LEGAL SERVICES
REQUEST FOR QUALIFICATIONS
(RFQ)
## TABLE OF CONTENTS

I. **TIMELINE FOR SELECTION PROCESS** ........................................................... 3

II. **BACKGROUND** .......................................................................................... 5

III. **SCOPE OF SERVICES** ............................................................................... 7

IV. **ELIGIBILITY** ............................................................................................. 8

V. **SUMMARY OF DESIRED QUALIFICATIONS** ........................................... 8

VI. **TERMS OF PROJECT** ............................................................................... 9

VII. **FORMAT FOR QUALIFICATIONS** .......................................................... 10

VIII. **SELECTION PROCESS AND REVIEW CRITERIA** ................................ 13

IX. **CONTRACTUAL CONSIDERATIONS** .................................................... 14

X. **APPLICATION CHECKLIST** ....................................................................... 17
### I. TIMELINE FOR SELECTION PROCESS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>RFQ Released</td>
<td>September 7, 2010</td>
</tr>
<tr>
<td>Final date to submit questions and requests for additional information</td>
<td>September 13, 2010</td>
</tr>
<tr>
<td><strong>Due Date for Qualifications:</strong></td>
<td><strong>September 20, 2010</strong></td>
</tr>
<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></td>
</tr>
<tr>
<td>Review of Applicants</td>
<td>Week of September 20-24</td>
</tr>
<tr>
<td>Interviews Qualified Applicants:</td>
<td>Week of September 27</td>
</tr>
<tr>
<td>Qualified Applicant Notified:</td>
<td>Week of September 27</td>
</tr>
<tr>
<td><strong>Contract Start Date</strong> &lt;sup&gt;1&lt;/sup&gt;</td>
<td>December 1, 2010</td>
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**RFQ EXTENDED – NEW DATES BELOW**

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<tr>
<th>ACTIVITY</th>
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<td>RFQ released</td>
<td>August 6, 2010</td>
</tr>
<tr>
<td>Due Date for Qualifications:</td>
<td><strong>October 8, 2010 by 5:00 p.m. PST</strong></td>
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<tr>
<td>Review of Applicants</td>
<td>Week Of October 11-15</td>
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<tr>
<td>Interviews Qualified Applicants:</td>
<td>Week Of October 18</td>
</tr>
<tr>
<td>Qualified Applicant Notified:</td>
<td><strong>Week of October 25</strong></td>
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</tbody>
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All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via mail, fax, or email before 5 p.m. on **September 13, 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.

<sup>1</sup> Note: While it is First 5 LA’s desire to execute the Contract for a **November 1, 2010** start date, all dates are subject to change at First 5 LA’s sole discretion.
Questions and information requests can be submitted to:

Yolanda Bosch, Esq., Chief Administrative Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012

Phone: 213. 482. 9393
Fax: 213.482.5903
E-mail: ybosch@first5la.org

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

**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.

**First 5 LA’s Legal Services**

The Commission seeks to appoint a highly qualified attorney/law firm as Legal Counsel. 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 First 5 county Commissions, public entities, conflict of interest laws as well as have unique experience with legal issues associated with the provision of health education and early childhood development services and scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment. The ideal applicant(s) should have extensive experience (at least fifteen [15] years) of providing legal advice to a public entity.

III. SCOPE OF SERVICES

Basic services, for this RFQ, shall include legal services generally within the field of municipal law and within the category of “general counsel”, including but not limited to the following:

° Act as the confidential legal advisor to the Board of Commissioners, and to Commission staff.
° Advise the Commission regarding the conduct of all Commission meetings, conflict of interest laws, compliance with AB 109/SB 35 and the initiative processes.
° Assist in the preparation and review of all general legal documents related to the conduct of the Commission’s business affairs.
° Upon request, attend Commission board meetings (held on the second Thursday of the month), special board meetings (called as needed), closed session meetings, and other meetings and conference calls as needed and/or requested.
° Review and provide direction on Commission agendas as needed.
° Perform legal research and prepare or assist in the preparation and review of legal documents for the Commission including, but not limited to: contracts, agreements, ordinances and resolutions, forms, compliance documents, audit requirements for the state commission, policies and procedures related to conflict of interest, AB 109/SB 35 compliance, notices, certificates, leases, property acquisitions, disposition documents, deeds and other related documents.
° Monitor current, new, and pending state and federal legislation, and case law as applicable to the Commission, and inform and provide direction to the Commission and Commission staff regarding compliance issues and/or impacts to the Commission.
° Perform research and interpret laws, court decisions and other legal authorities in order to render legal opinions, and to advise the Board and staff on legal matters pertaining to the Commission.
° Respond to inquiries from the Commission within 24 hours of the initial contact, and maintain reasonable availability to respond to events of an emergent nature that expose the Commission to serious potential legal liability.
° Represent the Commission in Administrative Hearings and court proceedings.
° Advise the Commission on all new laws and regulations with application to elected officials, changes to the Fair Political Practices Commission policies and procedures and Special Commission governance and operations.
° Represent Commission on issues involving all other public agencies.
° Coordinate the work of outside legal counsel as needed and as directed by the Commission and Commission staff.
° Represent the Commission in civil litigation and criminal law actions in which the Commission is a party, and/or work in collaboration with other attorneys or representatives of the Commission’s liability insurance carrier.
° Assist the Commission in legal aspects of federal and state grant processes.
° Provide training as requested to keep Commission Members and staff abreast of current developments in applicable law.

The Commission reserves the right on a specific case basis to use alternate counsel.

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 Los Angeles County and have familiarity with conducting similar legal services with public entities. Applicants must not represent the County of Los Angeles or any County Department and/or Special Commission.

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.

V. SUMMARY OF DESIRED QUALIFICATIONS

Minimum Qualifications

Bar Admissions
The applicant and all those who serve as back-up to the applicant (see below) must be a member in good standing of the State Bar Association.

Experience
Applicant should have direct experience as counsel to a First 5 County Commission or another governmental entity created by ballot measure. At least 15 years of experience representing public agencies. The applicant also must have substantial experience in the areas of public entities, conflict of interest laws as well as unique experience with legal issues associated with the provision of health education and early childhood development services. References for all municipalities currently represented or represented in the past ten years by the applicant must be furnished.

Accessibility
The applicant must commit to returning all calls from authorized officials either himself/herself or through a qualified back up within 24 hours of the call. The applicant must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response.

Legal Services RFQ
Back-up
The applicant must have within his or her firm or through an established “of counsel” relationship at least one other qualified attorney available to render advice and otherwise represent the interests of the Commission when the applicant is unavailable. In this context, “qualified attorney” shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the applicant.

Billing
The applicant must commit to providing statements for services rendered on a monthly basis. Each statement, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function. Expense items must also be itemized.

VI. TERMS OF PROJECT

Available Funding
The selected Contractor(s) will be compensated at an hourly rate commensurate with their experience and compensation history. 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 daily log to capture time spent on activities.

Fees and Expenses
At the June 10, 2010 Commission meeting, the Commission approved a budget for legal expenses for fiscal year 2010-2011 not to exceed $75,000. This budget includes fees and expenses for Legal Counsel and special counsel as necessary. The Commission strongly desires to stay within this budgeted amount. Other budgets may contain amounts to be expended on legal services.

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 services rendered and actual expenses.

The Commission reserves, at its sole discretion, the right to continue the contract with the selected Contractor and will extend and increase the budget to accommodate the completion of work.

Contract Period
The Year 1 contract period will be approximately nine (9) months (estimated contract period — December 1, 2010 to June 30, 2011), contingent upon successful contract negotiations. Each subsequent Contract (including Scope of Work, Budget and Budget

Legal Services RFQ

9 of 17
Narrative), if awarded, will be renewed on an annual basis covering the periods of July 1st to June 30th.

The Commission reserves, at its sole discretion, the right to continue the contract with the selected Contractor and will extend and increase the budget to accommodate the completion of work.

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 September 20, 2010- DEADLINE EXTENDED TO OCTOBER 8, 2010.** 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: Legal Services RFQ

1. 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 Legal Services RFQ, number of years of providing municipal or other local public sector law services emphasizing services to Special Commissions, experience with public entities, conflict of interest laws as well as unique experience with legal issues associated with the provision of health education and early childhood development services, experience with federal and state municipal laws; risk management; contracts, and litigation experience and signed by an individual authorized to bind the proposing entity.
2. Narrative: A 5 to 8 page proposal outlining the Contractor’s plan for the support outlined above, as well as how 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 Legal Counsel and each proposed back-up counsel
   b) Do each of the attorneys identified above meet the minimum bar admission requirements of the RFQ? If other than “yes”, please explain.
   c) If the Firm/partners, or any of the attorneys employed by the Firm, have ever been successfully sued for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information on the nature of the incident, the dates of which the matter began and was concluded, and the outcome.
   d) Please describe each identified attorney’s experience in working with public entities, conflict of interest laws as well as unique experience with legal issues associated with the provision of health education and early childhood development services.
   e) Please identify any areas of the law where you restrict your practice, or are not certified.
   f) Please describe how you propose to satisfy the Accessibility requirements of the RFQ?
   g) Please describe how you propose to satisfy the Back-up requirements of the RFQ?
   h) Will you meet or exceed the Billing requirements of the RFQ?
   i) Please state the amount of malpractice insurance you currently have.

3. Proposed Budget: (Total budget for this project is not to exceed ($75,000) to be attached to but not part of the 5-8 page limit)
   a) Please list the name and hourly rate for proposed Commission Counsel and for each attorney intended or likely to serve as back-up (research, travel time, court appearances, and board meetings). Attach the Key Staff and Subcontractor(s) Rates Table, Appendix A
   b) If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.
   c) 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 stenographers, court fees, service fees and the like):
   d) In what hourly increments do you intend to bill?
   e) Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.
   f) Do you intend to propose an alternative fee arrangement? Yes____ No____ If “yes”, please attach additional sheet(s) fully describing and explaining your proposal.
4. Résumé(s) or Curriculum Vitae(s): Please attach resumes or curriculum vitae for each attorney identified.

5. References (minimum of three, maximum of five): With respect to each attorney identified, please list each and every municipality represented by the attorney within the past ten years, the years of such representation, and the name, address, phone number and email address of at least one contact person in each municipality with knowledge of the attorney’s representation. In addition, 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:

6. 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.

7. 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.

8. Business License
9. W-9
10. Board Resolution, **if applicable**, Appendix D
11. Certificates of Insurance (see request for insurance document for limits) Appendix E
12. Bylaws (if applicable)
13. 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 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 three of the four references provided by the applicant. One of the two references must be from a community-based project. If two references cannot be reached, First 5 LA may deem this applicant ineligible for this opportunity.
- Qualifications will be evaluated by a panel to be determined by First 5 LA staff.

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 funding 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 2009 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 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 outlines 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 $75,000)
☐ 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: Legal Services RFQ

Legal Services RFQ