First 5 LA
Community Based Action Research (CBAR) RFQ Frequently Asked Questions:

1. Can we utilize current Community Assessments to inform our process?
   Once the Community Assessment reports are complete and published, the selected contractor, along with the community, will be able to use the data to inform the CBAR process.

2. Are external reviewers’ names public?
   No, external reviewers’ names are not public. Their scoring is anonymous.

3. What are the expectations for the “learning circles?”
   There are no expectations for using/implementing learning circles. They were listed as a concept in the RFQ.

4. Can we submit supporting documents as part of the proposal—documents that demonstrated knowledge of CBAR?
   No. Extra supporting documents cannot be submitted separate from the narrative. You can use some of your 15 narrative pages and include supporting documentation within the narrative, if you choose.

5. How does this project and deliverables fit or connect with the communities’ June 2012 plans? Is the expectation to do this plan(s) every year or once for each community?
   The communities will submit a yearly plan. The June 2012 community plans will outline long-term objectives also, along with the community’s vision. In the June 2012 community plan, the community may outline potential CBAR topics but will, more than likely have not begun the process. The CBAR process with each community will begin after the submission of the June 2012 plans.

6. Can you talk more about the specific deliverables? The RFQ mentions logic models, work plans, community action plan, data collection and analysis plan, and dissemination of data. Are these all included separately or all part of one plan?
   Each community’s CBAR implementation may involve different deliverables. All, or some, of the above listed items—logic models, work plans, community action plan, data collection and analysis plan, and dissemination of data—may be used with each community.

7. Who is the contractor that is working with the South LA and Metro LA communities?
   Special Service for Groups (SSG) is the contractor working with five of the Best Start communities—Metro LA, Compton, West Athens, Broadway Manchester and Watts Willowbrook.

8. What will be First 5 LA’s role and who will be the main point person overseeing this project? What will be the roles of the Best Start teams and community facilitators? Do they have it in their scope of work to provide specific support for this effort?
A Senior Program Officer in the Best Start Communities department will oversee/manage this contract. The Best Start teams and Community Partnership will work closely with the selected contractor to implement the CBAR process. The community facilitators are integral to facilitating the various meetings in the community but not specifically implementing the CBAR process.

9. Who is responsible for logistics when convening community-contractor or Best Start facilitators?

Logistics for meetings in the community are coordinated through the Best Start Communities department.

10. What is the contract period? Start date?

Per Page 12 of the RFQ: The Commission anticipates an approximate 60-month project while entering into an initial contract of approximately 14-month duration with the selected consultant(s) with an intended start date of May 1, 2012, to continue through June 30, 2013. While the CBAR process will be initiated simultaneously in the each community, each Community Partnership may have unique operational timeframes.

11. How is contract fee spread over the five-year period?

It is up to the applicant to propose the potential budget per year as part of the application. Once the contractor is selected, the actual budget will be negotiated, as part of the contracting process.

Also per Page 12 of the RFQ: The contractor(s) will be compensated based upon the project budget developed during the contracting period for a total amount not to exceed $900,000, based on a per community cost of approximately $100,000 for a total of nine communities. Because each community is unique in size, geography and composition, the costs to conduct CBAR may not be uniform across the nine communities. As such, the contractor will have flexibility in per-community allocations. However, total cost for the project cannot exceed $900,000.

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 consultant 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. The contractor will also be responsible for purchasing any incentives to provide to each of the participants. The amount and kind of incentive should be proposed to First 5 LA and approved before they are purchased.

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.

12. Given that this would be annual contracts with the option for annual renewals, can dollars (unspent) be rolled over from one year to the next?

No, unspent dollars cannot be rolled over from one year to the next.
13. We are seeking clarification regarding the maximum annual contract amount. On page 12 of the RFQ it refers to $900,000 and within the RFQ Application Review Tool it states “a total budget that does not exceed $1.5 million (it is expected that applicants’ budgets may be significantly lower than this).” We are assuming that while the budget can go up to $1.5, it is expected to be closer to $900,000. Is this correct? And, can you confirm if this is for each year of the contract or if this is for all 5 years?

This is the correct information (also per Page 12 of the RFQ): The contractor(s) will be compensated based upon the project budget developed during the contracting period for a total amount not to exceed $900,000, based on a per community cost of approximately $100,000 for a total of nine communities. Because each community is unique in size, geography and composition, the costs to conduct CBAR may not be uniform across the nine communities. As such, the contractor will have flexibility in per-community allocations. However, total cost for the project cannot exceed $900,000.

14. On page 4 of the RFQ a list of 14 Best Start communities is provided. On page 5 of the RFQ it states the contractor will work with 9 “selected” communities. A URL link is provided for further information regarding the community selection process; however, the URL link is broken. Can you clarify how these 9 communities are selected?

The nine communities to be supported by the selected contractor(s) are: Central Long Beach, East Los Angeles, Lancaster, Pacoima, Palmdale, Panorama City, South El Monte/El Monte, South East Los Angeles, and Wilmington.

The selection process mentioned in the RFQ referred to the original community selection process for Best Start. The selected communities’ profiles are available online.

15. In terms of the Information Session that was held on February 16th, will the presentation materials, notes, and/or list of participants be made available? If so, should we request this information or will it be posted to the website?

The slides for the Information Session on February 16 will be uploaded with the FAQ.

16. In terms of the 15 page Narrative document, it states on page 13 of the RFQ that it should be double-spaced. Are there any other formatting requirements for this document (e.g. font size, margins)? We are assuming that the use of tables, charts, and exhibits are allowed and that these are excluded from the double-space requirement. Is this correct?

There are no other specific formatting requirements. Yes, tables, charts and exhibits that fit within the narrative are allowed and are excluded from the double-space requirement.

17. In terms of the 15 page Narrative, is it recommended that it follow the organization/sections outlined in the RFQ Review Tool (I. Understanding the Scope of Work, II Technical Approach, III Qualifications of Proposed Personnel, IV. Organizational Experience, and V. Budget)?

Per Page 13 of the RFQ: 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.

Yes, outlining the narrative per the categories of the Review Tool will help the reviewers follow the information but it is not required.

18. Does the Budget and accompanying budget justification need to be included as part of the 15 page Narrative or are these separate pages and not included as part of the 15 pages?

The budget and budget justification are not included as part of the 15 page narrative. They are separate.

19. In terms of the budget proposal, is it preferred for the applicant to provide a 14 month budget, with an estimated May 1st start date OR is it preferred that the applicant provide a 5 year budget?

It is recommended that the applicant submit a 5-year budget with individual years proposed (5 years proposed) with the first year being a 14 month year (May 1, 2012 – June 30, 2013).

20. In viewing the online application, there are 6 open-ended text box questions to be completed. We are assuming these are supplemental questions to the 15 page Narrative and that the text used to respond to these questions does not count towards the 15 pages. Is this correct?

Correct, the online application questions do not count towards the 15 pages.

21. In viewing the online application, within the “attachment” section there is a listing and drop-down menu of 15 attachments and it states “The following documents must be attached”. This is confusing in that a number of these attachments (e.g. Appendix B: Community Profiles and Appendix D: Community Capacity Building Glossary”) do not appear to be specific to or developed by the applicant. Can you confirm what documents need to uploaded as part of the application?

On the attachment section of the online application, it lists all the Appendices, not just the items that need to be uploaded. Below on the list, the documents required to be uploaded are highlighted. The narrative and budget are also uploaded but are not listed as an attachment.

Attachments: The following documents must be attached:

1. Appendix A: RFQ Package checklist **
2. Proposal Cover Letter*
3. Resumes of principal, associates and/or subcontractor(s), (if applicable)*
4. Appendix B: Community Profiles
5. Appendix C: Qualitative Measures
6. Appendix D: Community Capacity Building Glossary
7. Appendix E: Quality Assurance
8. Appendix F: Sample Contract
9. Appendix H: Budget Form
10. Appendix I: Budget Instructions
11. Appendix J: Client References
12. Appendix K: Agency Involvement in Litigation and/or Contract Compliance Difficulties**
13. Appendix L: Signature Authorization Form **
14. Appendix M: Sample MOU (if applicable)
15. By-laws (if applicable)

* No First 5 LA form is required. Please see RFQ for document instructions.
** In addition to the electronic version of the Signature Authorization form and Disclosure Regarding Involvement in Litigation and/or Contract Compliance Difficulties, please mail original copies signed in blue ink to:

22. In viewing the online application, within the “attachment” section there is not an option for uploading the 15 page “Narrative” and/or the “Budget.” Can you confirm how these documents are to be uploaded/submitted using the online application?

The narrative and budget are uploaded the same way the attachments are—browse your computer to find and upload the titled document.