First 5 LA
Prenatal through Three Focus Area
Workforce Development RFQ

RFQ Questions and Answers

November 7, 2007

First 5 LA’s Next Five Strategic Plan for 2004-2009 outlines the Commission’s three goal areas of: 1) Early Learning; 2) Health and 3) Safe Children and Families. These First 5 LA goals are in support of all children from the prenatal stage to age five. In order to better improve on the developmental outcomes in the earliest years of life, the Commission established a Prenatal through Three focus area.

The vision of the Prenatal through Three Focus Area is to optimize the early development of children in Los Angeles County from the prenatal stage through age three. The purpose of the Prenatal through Three Focus Area is to increase the number of children who achieve appropriate social, emotional, cognitive, language, physical and motor developmental milestones to the best of their potential.

First 5 LA is pleased to announce the release of a Request for Qualifications (RFQ) (posted on October 16, 2007) for a contractor to implement the workforce development effort of the Prenatal through Three (P-3) focus area. P-3 workforce development spans multiple sectors including early childcare and education (ECE), health, and mental health/social services. An investment of up to $2,890,000 will be made through this contract to enhance the workforce in Los Angeles County to be more responsive to the needs of the P-3 population.

Since the release of the RFQ, questions have been submitted by interested parties prior to, during and after the October 30 bidder’s conference. The purpose of this document, Questions and Answers for the First 5 LA, Prenatal through Three Focus Area’s Workforce Development RFQ, is to provide additional clarity that may support potential applicants. Questions are listed in order of occurrence.

Please contact Michael Arnot at marnot@first5la.org or (213) 482-7563 if you have any questions. RFQ Questions and Answers will continue to be updated in a timely manner as questions from potential applicants arise, new questions will be noted in bold.
P-3 WFD RFQ QUESTIONS AND ANSWERS

Submitted prior to the Bidder’s Conference

1. Are the materials compiled by the consultant on core competencies available prior to the due date for the applicants to review?

   Yes. They are now posted on the First 5 LA website.

2. Are applicants required to submit a budget that falls within the amounts of subcategories mentioned at the Commission meeting on 11/20/2007?

   No. These projections were used to prepare an estimate for the budget. A breakdown of the different amounts for each category is up to the applicant to propose. The total amount proposed can not exceed $2,890,000.

Submitted at the Bidder’s Conference

1. Can you explain the purpose of the Previous Client Form?

   The purpose of this form is to provide references from organizations to which your group has provided similar services in the last three years.

2. Can the same contractor that implements the workgroups also implement the training component?

   Yes. Alternatively, these services may also be subcontracted.

3. What outcomes from the training are you looking for?

   The intended outcomes for the trainings is increased competencies for professionals in their work with infants, toddlers and pregnant women.

4. How do we measure training of competency outcomes and is that part of this contract as well?

   In addition to determining the competencies, the workgroup would also recommend appropriate measurements for them. See answer to question 6 for more information.

5. Can you provide clarification on the relationship between the outcomes on page 4 and the objectives on page 5?

   The objectives listed on page 5 are expected to be met by the chosen contractor and will contribute to achieving the relevant P-3 Focus Area outcomes listed on page 4. The outcomes on page 4 are intended to be achieved through the WFD Building Block, in addition to other strategies within the focus area design.
6. **Where does evaluation fit into this workforce effort? How much should be budgeted for in our proposal?**

The contractor will be expected to participate in evaluation efforts that will be conducted by First 5 LA. The contractor will not be responsible for designing the evaluation. In preparation for the First 5 LA evaluation, expenses for activities related to data collection and coordinating with First 5 LA evaluation staff should be included.

7. **Can the sectors identified in the RFQ – Early Care and Education (ECE), Health and Mental Health/Social Services – be broken out into more specific fields?**

Yes. The applicant may propose specific fields and how they should be categorized for the workgroup process.

8. **Can food expenses be included in the budget proposal?**

Yes. Reasonable use of food and refreshments in convening community stakeholders is acceptable.

9. **How many years is the project?**

The total length of the contract is five years.

10. **On page 14, what is the difference between “Guidelines for Personnel Preparation and Training” and “Completed Training Recommendations?”**

Guidelines indicate how training program practices are to occur. Training Recommendations are directed to First 5 LA and the public on what training strategies should be pursued. The applicant may propose further definition of deliverables in the scope of work.

11. **What is a Baby Registry?**

The Baby Registry is a designated P-3 strategy for having a depository of information on early child development available to parents. A Registry could also be potentially used by parents to access their own child’s developmental record. The WFD contractor will consider this effort in their facilitation of the workgroups but will not be directly responsible for it.

12. **How do we develop training modules without knowing what the specific communities are?**

We are seeking to develop the P-3 workforce to be more inclusive of all communities in their work. The long-term vision is for the P-3 WFD Building Block to support the entire County through leveraging opportunities identified by Workgroup III. The competencies for community engagement will be incorporated into the professions that will then directly impact the diverse communities that are found in Los Angeles County.
13. Can the training program that is developed be tested in the P-3 demonstration communities?

Yes. The contractor would need to coordinate these efforts with staff to ensure that timelines will allow for such testing.

14. Are we talking about training the trainers or training direct line staff?

Both. However, due to the limited amount of resources, emphasis should be placed on training the trainers.

15. How does this effort tie into previous First 5 LA workforce investments?

First 5 LA investments have focused on Early Care and Education. Two initiatives that will provide insight for core competency development are the Family, Friends and Neighbors (FFN) initiative and the Early Developmental Screening Initiative (EDSI).

16. What work has already been done on developing core competencies?

Collection of documentation has occurred. These materials will be provided on the First 5 LA website.

17. Is the Compendium of Core Competencies one work product?

Yes, this product seeks to identify cross-sector consensus on core competencies. However, appendices or addenda may be added to address sector-specific issues and sectors other than ECE, Health and Mental Health/Social Services.

18. Has First 5 LA collected information on parents’ needs for core competencies from parents themselves?

Data obtained from P-3 parent focus groups was not specific to workforce development but rather areas of general need. In addition to utilizing this data, the contractor may find it necessary to conduct parent research of their own and should include in their proposed budget accordingly.

19. Is data available from previous First 5 LA investments that may be helpful to the process?

Yes. The contractor will be given access to any previously collected data that may be useful in developing the core competencies or other deliverables.

20. Is the training focused on these targeted professions? What about other community needs?

The primary focus will be on ECE, Health and Mental Health/Social Services, however, the workgroups will need to address some issues related to other sectors (i.e.professions related to built environments and their effect on young children).
21. Will current efforts in developing special needs specialist credentials be looked at in this effort?

Yes. Any existing strategies should be utilized to the fullest extent possible.

22. Can the applicant propose extending the timeline if additional time is necessary to ensure qualitative outcomes from the Workgroup process?

First 5 LA is open to considering alternative timelines for deliverables within the 5-year timeframe if there is an informed basis to support such a change. The needs for both quality and timeliness should be taken into consideration by the applicant.

Submitted after the Bidder’s Conference

1. Per page 4, the available funding is 2.89 Million over 5 years. Does that amount include or exclude overhead (10% of salaries)?

Overhead expenses up to 10% of direct salaries (not including benefits) can be included in the budget proposal totaling $2.89 million.

2. Can you clarify the difference between what you are looking for in terms of Appendix J and Appendix R? Also, Appendices 0 and S seem to be duplicative?

Appendix J and Appendix O were added to the list starting on page 23 in error and should be considered as omitted. Please see page 20-21 for instructions on including Appendix R and Appendix S in the application.

3. In “Appendix C: Previous Client Form” is it appropriate to include experience for our subcontractors on this project as long as we clearly indicate which group headed up the project?

Subcontract work is appropriate to include as long as your organization was the lead agency and ultimately responsible for the deliverables in the contract. Contact information should be provided for the agency that provided the funding for the project for which your organization was the lead agency.

4. Is it possible that form RRF-1 is not applicable to UCLA?

The RRF-1 is not required by the Attorney General for UCLA itself and would therefore not be required to submit as part of this application. Any associated entity such as a university foundation or any other registered public benefit corporation affiliated with the university would be required to submit a RRF-1 if they are the applicant.

If you have additional questions please contact Michael Arnot, Program Officer, at marnot@first5la.org or (213) 482-7563.