FREQUENTLY ASKED QUESTIONS (FAQs)
Peer Support Groups for Parents (PSGP)
Curriculum Development/Training and Technical Assistance Provider
Request for Qualifications (RFQ) Re-release

Updated January 25, 2013

1. **UPDATED** Can First 5 LA release the Lead Agency Scope of Work as it relates to the peer support groups objectives? Also, what is the Lead Agency’s current status in implementation thus far? The Lead Agency tasks were included in the original Request for Proposals (RFP) and provided at the December 20th Information Session (Powerpoint presentation available at the following link: http://www.first5la.org/Peer-Support-Groups-For-Parents-RFP). First 5 LA has selected Children’s Institute, Inc. as the Lead Agency. The next step will be to finalize the Lead Agency’s scope of work. First 5 LA anticipates presenting the negotiated contract to the Commission for approval in April 2013.

2. **Can First 5 LA share who is doing peer support groups across the five areas (Supervisorial Districts)?** First 5 LA has conducted a literature review on peer support groups that can be found at the following link: http://www.first5la.org/files/08226_2.3PSG%20Exploratory%20Study%20-%20Lit%20Review%20FINAL_08312012.pdf. A two page summary is also available at http://www.first5la.org/files/PeerSupportGrps_final_10312012.pdf. First 5 LA has also funded *Partnership for Families* for several years and information about this program is available on the First 5 LA website. (If you cannot click on the link, please go to www.first5la.org, click on the “Research” tab, and go to “Research and Evaluation documents”. The study can be found under the header “Peer Support Groups for Parents”.)

3. **What type of person/professional do you envision will be assigned from CBOs to participate [facilitate the peer support groups]?** First 5 LA will rely upon the Lead Agency’s experience and expertise doing this type of work in the community. The Lead Agency will determine the methodology or model for peer support group facilitation and has proposed the CBO’s that they will work with in their application.

4. **Are CBO’s being paid to release staff time to participate?** Yes, when the Commission approved the project initially, it required that a certain amount of the $2.2 million funding would be allocated to the CBO’s in the form of stipends, a total of $7,500 per support group per year is available. The Lead Agency and CBO’s will work together to determine the actual amounts. This can include staff time, stipends, transportation, childcare assistance, etc.

5. **Is the idea to establish a peer-to-peer provider network at the CBO level or is this based on the proposal design?** First 5 LA did not include this as a requirement in the Lead Agency RFP. We anticipate that this may emerge as a result of the program but it is not required.

6. **UPDATED** Can First 5 LA share when the Lead Agency as well as the 5 District CBOs will be identified? First 5 LA has selected Children’s Institute, Inc. as the Lead Agency. We intend to have the Lead Agency contract approved at the April, 2013 Commission meeting, and the Curriculum Developer/TA and Training Provider approved at the May, 2013 Commission meeting.

7. **If identification of the Lead Agency can’t take place before the RFQ response needs to be filed, will there be some process whereby the successful RFQ applicant has the opportunity to fine-tune and retool the specific tasks in their Scope of Work before or during contracting, in order to account for the specifics of the project design by the Lead Agency selected by First 5 LA?** Originally, the Lead Agency RFP and the TA Provider RFQ were released at the same time. Because the RFQ is being re-released and the process is delayed, First 5 LA anticipates the Lead Agency contract will be negotiated prior to the Curriculum Developer/TA and Training Provider contract (see #6 above). However, First 5 LA anticipates that the first 6 months of the project is a planning phase therefore scope of work modifications could be made by the Lead Agency and TA Provider during that time, if needed. Please note that work cannot begin on any First 5 LA contract until approved by the Commission.

8. **It seems this project is operating at two levels — workforce at the CBO level and parent-peer-support education. Can we assume that folks from CBO have training skill sets since they would deliver the training to parents?** Yes, the CBO/Lead Agency applicants have experience implementing this kind of work. While there may be some basic skill sets in this area of work, training will still be a required deliverable in this application, particularly as it relates to the specific objectives/outcomes of the PSGP project.

9. **Is the idea that the peer support groups would be existing groups or are the Districts going to build capacity on how to develop peer support groups?** The peer support groups could be an enhancement of existing groups or new groups could be established. So, either would be acceptable. Once the TA provider is selected, in the first 6
months of the project, they will work together with the Lead Agency to determine the model and various elements at that time. The Curriculum Developer/Training and TA Provider will be responsible for developing curriculum and providing training and TA on outreach/recruitment methodology as well as group facilitation and education.

10. **What is the allowed indirect rate?** Indirect costs cannot exceed 10% of total personnel cost, *excluding fringe.*

11. **To confirm, the TA Provider/contractor primarily informs the evaluation methods and process planning, and First 5 LA and the Lead Agency are responsible for the overall evaluation activities?** Yes, the TA Provider will serve primarily in an advising role to First 5 LA (e.g. reviewing surveys to make sure that the learning objectives are included). Initially, First 5 LA, the Lead Agency and the TA Provider will meet and make sure that the evaluation methods align with the project. The TA Provider will not be responsible for data collection other than perhaps assisting in the project’s data collection by distributing surveys to participants at a training the TA Provider delivers.

12. **When we became approved consultants [First 5 LA Consulting Pool], I submitted references. Can we use this information for the RFQ application or do we need to provide them again?** Applicants may utilize the same references but please submit them with the application as well even if they are already on file. The application requires a minimum of 3 references and/or letters of support. Please refer to the RFQ p. 15 for more details.

13. **What are the two documents that need to be sent before the due date?** Applications for the RFQ must be submitted online at [http://www.first5la.org/Peer-Support-Groups-For-Parents-RFQ](http://www.first5la.org/Peer-Support-Groups-For-Parents-RFQ) and in addition, signed, originals of the Signature Authorization Form and the Agency Involvement in Litigation forms (Appendix C & D) must be received by First 5 LA no later than 5pm on January 28, 2013. We highly encourage applicants to mail these forms early or hand deliver to ATTN: Nancy Watson, First 5 LA, 750 N. Alameda St., Ste. 300, Los Angeles, CA 90012. Please refer to the RFQ for more details about required application documents and submission instructions.

14. **Are there any issues with current First 5 LA contractors applying?** No, a current First 5 LA contractor may apply for this funding opportunity as long as the current contract is in good standing/compliance with First 5 LA. This also applies to former contractors. Please see RFQ p. 11, Section IV. Eligibility Requirements and the Level 1 Review Tool - Appendix F for more details.

15. **Will we be able to get participant names from the December 20th Information Session in the event we want to explore a partnership for applying?** Yes, if there are no objections from anyone participating in the information session, we can share that information.

16. **Can attachments of appendices, such as examples of curriculum we have designed, or other materials, be included with our proposal?** No. Only required supporting documents submitted online will be accepted by First 5 LA. Please review the application checklist to ensure all of the necessary documents are included in the application. Supplemental materials can be explained and summarized in the proposal narrative if desired.

17. **My agency applied for the Lead Agency RFP. Can we apply for the TA Provider RFQ as well?** Yes, an agency may apply to both opportunities. A single entity may also receive funding under both.

18. **Does First 5 LA expect that Independent consultants apply or in a partnership?** First 5 LA does not restrict any type of entity, whether single entity or a group/partnership, to apply. If you plan to use subcontractors, collaborators and/or partners, please provide an LOI for each and provide information in the application (i.e. in the proposal narrative) that will help the reviewer understand what are the roles/responsibilities of each entity in the project.

19. **One of the required tasks listed in the Statement of Work refers to culturally and linguistically appropriate materials. Is this based on the 8 threshold languages or some other criteria?** The TA Provider will work with the Lead Agency/CBOs to determine what materials may be needed by the support groups. The needs assessment conducted by the TA provider will also help to inform the cultural and linguistic needs in each District.

20. **Will the TA provider work directly with the CBOs to train staff on the curriculum? Is there a specific position at the CBO level with which the TA Provider would work or will a train the trainer approach be used?** First 5 LA did not require a particular staff position at the CBO level or train the trainer model to implement the peer support groups. The TA Provider as indicated in the RFQ will work closely with both the Lead Agency and the CBOs to accomplish the required tasks of the project. The applicant should describe in the application (proposal narrative and scope of work) what activities are proposed and how they will accomplish them. The TA Provider and Lead Agency/CBOs will also work together during the first 6 months of the project to plan for implementation and refine their scopes of work if needed.

21. **Are the selected CBOs expected to work with new or current clients/parent groups in the recruitment for the peer support groups?** First 5 LA recognizes that there are existing parent support group efforts across Los Angeles County. First 5 LA expects CBOs to either build upon their existing efforts or develop new ones.
22. Is the RFQ funding amount of $300,000 available for each of the five CBOs to perform the required scope of work in each county district? A total of $300,000 is available for the Curriculum Development/Training and TA Provider to conduct the required tasks as listed in the RFQ and below. A separate funding opportunity, the Lead Agency RFP, provided $2.2 million for the Lead Agency and CBO’s to implement peer support groups for parents in each of the five supervisorial districts. First 5 LA is in the final stage of selecting the Lead Agency. Please refer to Question #1 for more details about the Lead Agency scope of work.

As stated in the RFQ, First 5 LA expects the selected contractor to perform the following tasks over the 2-1/2 year contracted period which include, but are not limited to:

- Work collaboratively with the Lead Agency and CBOs to complete the following tasks in the first 6 months of the contract:
  - Plan for and conduct focus groups of parents from the target population identified within the appropriate District and key informant interviews with CBO providers. The exact methodology to be utilized should be proposed by the applicant. At minimum, one parent focus group should be conducted per district, along with a representative set of key informant interviews. Note that recruitment of focus group participants is the primary responsibility of the Lead Agency.
  - Compile information from the focus groups to determine topics of highest priority for parents within the appropriate District.
  - Design the curriculum for the educational components of the Peer Support Groups based on the documented needs of the target population. This may include developing a new curriculum or adapting an existing curriculum. The selected entity will be required to develop curriculum on two topical areas - breastfeeding promotion and prevention of post-partum depression. This entity will also be required to develop curriculum on an additional 3-4 topical areas for all Districts, as determined by the needs assessment during the first six months of the project.
  - Ensure that the design of the curriculum aims to meet the objectives and outcomes of the Peer Support Groups for Parents program
  - Ensure the design of the curriculum includes culturally and linguistically appropriate materials as required.

- Provide training to the Lead Agency and CBOs in the best practices related to peer support group facilitation and education
- Provide ongoing support to the Lead Agency and CBOs in the areas of training and outreach
- Monitor and provide ongoing support related to the use of the curriculum and fidelity to the model
- Consult and coordinate with First 5 LA’s Research and Evaluation department and the Lead Agency on the design and implementation of the program evaluation. The Lead Agency will be responsible for data collection, and First 5 LA’s Research and Evaluation department will be responsible for ensuring the following is completed: developing the evaluation plan, conducting analysis, and producing the evaluation report. The Curriculum Development/Training and Technical Assistance Provider will provide input into and review of the evaluation tools to ensure they correspond to the learning objectives of the curriculum.
- Work closely with First 5 LA and the Lead Agency in the first six months of the project to develop and implement the needs assessment, design the curriculum, and provide training and technical assistance to prepare for the 2-year implementation phase of the project. Provide less intensive but continued support to Lead Agency as needed in the areas of training and technical assistance during the implementation phase.

NEW Question:

23. My organization is an existing First 5 LA contractor/grantee and we have a Signature Authorization on file. Do we need to submit a new form for the RFQ application? Yes, First 5 LA requires all applicants to submit Appendix C - Signature Authorization Form with the RFQ application.