FIRST 5 LA
POLICY CONSULTANT POOL
REQUEST FOR QUALIFICATIONS (RFQ)
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I) RFQ Timeline

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<tr>
<th>ACTIVITY</th>
<th>DATE1</th>
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<tbody>
<tr>
<td>RFQ released</td>
<td>October 7, 2011</td>
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<tr>
<td>Applications deadline</td>
<td>Deadline: November 18, 2011 by 5:00 p.m. PST</td>
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<tr>
<td>Questions and requests for additional information will be sent to consultants where applicable on or before the following date.</td>
<td>December 9, 2011</td>
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<tr>
<td>Notifications of consultant acceptance into Policy consultant pool</td>
<td>December 2011</td>
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RFQ Questions
All questions must be submitted via email to Stacy Lee (slee@first5la.org). To ensure that all potential applicants receive the same information, questions and answers will be compiled and posted on the RFQ website. Once an application has been submitted, please do not contact First 5 LA for updates on the status of the application.

II) First 5 LA Background

First 5 LA is a unique child-advocacy organization created by California voters (Proposition 10) to invest tobacco tax revenues in programs that aim to improve the lives of children 0-5 and their families in Los Angeles County. 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.

First 5 LA’s vision and commitment is to create a future throughout Los Angeles County’s diverse communities where all young children are born healthy and raised in a loving and nurturing environment so that they grow up healthy, eager to learn and reach their full

1 Note: All dates are subject to change at First 5 LA’s sole discretion.
potential. First 5 LA is to make significant and measurable progress towards increasing the number of children from the prenatal stage through age 5 who are physically and emotionally healthy, safe and ready to learn. Additional information regarding First 5 LA may be found at http://www.first5la.org.

**First 5 LA 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* (http://www.first5la.org/Strategic-Plan). In the Plan, the Commission established four specific outcomes that it seeks for young children in L.A. County. These four long-term goals are to ensure that:

- Children are born healthy
- Children maintain a healthy weight
- Children are safe from abuse and neglect
- Children are ready for Kindergarten

All of First 5 LA's investments will be focused on changing outcomes related to these four long-term goals.

The 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, the new strategic plan balances place-based with countywide strategies.

**Place-Based:**

First 5 LA’s place-based efforts, known as *Best Start*, are being implemented in 14 communities: First 5 LA *Best Start* is a community-driven effort that brings together parents and other community members to support young children and families. *Best Start* is working with parents, service providers and other stakeholders to make their neighborhoods places where young children are healthy, safe and ready to learn to help improve children's lives. For more information: http://beststartla.org/about-best-start/

**Countywide:**

The implementation plan for the countywide approach represents a comprehensive effort to address systems improvement in LA County through the following strategies:

<table>
<thead>
<tr>
<th>A. Public Policy:</th>
<th>To define and pursue First 5 LA’s priorities for policy change that support families within the four priority goal areas.</th>
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</table>

**B. Public Education:** To build public will and promote knowledge around issues facing children and families.

**C. Resource Mobilization:** To support and enhance the impact of the total portfolio of First 5 LA investments through effective, strategic partnerships; and by leveraging social and financial capital.
D. Workforce Development: To improve the knowledge and skills of the countywide prenatal to five workforce to strengthen families and support children’s healthy development.

E. Data Systems Integration: To support improvement of the quality and usefulness of data collected about children and families throughout LA County and the programs, projects and services that support them.

F. Health Access: To increase access to health insurance for children 0-5 by assisting families in obtaining coverage, and potentially subsidizing insurance for children not covered by other insurance.

Public Policy and Advocacy as a Countywide Strategy
First 5 LA works proactively to advocate for public policy improvements to achieve large scale and lasting change in the lives of children 0-5 and their families. Public policy reform is an important component of First 5 LA’s investments.

As stated in the strategic plan, the Commission’s policy efforts will be pursued through the following activities:

• Policy Development: Our activities will include research and analysis of issues, proposals, and legislation; environmental assessments of the policy landscape; review of policy research; identification of barriers; and formulation of policy recommendations/positions. Convening and consulting experts and grantees, as well as engaging in coalitions and task forces will inform this work.

• Issue Education: Efforts to build public will among key stakeholders and the general public will include conducting issue education campaigns; sponsoring forums, trainings and policy conferences; publishing white papers, policy briefs and fact sheets; and collecting and sharing research to document the need for policy change.

• Advocacy: Our strategies will include convening and consulting stakeholders to collaborate on advocacy strategies; creating media visibility for policy positions; engaging grantees in issue education; communicating directly with policymakers; and promoting leadership development in advocacy in our targeted communities, as well as at the countywide levels.

• Public Policy Grantmaking: We will explore opportunities to fund others in support of First 5 LA’s policy goals, including funding for coalitions, projects to identify policy solutions, regional or local campaigns to build support for the Policy Agenda goals, professional advocates, leadership development in policy/advocacy, efforts to build media visibility on problems and potential solutions, and research to inform and create movement towards policy change related to the ten policy goals.

• Collaboration: First 5 LA recognizes the critical role partnerships and coalitions play in advancing our policy goals and improving systems. As such, First 5 LA will identify and actively participate in existing collaborations and seek out new and
expanded partnerships and relationships with County agencies, other funders, nonprofits and community-based organizations.”

III) Policy Consultant Pool RFQ

The First 5 LA Policy department is seeking applicants to be included in a pool of approved consultants to support the Policy’s department’s work. This support may include a range of diverse tasks, from policy strategy assistance, policy analysis and development, relationship building with key decision-makers, policy communications strategies, policy brief and fact sheet development and other relevant policy tasks. To that end, we are seeking a diverse set of skills to be represented in the pool reflective of skills that enhance and support the organization’s policy activities.

The sections below describe areas of qualification and expertise that we are seeking for the consultant pool, see section IV for complete application instructions. Please note, in the narrative application, you will be asked to describe your expertise in all identified areas in the project narrative (500 word max per area) – if you select 3 areas of expertise and 3 areas of content knowledge, you will submit up to 500 words for each of the six total areas of expertise and content knowledge – there is no maximum number of areas. Applicants will not receive preference for selecting a higher or lower number of expertise or content knowledge.

Qualifications

Registered Lobbyist
The applicant should indicate in the narrative application if they are currently registered as a lobbyist with the California Office of the Secretary of State and be up to date in the filing of required quarterly reports with the California Office of the Secretary of State.

Areas of Expertise
In order to ensure that we are able to properly review and assess each applicant’s skills and expertise we are asking applicants to review the skill and expertise areas identified below and indicate the areas you wish to be considered for. In addition, we ask that applicants rank the areas of expertise they select with one representing their highest level of expertise relative to their selected areas of expertise.

Table 1: Policy Analysis/Strategy Skills & Expertise

- Develop strategies for and successfully navigate legislative offices to effectively educate and communicate policy issues
- Develop strategies for and successfully navigate administrative offices to effectively educate and communicate policy issues
- Expertise in executing legislative briefings and other events to raise awareness on priority issues
- Clear understanding of young children’s advocacy landscape
- Strong relationships and strategic insight related to effective messaging to members of one or both major political parties
• Strong relationships and strategic insight related to effective outreach to members of one or both major political parties
• Experience with development and sponsorship of legislation on early childhood issues
• Expertise in state budget process, including young children’s issues

Communications Strategy and Support Services

• Develop and implement policy communications strategies for policymakers in one or both major parties
• Develop relationships with key news outlets and journalists interested in L.A. County, California and Federal policy issues affecting children 0-5
• Plan and execute policy focused press relations campaigns including (but not limited to) media events, press release and news conferences, and editorial board meetings.

Content Knowledge
In order to ensure that we are able to properly review and assess each applicant’s content knowledge applicants should select the areas of specific content knowledge from Table 2. Applicants are not required to rank these selections.

For both areas of expertise and content knowledge, applicants are also invited within the narrative application form to provide additional information if relevant to First 5’s work.

**Table 2: Policy Areas of Focus for Children 0-5**

- State budget funding for early childhood programs and services
- Health insurance
- Data integration and sharing of data
- Voluntary home visiting
- Breastfeeding
- Drug, alcohol and tobacco use by parents/caregivers
- Early identification and intervention
- Family strengthening principles and prevention practices in the child welfare system
- Early care and education program quality
- Prenatal to 5 workforce
- Healthy food and physical activity policies

Contracting Process
Selected consultants may be required to submit additional documentation 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 consultant from the pool. Please see Section VI - Terms of Participation & Contractual Considerations for more details.

Please note that consultants will be accepted into the pool for a one year period. However, the consultant pool will be open for new applicants on an as needed basis, with applications accepted at additional times during the year, as determined by the Commission.
At the end of the one year term, determined by the dates specified in the award letter received by the consultant, and coinciding with the enrollment process, consultants will be offered the opportunity to renew their membership in the pool for an additional year at the sole discretion of the Commission.

The term of the contracts issued to members of the pool will be no longer than one year. The First 5 LA Commission reserves the right at its sole discretion to extend the term of the contracts issued under this RFQ. 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 consultants in the pool may exit at any time.

IV) Statement of Qualifications

Required Documents:
The qualifications, including all required attachments, must be submitted online at www.first5la.org/Funding-Center no later than November 18, 2011 5 p.m. PST.

1. Cover letter: A cover letter introducing the applicant and clearly showing the applicant’s name and/or organization name, address, telephone number, e-mail address, the date, and a statement that the letter is in response to the RFQ for the Policy consultant pool. An original signed copy of the cover letter must be received at First 5 LA by the application deadline. Additionally, applicants will be required to upload a copy of the cover letter to the online application system;

2. Narrative application – Please provide the requested information in one separate document and attach with your online application.

   a. Please indicate if you are a registered lobbyist with the California Office of the Secretary of State and indicate if you are up-to-date on quarterly reporting filings if applicable;
   b. The ranked list of the applicant’s areas of expertise relevant to First 5 LA Policy work (based on Table1) and adds in additional areas that appear to be relevant to First 5’s work;
   c. A narrative description for each area of expertise justifying why the applicant is an expert in each area, and for what length of time they have worked in that area. Please include notable milestones, successes or other accomplishments as a result of your work in this area. (Maximum of 500 words per area - which may also include a justification for the ranking assigned to each area of expertise);
   d. The unranked list of the applicant’s content knowledge relevant to First 5 LA Policy work (selected based on Table 2) and adds in additional areas that appear to be relevant to First 5’s work;
   e. A narrative description for each content knowledge domain selected justifying why the applicant is knowledgeable in each area, (Maximum of 500 words per area);
   f. Summaries of up to four projects the applicant feels best reflect their expertise and content knowledge. The summaries should include a brief overview of the project, the project goals and ultimate outcomes. Specify the applicants’ specific role in the project (250 words maximum per project);
g. A description of how their expertise and content knowledge may support the First 5 LA Policy department in its execution of the FY2010-15 Policy Agenda – see appendix I & J for a copy of the Policy Agenda (250 words maximum per project);

h. The applicant’s hourly rate. If the application includes more than one individual, the applicant must include a separate line for each person. Please see the compensation section below for more details about First 5 LA’s maximum allowable hourly composite rate;

3. Résumé: Include the résumé of the applicant;

4. Client references: Names and contact information for at least three references from current and/or former clients. The applicant may not name a First 5 LA staff member as a reference. See Appendix F for a client reference form example;

5. Hourly rate form: Applicants must submit a form detailing their hourly rate. 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. See Appendix A for the hourly rate form;

6. Work samples: Two (2) samples of applicant’s work that is most applicable to the work that Policy will be undertaking in the course of the new strategic plan described above, and that best demonstrates the applicants’ competency in their declared area of expertise or knowledge domain.

Applications whose work is not conducive to submitting work samples should include instead more detailed project summaries describing their role on the project, unexpected challenges and how they were overcome, and a description of the relevance of the project to First 5 LA’s Policy department.

7. Signature Authorization Form (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. See Appendix B. Original form must be received at First 5 LA by the RFQ deadline.

8. Agency Involvement in Litigation and/or Contract Compliance Difficulties: 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 (Appendix C).

9. W-9 Form (1 original SIGNED with BLUE INK): Applicants must submit a W-9 form directly to First 5 LA, and it must be received at First 5 LA by the RFQ deadline.
All documents must be submitted through the online application system. In addition, as outlined above hard copies of the following 3 documents must be received by First 5 LA by the deadline of **November 18, 2011 5 p.m. PST:**

1) Original and signed copy of the application cover letter,
2) First 5 LA’s “Signature Authorization Form,”
3) W-9 form.

Submit these documents to:

**Evelyn V. Martinez, Chief Executive Officer**
**First 5 LA**
**750 N Alameda Street, Suite 300**
**Los Angeles, CA 90012**
**Attention: First 5 LA Policy Consultant Pool RFQ**

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**V) Review Criteria and Selection Process**

**General**

Applicants must review the First 5 LA Contract Boilerplate in Appendix E. It is imperative that all applicants review the contract language in detail and fully understand contractual obligations should they be selected as a consultant 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.**

In order for applications to be considered acceptable and eligible for award they must be prepared in accordance with the instructions given in this solicitation. **Individual applicants with an hourly rate greater than $150/hour will not be admitted into the pool.** Provided that the application was submitted on time with all relevant materials, qualifications will be evaluated from a technical standpoint based on the applicant’s proven ability in their area of expertise as described in the criteria defined below.

**Review Criteria & Process**

Qualifications will be evaluated by a team of external reviewers. Please see Appendix G for a copy of the review tool that will be used to guide evaluation of applicants by First 5 LA staff. **Qualified consultants that pass external review and agree to First 5 LA contract terms will be accepted into the consultant pool.**

The Commission reserves the right to without prejudice reject any or all submitted qualifications.

**Statement of Qualifications Review Process**

1. **Level 1**: First 5 LA 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.
2. **Level 2**: Applications will be reviewed by a team of external reviewers using the Statement of Qualifications Review Tool posted with the RFQ (Appendix G). 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 contacted for more information on or before December 9, 2011.

3. **Reference Check**: When necessary and applicable, reference checks are completed for the final applicants. Again, these reference checks are scored with a standardized review tool made available prior to the reference check. Reference checks will be completed as necessary to complement rankings resulting from the external review process. First 5 LA must be able to contact all of the references provided by the applicant. If any references cannot be reached, First 5 LA may deem this applicant ineligible for this opportunity.

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

Award notifications are anticipated to be sent out to consultants accepted into the consultant pool by December 2011.²

**VI) Terms of Participation & Contractual Considerations**

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

2. Consultants will be paid according to deliverables. That is, any solicitations made will be contracted on a fixed-price, deliverables-based basis. The selected consultant will be paid per deliverable, contingent on First 5 LA approval of the deliverable (see a description of the Quality Assurance (QA) and QA dispute resolution processes in Appendix D of this document). The consultant will assume any risk from contract or project delays. If any deliverable is only partially achieved, First 5 LA reserves the right, in its sole discretion, to prorate the contract price accordingly, but only to the extent such partial deliverable meets the approval of First 5 LA and is useful to First 5 LA.

3. The term of membership in this pool, and the term of any contracts issued to members of this pool is one year. The First 5 LA Commission reserves the right at its sole discretion to extend the term of the contracts issued under this RFQ. The consultant pool will be reassessed quarterly and consultants in the pool will be

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² Note: All dates are subject to change at First 5 LA’s sole discretion.
offered the opportunity to renew their membership at the end of their 1 year period in the consultant pool for an additional one year at the sole discretion of the Commission. Additionally, applications will be accepted for additional applicants to the pool on a quarterly basis.

4. Consultants will not be bound to remain in the pool, and consultants may exit at any time by mailing a signed, original letter to First 5 LA. Accepted consultants are not bound to accept work solicited by First 5 LA. However, consultants in the pool will be required to abide by the contractual considerations outlined in the First 5 LA contract boilerplate language (see Appendix E).

5. The Commission may, at its sole discretion, reject any or all submissions in response to this RFQ. An appeals process is not available, but declined applicants may reapply and their application will be re-reviewed at the next quarterly review period.

6. The Commission also reserves the right, at its sole discretion, to cancel this RFQ at any time. 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 supplementary materials, submitted in response to this RFQ shall become property of the Commission and are subject to public disclosure.

7. The individual/organization submitting an application agrees that by submitting an application authorization for the Commission to verify any or all information and/or references given in the application.

8. The Commission reserves the right to amend the Policy Consultant Pool as needed to best meet the needs of all parties. At the Commission’s discretion, consultants may be revised or removed.

9. All work solicited from the consultant, including any data collected, any analysis, and any reports collected by Contractor during the course of any project, in whatever form, shall be the sole property of the Commission. Contractor shall maintain said data and information on behalf of the Commission in form and substance consistent with accepted research practices throughout the course of Contract processed through consultant pool.

**Contractual Considerations**

Specific contractual considerations, including but not limited to the following, apply to 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 Request for Qualifications (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 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 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.

VII) Appendices

A. Hourly rate form
B. Signature Authorization Form
C. Agency Involvement in Litigation Form
D. First 5 LA Quality Assurance Review and Conflict Resolution Process
E. First 5 LA Contract Boilerplate
F. Client Reference Form
G. Statement of Qualifications Review Tool
H. W-9
I. First 5 LA 2010-15 Policy Agenda Brochure
J. First 5 LA 2010-15 Policy Agenda Full Description