Best Start Community Partnership Facilitator Pool Request for Qualifications (RFQ)
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I. TIMELINE FOR SELECTION PROCESS\(^1\)

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<tr>
<th>ACTIVITY</th>
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<tr>
<td>RFQ Released</td>
<td>February 17, 2011</td>
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<tr>
<td>Due date for questions, requests for additional information</td>
<td>February 28, 2011</td>
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<td>Due Date for Qualifications:</td>
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<td>• Online applications plus all required forms</td>
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<td>• One original signed copy of each of the following: the First 5 LA</td>
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<td>“Signature Authorization,” “Agency Involvement in Litigation and/or</td>
<td>March 18, 2011 at 5 pm</td>
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<td>Contract Compliance Difficulties” forms mailed or delivered to First 5</td>
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<td>LA</td>
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<td>Notification of Acceptance</td>
<td>March 31, 2011</td>
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Questions and information requests may be submitted to:

Marsha Ellis, Best Start Communities Assistant Director

E-mail: mellis@First5LA.org

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\(^1\) Note: All dates are subject to change at the sole discretion of First 5 LA.
II. BACKGROUND

Description of F5LA

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 the health, education, and safety causes concerning young children and families. Additional information regarding First 5 LA can be found at http://www.first5la.org

Description of First 5 LA’s 2009-2015 Strategic Plan, and “Best Start” Communities

In June 2009, the First 5 LA Board of Commissioners adopted its 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, that develop a child.

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’ abilities to create and sustain safe and nurturing places for children to grow and thrive.

In the Plan, the Commission established four specific benefits that it seeks for young children. These benefits 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 one of these areas.

Focusing on the four goals, First 5 LA’s place based efforts will be implemented in the following targeted communities:

1. Central Long Beach
2. Central Los Angeles/ 110-10 Freeway Corridor
3. Compton, East Compton
4. East Los Angeles (includes City Terrace, Commerce and parts of Monterey Park)
5. El Monte, South El Monte
6. Lancaster
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

The Commission’s funding will include direct services in the Best Start communities as well as investing in community capacity building and family strengthening.

For more information about the community selection process, visit the First 5 LA website at www.first5la.org/articles/strategic-plan-community-selection-principles.

III. DESCRIPTION OF COMMUNITY PLANNING PROCESS

In order to maximize the potential for success, First 5 LA’s place-based efforts will be driven and informed by the communities themselves. The community members will determine and prioritize the changes they want to see in their communities, and First 5 LA will work with them over a period of years to achieve these changes. Through this process, the communities 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 community will select a community facilitator who will play a pivotal role in guiding the community through the planning process. This process is expected to take 8-12 months and will culminate with the submission of a written proposal of an implementation plan that community members will submit to First 5 LA for funding. The proposal will include a 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 governance structure and preparation for communities to engage in community-driven research. Although there will be adjustments for certain communities based on their readiness to engage, First 5 LA will initiate this process simultaneously in the target communities listed above.

Best Start Community Partnership Facilitator Pool

First 5 LA seeks to identify a pool of qualified community facilitators to potentially serve targeted communities through this Best Start Community Partnership Facilitator Request
for Qualifications (RFQ) process. The communities may either select a facilitator from the pool developed through this RFQ process or they may select an alternative to those in the pool. Therefore, if you are selected to join First 5 LA’s pool of community facilitators, it does not guarantee selection as a community facilitator. Please note that facilitators not included in this pool, but selected by the community must also meet the minimum criteria set forth in this RFQ and participate in the screening process by First 5 LA.

**Roles of the Community Partnership Facilitator**
The Community Partnership Facilitator or Facilitator Team will coordinate all of the necessary elements to support the community in developing its community proposal. Community facilitators should be able to manage the dynamics of diverse, multi-ethnic collaboratives, provide assistance in recruiting and retaining non-traditional partners in the collaborative, ensure a participatory process, and guide the development of a community-specific proposal designed to impact First 5 LA’s four long-term goals for young children. Community facilitators must value, empower and engage diverse stakeholders, acting with sensitivity to the unique geographic, cultural, ethnic, linguistic and economic diversity of the targeted community to ensure that all stakeholders have the opportunity to fully participate throughout the planning process. Additionally, the community facilitator may participate in writing the community proposal. **Due to the various roles required of the community facilitator, applicants may apply as a team.**

The community facilitators are expected to fully partner and interact with First 5 LA staff and community stakeholders throughout the planning process, and must therefore be accessible and available to First 5 LA and community members. The community facilitator or facilitator team will report to the Supervising Facilitator and must participate in training conducted by First 5 LA.

**IV. SUMMARY OF QUALIFICATIONS**

Applicants responding to this RFQ must demonstrate the qualifications, experience, competency and abilities required to successfully facilitate large and diverse collaboratives. Applications will be considered from individuals and/or groups with a physical presence in Los Angeles County and the capacity to work throughout Los Angeles County. As a reminder, if you are eligible to join First 5 LA’s pool of community facilitators, it does not guarantee selection as a community facilitator for a particular community.

First 5 LA will consider the following qualifications as it reviews applications:

**Knowledge, Skills and Expertise:**
- Strong group facilitation skills
- Knowledge of the dynamics of multi-ethnic communities
- Knowledge of organizations in the field of early childcare, education, child development and family support needs and resources
- Flexibility and ability to work collaboratively with First 5 LA, community organizations, residents, partners and stakeholders
Best Start Community Partnership Facilitator Pool RFQ

- Strong written and oral communication skills
- Strong team building skills
- Strong conflict resolution skills
- Excellent time management and negotiation skills

Facilitating Experience and Approach:
- 10 years-experience and a proven record of success with community-based work, including facilitating meetings, collaboratives, and/or training for community projects
- Experience working with diverse community coalitions of service providers, community groups and community members
- Experience with community organizing
- Ability to build a sense of community
- Ability to transmit an appreciation for diversity and collaboration
- Ability to foster and support the accomplishment of task and achievement of planning benchmarks
- Ability to participate in and facilitate evaluation efforts throughout the process
- Ability to synthesize and disseminate information generated through the collaborative process

References and Completed Projects:
- Client recommendations, including at least one reference from a community-based project
- Client lists and consultation fee
- Descriptions of completed projects and consulting engagements

V. APPLICATION INSTRUCTIONS

Please submit your application materials and all required documents to First 5 LA no later than 5:00 p.m. on March 18, 2011. Applications received after this deadline will not be considered. Please note that if you have already applied for the Community Facilitator Pool RFQ as a lead agency, you may not submit another application.

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

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

Dr. Antonio J. Gallardo, Chief Program Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Facilitator Pool for Best Start Community Partnership RFQ
Required application materials include:

1. Appendix A: RFQ Checklist of Submission Materials

2. Cover Letter (maximum 1 page): addressed to Antonio Gillardo, Chief Program Officer, First 5 LA, including the following:
   - applicant’s name, address, telephone number, e-mail address
   - date
   - introduction of the applicant
   - statement that the letter is in response to the Best Start Community Partnership Facilitator Pool RFQ
   - Signature of the consultant or principal of the consulting business providing the completed application.

3. Résumé(s) or curriculum(-a) vitae for up to three principals of the consulting business, outlining relevant work and/or consulting history, education, publications, prior research projects, etc. Please provide no more than six pages per person.

4. Consulting Project Narratives (Appendix B) for three relevant completed or current consulting projects, maximum of one page for each project. Please include a description of the client agency; the purpose of the consulting engagement; the consultant’s role in the development, implementation and/or evaluation of the project, and a description of any deliverable or outcome of the consulting engagement. Applicants should also describe the qualifications and roles of the other primary individuals and/or organizations, if any, participating in consulting projects that may have involved collaboration.

5. Client References (Appendix C): Please complete the information, outlined in the instructions for Appendix C, for at least two and no more than four references. References must be from organizations and/or individuals for whom the applicant has provided similar services, and must be able to provide information regarding the consultant’s skills and performance regarding the provision of such services. At least one of the references must be from a community-based project.

VI. SELECTION PROCESS

First 5 LA staff will review each application to ensure that basic requirements are met, including: timely receipt, format as required, inclusion of all appropriate attachments, etc. Submissions missing any required documentation are subject to disqualification.

Applications will be reviewed by three external reviewers with relevant expertise using the Review Framework posted with the RFQ. Review frameworks are adhered to by all external reviewers to alleviate the potential for bias. External reviewers are required to sign a Conflict of Interest and Confidentiality Statement.

Reference checks will be completed, as necessary, to complement rankings resulting from the external review process. First 5 LA must be able to contact two references provided by
the applicant. If at least two references cannot be reached, First 5 LA may deem the applicant ineligible for this opportunity.

First 5 LA reserves the right, without prejudice, to reject any or all submitted qualifications. An appeals process is not available.

VII. TERMS OF PROJECT

Compensation

The selected community facilitator will be compensated based upon the project budget developed during the contracting period for an amount not to exceed $100,000. The consultant will be responsible for maintaining a method to capture and document time spent on project activities.

The contract period, 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.

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 with all of the provisions in the attached sample contract (see Sample Contract). In this section, the term “COMMISSION” refers to First 5 LA.

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 vitae, 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 or 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 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 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. LIMITATIONS

The following limitations apply to this RFQ submission process.

1. The Commission reserves the right to amend the Best Start Community Partnership Facilitator Pool as needed to best meet the needs of all parties. At the Commission’s discretion, parties may be revised or removed.

2. The Commission shall not be involved in nor liable for any negotiations, contracts, or performance of work secured by virtue of enlisting in the Best Start Community Partnership Facilitator Pool.

3. While consultants and consulting firms selected for inclusion in the Best Start Community Partnership Facilitator Pool will be evaluated through review of qualifications and direct communications with references, selection for inclusion shall not constitute an endorsement or any other approval by the Commission of any particular consultant or consulting firm. Said consultants or consulting firms may not use language indicating any endorsement or approval by First 5 LA or the Commission, other than stating the fact of being listed in the First 5 LA Best Start Community Partnership Facilitator Pool, in any summary, promotional or marketing materials or information.