FEDERAL ADVOCATE REQUEST FOR QUALIFICATIONS (RFQ)
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I. TIMELINE FOR SELECTION PROCESS¹

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>RFQ Released</td>
<td>January 25, 2011</td>
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<tr>
<td>Final date to submit questions and requests for additional information</td>
<td>February 9, 2011</td>
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<tr>
<td>Due Date for Qualifications::</td>
<td></td>
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<tr>
<td>• Online applications plus all forms</td>
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<tr>
<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>
<td>February 14, 2011</td>
</tr>
<tr>
<td>Review of Applicants</td>
<td>February 16-March 7</td>
</tr>
<tr>
<td>Interviews Qualified Applicants:</td>
<td>Week of March 14th</td>
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<tr>
<td>Qualified Applicant Notified:</td>
<td>Week of March 21st</td>
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<tr>
<td><strong>Contract Start Date ¹</strong></td>
<td>May 2, 2011</td>
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</tbody>
</table>

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 February 9, 2011. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

Questions and information requests can be submitted to:

Kate Sachnoff, Senior Policy Analyst  
First 5 LA  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012

Phone: 213.482.7577  
Fax: 213.482.5903  
E-mail: ksachnoff@first5la.org

First 5 LA reserves the right to modify or withdraw the attached solicitation document and stated schedule of events at any time.

¹ Note: While it is First 5 LA’s desire to execute the Contract for a May 2, 2011 start date, all dates are subject to change at First 5 LA’s sole discretion.
II. BACKGROUND

ABOUT FIRST 5 LA
In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked within each county in California to enhance the early growth experiences of children, enabling them to be more successful in school and ultimately to give them an equal opportunity to succeed in life. In Los Angeles County, First 5 LA (also known as the Proposition 10 Commission) was formed as a public entity to develop and oversee various early childhood initiatives and to administer and manage its share of the funding from Proposition 10. Since 1998, First 5 LA has invested over $871 million to champion health, education, and safety causes concerning children prenatal through 5 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.

**First 5 LA’s Public Policy Agenda**

To achieve large scale and lasting change in the lives of children, families and communities, First 5 LA will proactively seek public policy change. First 5 LA will use its unique role as an advocacy organization to build support for public policies that benefit children prenatal through age 5 and their families throughout Los Angeles County. Public policy is one of the strategies highlighted in First 5 LA’s strategic plan’s countywide approach and operates in close tandem with other countywide strategies including: systems integration, data systems integration, workforce development and public education. Public policy change can play a critical role in sustaining improvements in outcomes for families and communities over time. Below are First 5 LA’s ten policy goals:

- Promote Comprehensive, Affordable Health Insurance for All
- Increase Access to Healthy Food Options and Physical Activity
- Promote Reductions in Drug, Alcohol and Tobacco Use by Parents/Caregivers
- Expand Access to and Improve Quality of Early Care and Education Programs
- Expand Voluntary Home Visiting
- Support Integration and Sharing of Data
- Strengthen the Prenatal to 5 Workforce
- Increase Supports for Breast Feeding
- Expand Early Identification and Intervention
- Promote Family Strengthening Principles and Prevention Practices in the Child Welfare System

For a complete copy of First 5 LA’s 2010-2015 Public Policy Agenda click here.
FIRST 5 LA's FEDERAL ADVOCATE

The Commission seeks to appoint a highly qualified representative/firm as a federal advocate for First 5 LA in Washington, D.C. The successful applicant shall meet or exceed the qualifications stated herein and, in general, should be readily accessible to authorized representatives of First 5 LA, exceptionally experienced in the areas of maternal and child health, early care and education and early childhood development services. Applicant should be scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering effective policy advocacy counsel and services. The ideal applicant(s) should have extensive experience (at least five [5] years) of providing such support to public and/or non-profit entities, preferably in Los Angeles County, California, or another major U.S. metropolis.

III. SCOPE OF SERVICES

Basic services, for this RFQ, shall include services generally within the field of public policy advocacy and administrative advocacy including but not limited to the following:

- Educate the Congressional delegation representing Los Angeles County and appropriate agency officials about the work of First 5 LA and the needs of prenatal to 5 year olds in Los Angeles County.
- Identify and build relationships with key Congressional staff, elected officials and agency officials.
- Advise First 5 LA staff regarding federal advocacy opportunities, actions, strategies, and tactics, including advocacy partnerships.
- Monitor current, new, and pending federal legislation, and regulations as applicable to the First 5 LA Public Policy Agenda, and inform First 5 LA staff via weekly updates.
- Analyze and summarize progress on key federal budget line items related to First 5 LA’s Public Policy Agenda.
- Review of First 5 LA position papers, fact sheets and other collateral material for use with policymakers to comment on effectiveness of presentation. Distribute such materials.
- Report on progress and opportunities at up to three First 5 LA Commission board meetings per year (held on the second Thursday of the month, generally excepting December and August) and via webinars or at conferences (up to four per year) as requested.
- Organize and lead federal delegation visits and educational opportunities with Administrative agencies for First 5 LA staff and/or Commissioners in Washington D.C. up to three times per year.
- Represent First 5 LA on national, D.C.-based coalitions and collaborations of advocates.
- Analyze new and existing regulations associated with federal programs to identify leveraging opportunities and how to access them, as requested by First 5 LA.
Identify federal grants under development which may provide leveraging opportunities for agencies in Los Angeles County to provide services in First 5 LA’s goal areas to the prenatal to 5 year old populations.

Analyze and summarize progress on key federal RFP’s and NOFA’s related to First 5 LA’s public program interests.

Track and report on progress of federal program implementation, as requested.

IV. ELIGIBILITY

Applications will be considered from individuals, not-for-profit or for-profit agencies, and/or public or private organizations. Applicants should have a physical presence in Washington D.C. and have familiarity with conducting similar services with public and/or non-profit entities.

The Applicant agrees that they or their employees do not currently have, nor will they have, any conflict of interest between themselves, the agencies, or the Commission. Any perceived or potential conflict of interest shall be disclosed in the proposal. Selected applicants will be invited for an interview with Commission members and senior staff.

Applicant shall disclose any potential conflicts of policy interest with other clients, and the nature thereof, in the proposal.

V. SUMMARY OF DESIRED QUALIFICATIONS

Minimum Qualifications

Registered Lobbyist

The applicant should be registered as a lobbyist with the Clerk of the U.S. House of Representatives and the Secretary of the U.S. Senate and be up to date in the filing of required quarterly reports with the Clerk of the U.S. House and Secretary of the U.S. Senate.

Experience

Applicant should have direct experience as an advocate for a governmental or non-profit entity with at least five (5) years of experience representing such agencies. Additionally, experience as staff in a legislative office or federal agency is preferred. The applicant also must have substantial experience in the areas of maternal and child health, early care and education and early childhood development. Identify all clients with related or potentially conflicting policy agendas who are currently represented.

Accessibility

The applicant must commit to returning all calls from authorized First 5 LA and/or other designated officials either himself/herself or through a qualified back up within 48 hours of the call, and be available for weekly update calls.
Billing
The applicant must commit to providing statements for services rendered on a monthly basis. Billing will be based on hourly work. Expense items must also be itemized.

VI. TERMS OF PROJECT

Available Funding
The selected Contractor(s) will be compensated up to $150/hour (composite rate) available on a monthly billing schedule. The selected Contractor(s) is responsible for supplying all business equipment needed to implement the tasks above (e.g., computer, printer, fax, internet access, etc.). The Contractor will be responsible for maintaining a monthly log to capture time spent on activities.

Fees and Expenses
At the June 10, 2010 Commission meeting, the Commission approved the Countywide Budget which included funding for Policy Department activities for fiscal year 2010-2011. Among the approved activities are “issue education” and “advocacy.” Allowable expenses for the federal advocate shall not exceed $100,000 per year.

Final length of contract and available funding will be determined by the contract execution date. Yearly contracts with First 5 LA will coincide with First 5 LA’s fiscal year, which ends on June 30th. Annual expenditures will be negotiated during the finalization of the contract’s Scope of Work and Budget. Funds will be granted through monthly invoices based on billable hours and actual expenses.

Contract Period

The Year 1 contract period will be approximately fourteen (14) months, renewable annually. This is contingent upon approval by the Commission of the Fiscal Year 2011-2012 annual budget and successful contract negotiations. Each subsequent Contract (including Scope of Work, Budget and Budget Narrative), if awarded, will be renewed on an annual basis covering the periods of July 1st to June 30th.

The Commission anticipates entering into a contract of approximately fourteen (14) months duration with the selected applicant(s) with an intended start date of May 2, 2011, to continue through June 30, 2012. Once the annual budget is approved, this contract may be extended for up to four one-year periods, which will be completed through an annual contract amendment process, through June 30, 2015 with the total annual cost not to exceed $100,000 contingent upon the availability of COMMISSION funding, satisfactory work performance based on activities outlined in Exhibit A, timely submission of progress reports, and continual compliance with contract provisions.

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 selected Contractor shall not be authorized to deliver or commence performance of services as described in the application until the final execution of the contract and written approval has been obtained from First 5 LA. Any performance of services commenced prior to the selected Contractor obtaining such approval by First 5 LA shall be considered voluntary.

**Contractual Obligation**
The selected Contractor will be required to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract. (See Sample Contract) Please note, applicant must be willing to accept all terms outlined in the contract.

**VII. FORMAT FOR QUALIFICATIONS**

In order to respond to this RFQ, please complete and submit your proposal and all required documents to First 5 LA no later than **5:00 PM on February 14, 2011**. Applications received after this deadline will not be considered.

**Required Documents to Respond to the RFQ:**

The list of qualifications, including all required attachments, must be submitted online at [www.first5la.org/FundingCenter](http://www.first5la.org/FundingCenter). In addition to the electronic version of the Signature Authorization and Agency Litigation Forms, please mail an original copy to:

_Evelyn V. Martinez, Chief Executive Officer_
First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012

Attention: Federal Advocate RFQ

Cover Letter: Introducing the applicant(s) and clearly showing the applicant’s name, address, telephone number, e-mail address, the date, and stating that the letter is in response to an RFQ for the Federal Advocate, number of years of providing such services, experience with public and non-profit entities, as well as unique experience with issues associated with maternal and child health, early care and education and early childhood development.
1. Narrative: A 5 to 8 page proposal outlining the Contractor’s plan for the support outlined above, as well as the Contractor’s demonstrated ability, based on qualifications and experience describing the minimum qualification listed above.
   a) Please identify by name (address and phone number if different than above) the proposed Advocate and each proposed back-up Advocate.
   b) Do each of the staff identified above meet the minimum experience requirements of the RFQ? If other than “yes”, please explain.
   c) Please describe each identified staff member’s experience in working with public and non-profit entities, as well as unique experience with issues associated with the maternal and child health, early care and education and early childhood development.
   d) Please identify any areas where you restrict your practice.
   e) Please describe how you propose to satisfy the Accessibility requirements of the RFQ?
   f) Please describe how you propose to satisfy the Back-up requirements of the RFQ?
   g) Will you meet or exceed the Billing requirements of the RFQ?

2. Proposed Budget: (Total budget for this project is not to exceed ($100,000) to be attached to but not part of the 5-8 page limit)
   a) Please list the name and hourly rate for proposed advocate intended or likely to serve as back-up (research, travel time, and meetings). Attach the Key Staff and Subcontractor(s) Rates Table, Appendix A
   b) Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for food, entertainment, event entry and the like):
   c) Do you intend to propose an alternative fee arrangement? Yes___ No____
      If “yes”, please attach additional sheet(s) fully describing and explaining your proposal

3. Résumé(s) or Curriculum Vitae(s): Please attach resumes or curriculum vitae for each staff person identified.

4. References (minimum of two, maximum of five): Written statements from each reference may be included. First 5 LA must be able to contact at least two (2) of the references provided by the applicant. If two (2) references cannot be reached within a timely manner (no more than three attempts, no longer than one week), First 5 LA may deem the applicant ineligible for this opportunity.

Additional Required Attachments:

5. Signature Authorization Form Appendix B (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.
6. Agency Involvement in Litigation and/or Contract Compliance Difficulties (Appendix C): 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.

7. Business License

8. W-9

9. Board Resolution, if applicable, Appendix D

10. Certificates of Insurance (see request for insurance document for limits) Appendix E

11. Bylaws (if applicable)

12. Articles of Incorporation (if applicable)

The applicant agrees that they or their employees do not currently have, nor will they have, any conflict of interest between themselves, the agencies, or the Commission. Any perceived or potential conflict of interest shall be disclosed in the proposal.
VIII. SELECTION PROCESS AND REVIEW CRITERIA

Selection Process

- The Commission will award a contract to an applicant(s) that has the expertise and qualifications outlined in the RFQ.
- The Commission 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 disqualifications.
- Applications will be reviewed by three external reviewers with relevant expertise by using the Qualification Review Tool posted with the RFQ. 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.
- 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.
- Reference checks will be completed as necessary to complement rankings resulting from the external review process. First 5 LA must be able to contact at least two of the references provided by the applicant. If two references cannot be reached, First 5 LA may deem this applicant ineligible for this opportunity.

The Commission and Commission staff reserve the right without prejudice to reject any or all submitted qualifications. An appeal process is not available.

Selection 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 Contractor’s past experience in performing comparable work;
- Firm’s availability;
- The Contractor’s knowledge and understanding of the issues facing young children and families in LA County (especially specific to the policy priorities);
- Thoroughness, viability, and quality of the Contractor’s proposal;
- Cost-effectiveness of the Contractor’s proposal;
- Responses from references.

The Commission 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.
IX. CONTRACTUAL CONSIDERATIONS

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

C. Contract Information

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

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

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

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

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

6. The award of a contract by the COMMISSION to an individual/agency/organization that proposes to use 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.
X. APPLICATION CHECKLIST

Applicants should refer to Section VII (Format for Qualifications) for complete information about required application content and submission guidelines. An electronic copy must be submitted to First 5 LA by the deadline outlined in Section I. Failure to submit any required items will result in disqualification.

☐ Cover Letter
☐ Narrative: (maximum 8 pages)
☐ Proposed Budget (Total budget for this project is not to exceed $100,000)
☐ Key Staff and Subcontractor(s) Rates Table, Appendix A
☐ Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
☐ References (minimum of three, maximum of five. 5 pages maximum)
☐ Signature Authorization Form, Appendix B (1 original, signed in blue ink)
☐ Agency Involvement in Litigation and/or Contract Compliance Difficulties, Appendix C (1 original, signed in blue ink)
☐ Business License
☐ W-9
☐ Board Resolution, if applicable, Appendix D
☐ Certificates of Insurance, Appendix E
☐ Bylaws (if applicable)
☐ Articles of Incorporation (if applicable)

Applications must be submitted online at www.first5la.org/funding center

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

Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Federal Advocate RFQ