Community Partnership Development Support Contractor RFQ
Frequently Asked Questions (FAQ's)

1. Has the Supervising Facilitator been identified? If so, who is the Supervising Facilitator?
   Yes, Center for the Study of Social Policy was selected as the Supervising Facilitator through a competitive RFQ process.

2. How will different aspects of Best Start (for example, Supervising Facilitator, Community Facilitator, etc.) work together on a coordinated timeline?
   Internally we are working to ensure that the various aspects and roles of Best Start are aligned and integrated. The Supervising Facilitator has been identified and will be prepared to work closely with Community Facilitators once they are selected.

3. Where and how can work samples be submitted as part of the application?
   You may submit work samples as part of the narrative response to this RFQ. Please note the narrative response page limit listed in the RFQ. All application documents should submitted online at http://www.first5la.org/Best+Start+Community+Partnership+Development+Support+RFQ.

4. How were participants and attendees at the Regional Meetings and Community Discussions identified?
   Meetings were open to all community members. Attendees self-selected to participate.

5. Is the Request for Proposal that will be provided to each community currently available?
   The Request for Proposals will not be released prior to this RFQ's submission deadline.

6. What are your thoughts on a proposed approach from a single partnership/team of contractors to address all 13 communities?
   Applicants may apply as individuals, as a single agency or as a team of individuals and/or agencies. First 5 LA seeks consistency and coordination across the 13 communities in the execution of the training and other activities outlined in this RFQ.

7. Would a proposal for some areas of expertise in some communities be competitive, or would only a proposal for all communities and/or all areas of expertise be competitive?
   Applicants may apply to conduct activities in one, multiple or all areas of expertise outlined in this RFQ. First 5 LA seeks consistency and coordination across the 13 communities in the execution of the training and other activities outlined in this RFQ.

8. Would First 5 LA consider awarding contracts to more than one individual and/or team of contractors?
   First 5 LA seeks consistency and coordination across the 13 communities in the execution of the training and other activities outlined in this RFQ. It is possible this will require awarding contracts to more than one individual and/or team of contractors.
9. Should the budget include logistical support items, such as facilities and AV rentals, food & refreshments, translation, interpreters, child care solutions, etc.? Or would these costs be outlined in a separate budget?

The budget should include all costs and expenses that the applicant anticipates would be required to conduct the activities outlined in the RFQ. All expenses and costs should be reflected in one budget submitted with the RFQ application. The final budget will be determined through the contract negotiation process.

10. Is there a conflict if an individual or organization has responded to the Community Facilitator RFQ?

An individual or entity may apply for both opportunities. However, the same entity or individual cannot be awarded contracts to serve in both roles.

11. Is there a conflict if an individual or agency has worked on the P-3 Investment Project?

There is no conflict.

12. Our consultants usually drive their own vehicles for work purposes. Can we submit copies of their automobile insurance coverage in lieu of the business automobile insurance certificate?

Applicants may submit a statement on letterhead that their consultants carry their own insurance and submit copies of their automobile coverage, or applicants may provide a copy of their organization’s insurance policy that states that same information.

13. When will the Community Facilitators begin to work with each community?

We anticipate that Community Facilitators will be selected in late Spring 2011.

14. What are the plans for introducing all members of the broader Best Start Team, including First 5 LA’s internal Community Capacity Building Team and Community Program Officers, and consultants in the areas of Assessment, Facilitation, Community Partnership Development & Evaluation, to the communities in an accessible way without overwhelming or confusing them?

First 5 LA plans to host a series of meetings in each Best Start Community to provide more information on Best Start, including members of the Best Start team, consultants and evaluators.

15. At the Regional Meetings and Community Discussions First 5 LA has held over the past few months, what have been the responses from community members to Best Start?

Overall reactions have been positive. First 5 LA has held 3 Kick-Off Meetings for community leaders and elected officials, 12 Regional Meetings to provide a general overview of Best Start and 35 Community Discussions to allow for additional sharing and for community discussion. To date, more than 3,000 people have attended these meetings.

16. How flexible is the timeline?

The final timeline will be determined during the scope of work negotiation process.
17. What are two or three lessons learned to-date from the Regional Meetings and Community Discussions that could inform the development and execution of training and technical assistance across the Best Start Communities?

There are many lessons learned from our outreach to-date, including the importance of clearing defining terminology and the importance of language and translation.

18. What are First 5 LA’s goals for the activities outlined in this RFQ? What should success look like for the work in the area of Community Partnership Development Support?

First 5 LA expects that, at the culmination of the activities outlined in this RFQ, participants will have the information and tools necessary to determine a decision-making structure which best meets the needs of the community and will support inclusive, participatory processes. First 5 LA seeks consistency and coordination across the 13 communities in the execution of the training and other activities outlined in this RFQ.

19. Is the proof of insurance required at the time of application, or should contractors submit this once they have been awarded?

Proof of insurance should be included as part of the application. If there are any changes or additional documents required, we will obtain those during the contracting process once the contractor has been selected.

20. The RFQ states that applications will be reviewed and scored by external reviewers and then tabulated to determine who moves on to interviews. Who will conduct the interviews?

Interviews will be conducted by a team of internal First 5 LA staff.

21. How many consultants or teams of consultants you are anticipating moving forward to the interview round?

The number of candidates who will be interviewed will be determined following the external review and scoring. A minimum of 3 external reviewers will conduct the initial review and scoring of all complete applications.

22. What is the tolerance for cross-site/cross-community trainings as a vehicle for delivering core training programs that are needed across every community?

First 5 LA seeks consistency and coordination across the 13 communities in the execution of the training and other activities outlined in this RFQ. Applicants should outline the training approach that they believe will be most successful given their experience, expertise and the nature of the project.

23. Will we be able to hire translators, day care providers, caterers, etc. from the First 5 LA vendor list?

First 5 LA will provide contact information for those vendors on the vendor list once the RFQ selection process is complete.

24. Can First 5 LA share cost ranges or estimates from vendors on the approved vendor list to ensure budgets are realistic and minimize logistical budget differences across applications so that the focus for application reviewers can be
on more highly-weighted elements of the RFQ response, namely, Approach, Experience, Understanding and Qualifications?

The budget should include all costs and expenses that the applicant anticipates would be required to conduct the activities outlined in the RFQ. All expenses and costs should be reflected in one budget submitted with the RFQ application. The final budget will be determined through the contract negotiation process. Applicants should estimate costs based on their experience and the nature of this project.

25. Can you provide more narrative around how application reviewers will assess applicants' "Qualifications of Proposed Personnel" as opposed to "Individual/Organizational Experience" given the strong similarities in the qualities that must be demonstrated that are listed under both categories in the review tool?

External reviewers will review all applications according to the Review Tool, Appendix E.

26. How are application reviewers being trained/instructed to assess the "workforce capacity to complete all tasks" of each applicant in a way that is measurable and consistent across reviewers?

See answer to Questions 25. (External reviewers will review all applications according to the Review Tool, Appendix E.)

27. Will there be additional resources available to support field trips to expose participants to best practice in community partnership development?

The total financial resources available for this project are outlined in the RFQ. Applicants should outline the training approach that they believe will be most successful given their experience, expertise and the nature of the project.

28. If you select multiple consultants or teams of consultants will you appoint a Supervising Trainer/Technical Assistance Provider similar in structure to having a Supervising Facilitator? If so, would this be appointed from the selected group of consultants or teams of consultants or selected from another pool? If not, how do you plan to ensure that the quality and tone of training is consistent across topics and across communities? Also, how will you facilitate communication across teams to make sure things such as training scheduling, evaluation forms and reporting are consistent?

First 5 LA seeks consistency and coordination across the 13 communities in the execution of the training and other activities outlined in this RFQ. At this time, we do not anticipate appointing a Supervising Trainer. First 5 LA will work internally to convene and coordinate the work of the contractor(s) identified through this RFQ process.

29. Based on First 5 LA's experience in the pilot community (Metro LA), and the outreach efforts to date in each of the Best Start Communities, what is the anticipated number of attendees per meeting per community and the most effective methods of community outreach to boost attendance so far?

First 5 LA expects the number of attendees to vary by community. First 5 LA Program Officers have employed many different outreach and engagement strategies, and the effectiveness of each strategy varies by community. The Best Start work in Metro LA is the result of a model and process different than that of the 13 other Best Start Communities.