First 5 LA
BEST START COMMUNITIES
Vendor Pool-
Request for Vendors (RFV)
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I. TIMELINE

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Vendor (RFV) Released</td>
<td>November 16, 2010</td>
</tr>
<tr>
<td>Application Due:</td>
<td></td>
</tr>
<tr>
<td>- One (1) signed original and one (1) copy of First 5 LA’s “Signature Authorization” and “Agency Involvement on Litigation and/or Contract Compliance Difficulties” forms sent or delivered to First 5 LA</td>
<td>November 30, 2010 by 5:00 p.m. PST NO EXCEPTIONS</td>
</tr>
<tr>
<td>External Review of Application</td>
<td>December 9, 2010-December 16, 2010</td>
</tr>
<tr>
<td>Notifications of vendor acceptance into the Best Start Community vendor pool</td>
<td>December 21, 2010¹</td>
</tr>
<tr>
<td>Vendor Agreement Intended Start date</td>
<td>December 28, 2010</td>
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</tbody>
</table>

All questions and requests for additional information regarding this RFV must be received in writing by First 5 LA via mail, fax, or email before 5 p.m. on November 30, 2010. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

Marsha Ellis, Assistant Director for Best Start Communities
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: BSC – RFV

Phone: 213.482.7547
Fax: 213.482.5903
E-mail: mellis@first5la.org

¹ Note: While it is First 5 LA’s desire to send out notification of vendor acceptance into the vendor pool by December 21, 2010, all dates are subject to change at First 5 LA’s sole discretion.
II. BACKGROUND

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked within each county in California to enhance the early growth experiences of children, enabling them to be more successful in school and ultimately to give them an equal opportunity to succeed in life. In Los Angeles County, First 5 LA (also known as the Proposition 10 Commission) was formed as a public entity to develop and oversee various early childhood initiatives and to administer and manage its share of the funding from Proposition 10. Since 1998, First 5 LA has invested over $871 million to champion health, education, and safety causes concerning children prenatal through five and their families. Additional information regarding First 5 LA may be found at http://www.first5la.org.

First 5 LA Fiscal Year 2009–2015 Strategic Plan

In June 2009, the First 5 LA Board of Commissioners adopted its FY 2009–2015 Strategic Plan entitled Strengthening Families and Communities in L.A. County. This Plan incorporates lessons learned from the first 10 years of First 5 LA’s grantmaking and research, which reveal not only the importance of supportive and informed parents and caregivers to a young child’s quality of life, but also the role of safe and supportive neighborhoods, or places, to that child’s development.

As a result, this new plan represents a major shift in First 5 LA’s grantmaking from an initiative-based to a place-based approach. This new approach will allow First 5 LA to focus on strengthening families while fostering the communities’ ability to create and sustain safe and nurturing places for children to grow and thrive.

In the Plan, the Commission established four specific outcomes that it seeks for young children in L.A. County. These outcomes are defined in the Plan as four long-term goals of ensuring that children:

- Are born healthy
- Maintain a healthy weight
- Are safe from abuse and neglect
- Are ready for Kindergarten

All of First 5 LA’s investments will be focused on changing outcomes in these areas.

First 5 LA’s place-based efforts, to be known as Best Start, will be implemented in the following target communities:

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

First 5 LA has selected three types of implementation strategies to accomplish these goals:

1. **Family Strengthening**: Within each of the target communities, these direct services will impact children’s most essential influence — their family. Home visitation will be a central component of this strategy, along with other types of activities designed to assist caregivers in supporting a child’s development.

2. **Community Capacity Building**: Within the target communities, these strategies will focus on building capacity in the areas of community engagement, community leadership, community infrastructure, and community investment. They will be implemented through a collaborative process designed to strengthen and leverage existing local assets and family resources.

3. **Countywide Strategies**: Through policy, public education and systems change, these strategies are designed to create strong, coordinated and responsive systems that support and assist families with young children within the target communities and across L.A. County.

**Development of a Community Partnership**

In order to maximize the potential for success, First 5 LA’s place-based efforts will be driven and informed by the communities themselves. Community members will determine how best to achieve the four long-term goals for young children and First 5 LA will work with them over a period of years to achieve these changes. Through this process, the communities will develop the capacity to continue making desired changes on their own well into the future.

This will require an initial and intensive community planning process. Each target community will select a fiscal agent and a community facilitator who will play a pivotal role in guiding the community through the planning process. This process will culminate with the community partnership submitting to First 5 LA a written proposal for a multi-year implementation plan. The proposal will include a detailed plan of action including scopes of work and budgets.

The planning process will include: regular collaborative meetings, community assessment, ongoing capacity building and training on effective collaboration, finalizing community boundaries, development of a community decision-making process and preparation for communities to engage in community-driven research. Although there will be adjustments for certain communities based on their readiness, First 5 LA will engage simultaneously in all of the target communities listed above.

Through this Request For Vendors (RFV), First 5 LA seeks to develop a pool of pre-approved vendors that are eligible to provide services in a number of areas including: catering, child care, event planning, facilities, interpretation, and transportation. A potential vendor may apply for each area for which they are qualified. Being selected as an approved vendor does not guarantee a contract or work with First 5 LA.
III. ELIGIBILITY

Eligible applicants must have the qualifications, experience, competency, and ability to successfully carry out the services outlined above. Applications will be considered from individuals, non-profit or for-profit agencies, and/or public or private organizations. Applicants should have a presence and experience in the communities they desire to serve, and the capacity to work throughout Los Angeles County.

Applications will be scored by a panel of external reviewers. Applicants that receive the highest scores from the external reviewers will be invited to participate in the vendor pool. Applicants must have qualifications, competency, experience, business integrity and capacity to successfully execute the needs of First 5 LA.

CATERING

First 5 LA is seeking to partner with local caterers and restaurants to supply food and beverages for various community meetings that will be held in the target communities listed above through December 2011. Selected vendors must be able to perform the following tasks:

- Transport food and supplies to and from the event
- Set-up and break down all food and equipment
- Provide supplies, such as paper goods, plastic ware, serving utilities, and warming trays
- Provide adequate staffing to service food during the event

It is preferred that catering vendors also have these qualifications:

- Provide tables, chairs and table clothes, as needed

An example of items for meetings would include, but are not limited to, the following:

Morning Meetings
- Fruit
- Pastries
- Bagels and Cream Cheese, or Jams
- Juices
- Coffee
- Tea
- Bottled Water

Afternoon or Evening Meetings
- Salads
- Sandwiches
- Pasta
- Vegetables
- Fruit
- Cookies
- Chips
Soft Drinks
Coffee
Tea
Bottled Water

Eligible applicants must provide:
- Business license
- Food Handlers’ Certificate
- Evidence of Insurance: Commercial General Liability Insurance, Automobile Insurance

**CHILD CARE**

First 5 LA is seeking to partner with childcare providers to serve as a child care vendor. Child care vendor applications will be accepted from agencies only. Individuals are not eligible to serve as a child care vendor. Children served may range in age from infants to preteens. In order to be eligible to serve as a child care vendor, child care providers must meet the following minimum requirements through December 2011:

**Insurance Requirements**

**General Liability:** Provider must have a minimum of $1,000,000 per occurrence and $2,000,000 aggregate. Provider must provide evidence of General Liability coverage prior to entering into a vendor agreement with First 5 LA. Once accepted as a vendor, Provider must name “Los Angeles County Children and Families First – Proposition 10 Commission” (or if abbreviated, “LA Cty Prop 10 Commn.”) as an additional insured on its General Liability Certificate. A certificate of insurance evidencing such coverage must be maintained at Provider’s site and submitted to First 5 LA prior to rendering services.

**Worker’s Compensation:** Provider must have at least $2,000,000 workers’ compensation insurance as mandated by California statutory.

**Child Care License**
Provider must provide evidence that they have a valid child care license.

**Minimum Child to Provider Ratio**
Provider must provide a sample of child: adult ratios that will be used for child care services. *A minimum of 2 staff will be required for each group of children or separate classroom.*

**Background Clearance**
**Criminal Background Check:** Staff involved in providing child care services must have documentation of a completed and satisfactory criminal background check on file with the Provider prior to rendering services.

**Health Clearance**
**TB Screening:** All staff providing direct child care services must have a negative TB screen within the past 12 months.
**CPR/First Aide Certification:** A minimum of one staff per room must have current certification in CPR/First Aide; preferably Infant and Child certification.

**Day of Registration:**
On the day of the event, parents will be required to sign a child care waiver in order for their child to participate in services. See attached “GENERAL RELEASE, WAIVER AND HOLD HARMLESS, FOR TEMPORARY CHILD CARE SERVICES” Document.

**Recommended Payment:**
Selected childcare vendors will be paid at a rate of $125.00 per hour per childcare provider for a minimum of 3 hours. A rate of $75.00 per hour per childcare provider will apply for each hour beyond the minimum 3 hours. A minimum of two providers are required at each event.

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**EVENT PLANNING**

First 5 LA is seeking to partner with event planners to provide coordination of community meetings. First 5 LA requests vendors from experienced individuals, organizations or teams who will act as the event planner to organize and manage Best Start orientations and other meetings through December 2011. Participants in these meetings will include non-profit leaders, service providers, faith-based leaders, parents, educators, business leaders, government leaders and others who have a stake in the community. Meetings and orientations will be held in the 14 Best Start communities and will range in attendance from 50 to 200 participants. Logistics for the meetings include, but are not limited to, coordinating catering, interpretation, childcare, venue, transportation and day-of-event setup.

The individual or team acting as the event planner will play the key organizational and supervisory role for the meetings and orientations. S/he will be responsible for ensuring that all the key people and events come together in a smooth and effective way. The event planner will work with the Best Start Communities Department and will hire and direct other contractors and vendors.

First 5 LA will contract with event planning vendors that meet the minimum qualifications:

- Community event coordination experience
- Attention to detail
- Excellent communication and people skills
- Strong organizational skills
- Budget management expertise
- Good correspondence skills
- Culturally sensitive and inclusive
- Computer literacy

Eligible applicants must provide:

- Business license
- Professional Liability insurance
Commercial General Liability insurance (or homeowner’s insurance, if applicable)

**FACILITIES/VENUES**

First 5 LA is seeking to enter into a vendor agreement with facilities/venues to host meetings through December 2011. First 5 LA will enter into a vendor agreement with facilities located in the 14 targeted communities that meet the minimum qualifications:

- Accessible and known to the community
- Experience hosting community events
- Can accommodate 50 to 200 persons
- Parking with ample lighting for evening meetings
- Insurance
- Staff available to serve as point of contact for day of event

It is preferred that facilities also have these qualifications:

- Has adjacent facilities or rooms that can serve as childcare
- Near major transportation such as bus lines, trains, etc.,
- Security for night events
- Audio visual equipment (including projector, screen and microphone) or, at a minimum, be accessible for audio/visual hookup

**INTERPRETATION SERVICES**

First 5 LA is seeking to partner with vendors that are able to provide simultaneous and consecutive interpretation of multiple languages. Interpreters must be bilingual and competent to translate between any two languages listed below. Interpretation vendors are being sought for the following languages:

- American Sign Language
- Chinese – Mandarin and Cantonese
- Khmer
- Korean
- Spanish
- Tagalog
- Vietnamese

Eligible applicants for interpretation services must be able to provide at least one of the following:

- Experienced and qualified interpreters in the languages above
- Technician to provide onsite support
- Isolation booths
- Receiver or headsets
Eligible applicants must provide:

- Business license
- Commercial General Liability insurance

It is preferred that eligible applicants provide:

- Professional liability insurance

Selected vendors are required to transport the equipment to the venue and set up and break down equipment.

**TRANSPORTATION**

First 5 LA is seeking to partner with eligible transportation vendors to transport individuals to and from various meetings. Eligible transportation vendors include taxi and bus companies and non-profit agencies that provide transportation services. Applicants should be familiar with the areas for which they are applying.

Eligible applicants must provide:

- Business license
- Commercial General Liability insurance
- Automobile Insurance
- Proper Class License (i.e., Class B for van and bus drivers)

**IV. TERMS OF SERVICE**

**Contract Period**

In June 2010, the First 5 LA Board of Commission approved an overall place-based allocation budget for fiscal year 2010-2011 of $13,545,000 ($1,428,000 for the regional information meetings, community discussions, and orientations). The total amount of funding available for the vendor pool will not exceed $1,428,000 for a contract period of approximately twelve (12) months, contingent upon First 5 LA approval and submission of documents by the selected vendors. (Final length of contract and available funding will be determined by the contract execution date.) First 5 LA has the right to issue one contract for the full amount, or several contracts for any given amount based on the deliverables and at the sole discretion of the Commission.

The vendor pool will be updated annually in the month of April. At that point, vendors in the pool will be offered the opportunity to renew their contracts for the following fiscal year up to an additional one year at the sole discretion of the Commission. Additionally, an RFV will be posted for additional applicants to the pool.

A contract will not be issued with any member of the pool until work has been solicited. Membership in the pool is not a guarantee of a contract with First 5 LA, and vendors in the pool may exit at any time.
**Contractual Obligation**

All Best Start Communities vendors are required by law to adhere to all contractual obligations as outlined in this document, including the First 5 LA vendor agreement. (See Sample Vendor Agreement, Appendix F).

**Available Amount**

Selected vendors may be required to submit additional documentation at the time of the solicitation in order to complete the contracting process. If the contracting process takes more than ten business days, First 5 LA reserves the right to select another vendor from the pool. A vendor agreement will not be issued with any member of the pool until work has been solicited.

Payment for each vendor will be determined by the services provided. Payment terms will be as follows: 33% of total cost to be paid in advance of service being rendered, 33% of total cost to be paid on the day services are rendered, and final payment within 10 business days of services being rendered.

Payment will be granted based on invoices submitted for services rendered and actual expenses.

**V. APPLICATION PROCESS**

In order to respond to this RFV, applicants are required to submit the following materials to First 5 LA no later than 5:00 p.m. on November 30, 2010. Applications received after this deadline will not be considered.

The following materials are required for application:

A. RFV Package Checklist (Appendix A):
   Please Note: The applicant’s checklist must be signed by a person authorized to bind the applicant to the terms of the application.

B. RFQ Application: Completed Online via online application. References are requested in the application. Each reference should include name, company, and phone number. 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.

C. Proposed Fee/Rate Schedule or Catering Menu:
   Please include a description of services to be provided as well as a proposed fee/rate schedule or catering menu.

D. Language Descriptions
   Interpretation services vendors that are applying to provide interpreters must include information on the services they provide for each of the requested languages.
E. Sample Promotional materials, if available
Please provide a copy of any printed materials your organization uses for promotional purposes.

F. 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. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification. Applicants must submit one original form signed in blue ink.

G. Signature Authorization Form (Appendix D):
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.

H. Copy of business license or IRS Determination Letter for Non-Profits

I. Applicant should include a completed W-9

J. Evidence of Insurances

K. Child Care License (if applicable)

L. “General Release, Waiver and Hold Harmless, For Temporary Child Care Services” Document (If applicable, submit a sample of your waiver)

M. Articles of Incorporation (if applicable)

N. By-laws (if applicable)
Required in order to verify signature authority to submit application and to enter into legal agreement. If signature authority is not identified in By-laws, a Board Resolution or Partnership Agreement or Business License should be provided, as applicable, that indicates signature authority.

VI. SUBMISSION REQUIREMENTS

All applications must be submitted online.

Applicants are required to submit their qualifications online at http://www.first5la.org/Best+Start+Communities+Request+for+Vendors+RFQ as well as submit one (1) original and signed copy of the application checklist, the First 5 LA’s “Signature Authorization,” and the “Agency Involvement in Litigation and/or Contract Compliance Difficulties,” forms. In addition, each applicant must deliver four (4) hard copies of their samples.

Written submissions must meet the following criteria:
☐ All forms that require signatures must be signed in blue ink. Signature stamps are not acceptable.

☐ All supporting materials must include the name of the applicant.

Please deliver original and signed materials and samples to:

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

Attention: Best Start Communities-RFV

Applicants must complete online application and deliver all materials to First 5 LA no later than November 30, 2010 at 5:00 p.m.

VII. REVIEW CRITERIA AND SELECTION PROCESS

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

Selection Process

1. First 5 LA staff will evaluate all applications for completeness and minimum qualifications. Basic requirements include: timely receipt of application, inclusion of all appropriate attachments, etc. Applications with omissions of any required documentation are subject to disqualification. Applicants may use the Application Checklist (Appendix A) as an aid in preparing the application. Please note that the Application Checklist is merely an aid.

2. After initial review, applicant’s qualifications will be evaluated and scored by a panel of external reviewers. As part of this review process, the panel may contact an applicant’s references.

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

4. Some or all of the applicants who have submitted complete and responsive applications may be interviewed. If applicants are interviewed, the 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.

5. Qualified vendors that pass the review and agree to First 5 LA’s contract terms will be accepted into the vendor pool. The following are the selection criteria that will be used to evaluate applicants to the First 5 LA consultant pool:

Review Criteria

First 5 LA will accept into the vendor pool those vendors that have the expertise and qualifications outlined in the RFV. Applicants will initially be evaluated by a panel of external reviewers. Following this evaluation, First 5 LA staff may conduct interviews (either in person or on the phone) with the applicants recommended by the reviewers. Vendor(s) selections will be based on, but not limited to, evaluation of the following factors:

- Quality and range of samples
- Breadth and experience as a vendor
- Quotes submitted
- References from clients
- Interview answers (if applicable)

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

VIII. TERMS OF PARTICIPATION & CONTRACTUAL CONSIDERATIONS

1) Terms of Participation

1. **Acceptance into the vendor pool is not a guarantee of work.** For those vendors who are accepted into the vendor pool, work will be solicited based on First 5 LA needs. Best Start staff will select vendors from the pool based on qualifications and availability, and other criteria as specified at the time of the solicitation. The selected vendors and Best Start staff will negotiate a scope of work and final budget during the contracting process.

2. The term of membership in this pool, and the term of any contracts issued to members of this pool, is **12 months**. The vendor pool will be reassessed every year in the month of April from the time of contract enactment. During reassessment, vendors in the pool will be offered the opportunity to renew their contracts for the following fiscal year for an additional one year at the sole discretion of the Commission. Additionally, an RFV will be posted for additional applicants to the pool.

3. Vendors will not be bound to remain in the pool, and vendors may exit at any time by mailing a signed, original letter to First 5 LA. Accepted vendors are not bound to accept work solicited by First 5 LA. However, vendors in the pool will be required to abide by the contractual considerations outlined in the First 5 LA vendor agreement boilerplate language (see Appendix F).
4. The Commission may, at its sole discretion, reject any or all submissions in response to this RFV. An appeals process is not available, but declined applicants may reapply the following year.

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

6. All work solicited from the vendor, including promotional items, artwork, any data collected, or any analysis in the course of any project, in whatever form, shall be the sole property of the Commission.

2) Contractual Considerations

Specific contractual considerations, including but not limited to the following, apply to RFV submission process and project implementation and to any contracts that result from the submission and implementation of the project/proposal. The vendor will need to comply will all of the provisions in the attached sample vendor agreement (see Sample Vendor Agreement).

A. Conflict of Interest

The selected vendor will be required to comply with the COMMISSION’s Conflict of Interest provisions, as outlined in the vendor agreement, and as applicable under California Law. Vendor acknowledges that he/she/it is acting as public official pursuant to the Vendor 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. Vendor shall maintain the confidentiality of any confidential information obtained from the COMMISSION during the vendor agreement and shall not use such information for personal or commercial gain outside the vendor agreement. By agreeing to the vendor agreement and accepting financial compensation for services rendered hereunder, vendor 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 vendor agreement and for one year thereafter, vendor will not knowingly solicit or accept employment and/or compensation from any COMMISSION collaborator or vendor 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 RFV. 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 RFV 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 RFV. The COMMISSION also reserves the right to cancel this RFV, 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 RFV. Any cover letters, résumés, and/or curriculum vita, including attached materials, submitted in response to this RFV 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 vendor agreement award, to amend the resulting vendor agreement, 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 vendor agreement 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 vendor will be required to sign the contract within seven (7) days of the intended start date of the vendor agreement, 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 seven day (7) 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 vendor agreement and contracting requirements are attached (See Sample Vendor Agreement). 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. LIST OF APPENDICES

- Appendix A: Application Checklist
- RFV Application (completed via online form)
- Proposed Fee Rate/Schedule
- Language Description
- Promotional Materials
Appendix C: Agency Involvement in Litigation and/or Contract Compliance Difficulties (pdf)
Appendix D: Contractor Signature Authorization Form (pdf)
Business License or IRS Determination Letter for Non-Profits
Appendix E: W-9
Appendix F: Sample Vendor Agreement (pdf)
“General Release, Waiver and Hold Harmless, For Temporary Child Care Services” Document (If applicable, submit a sample of your waiver)
Evidence of Insurance: Commercial General Liability Insurance, Automobile Insurance, Workers’ Compensation
Childcare License, if applicable

Please deliver original and signed materials and samples to:

Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Best Start Communities-RFV

All applications must be submitted online at http://www.first5la.org/Best+Start+Communities+Request+for+Vendors+RFQ.

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