposal review.

**Selection Criteria**

First 5 LA will award a Contract to one applicant with the expertise and qualifications outlined in the RFQ. Applicant’s qualifications will be reviewed by a First 5 LA interdepartmental team.

The panel will select a Contractor based upon, but not limited to:

- Experience performing comparable work
- References from clients
- Accessibility and flexibility
- Scope of Work content Responsiveness to RFQ
- Cost effectiveness of the contractor’s application

First 5 LA reserves the right, without prejudice, to reject any or all submitted qualifications. The Commission may, at its sole discretion, reject any or all submissions in response to this RFQ. Declined applicants have the right to request a feedback session.

The Commission does have an appeals process, if you would like to appeal the decision, please contact the Contracts Compliance Department.

**VIII. 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 will 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 2011 Fiscal
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 in writing. 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 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 Sample Contract). 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.

IX. APPENDICES

All Appendices are included as separate attachments.