First 5 LA
Policy Consultant Pool RFQ

Applicant Information Workshop
June 19, 2012
Welcome

• Introductions
  – Stacy Lee
    Policy Manager

- Tessa Charnofsky
  Government Affairs Manager
GoTo Webinar Basics

- Open and close your panel
- Full screen or window mode
- Raise your hand
- Ask questions
- Click “Help” for assistance
Agenda

✓ First 5 LA Background
✓ RFQ Details & Eligibility
✓ Contracting Process
✓ Application
✓ Deadlines
✓ Review Process
✓ Selection Process and Timeline
✓ Questions
Background

- Founded 1998
- Proposition 10
- 50¢ tax on tobacco
- 0-5 children and families
- $1.2 billion invested to date
First 5 LA’s 2009-2015 Strategic Plan includes two main strategies to achieve its goals: *place based* and *countywide.*

- **Place based** investments focus on 14 communities in LA County known as *Best Start.* First 5 LA *Best Start* is a community-driven effort that brings together parents and other community members to support young children and families;

- **Countywide** investments represent a comprehensive effort to support LA County children prenatal to 5 and their families through a variety of strategies, including *public policy* change.
First 5 LA Policy Agenda

- Promote comprehensive, affordable health insurance for all
- Support integration and sharing of data
- Expand voluntary home visiting
- Increase supports for breastfeeding
- Promote reductions in drug, alcohol and tobacco use by parents/caregivers
- Expand early identification and intervention
- Promote family strengthening principles and prevention practices in the child welfare system
- Improve quality of early care and education programs
- Strengthen the prenatal to 5 workforce
- Increase access to healthy food options and physical activity

- Children are born healthy
- Children maintain a healthy weight
- Children are ready for kindergarten
- Children are free from abuse and neglect
RFQ Qualifications

- **Location** - in LA County or Sacramento; must be able to attend meetings in Capitol and have ability to communicate effectively/efficiently with First 5 LA staff via phone and email.

- **Areas of Expertise** – rank list – used to help identify appropriate consultant pool members to solicit

- **Content Knowledge** – Issues within First 5 LA Policy Agenda, in addition to the state budget as it relates to prenatal to 5 population

- **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.
Potential Projects

• Support First 5 LA in co-sponsoring legislation (aligned with Policy Agenda)

• Support First 5 LA in monitoring policy/legislation of interest – annual Legislative Agenda
  http://www.first5la.org/files/F5LA_Legislative_Agenda_2012.pdf

• Provide support to First 5 LA to defend against budget cuts to early childhood programs

• Assist in strategy development around future legislation

• Assist policy grantees in supporting work in Sacramento
Contracting Process

- **Admittance into the Pool:** Members of the pool will receive solicitations as determined by the Commission. Membership in the pool is not a guarantee of work but helps streamline the contract process.

- **Pool Term:** Members are accepted into the pool for a one year period, the pool may accept new members at additional points throughout the year. Membership is renewable for one year, at the discretion of the Commission.

- **Solicitations:** First 5 LA will issue a solicitation to the pool members on a project by project basis. Pool members may respond to the solicitations that fit their areas of expertise and experience, in addition to considerations for availability and capacity to execute the project. 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.
Application

- See Section IV of the RFQ—only COMPLETE applications will be considered—9 required elements

1. Cover Letter
2. Narrative Application
3. Resumes
4. Client References
5. Hourly Rate Form
6. Work samples
7. Signature Authorization Form
8. Agency Involvement in Litigation/Contract Compliance
9. W-9 Form
DEADLINES

➢ On line applications due
  July 6, 2012
  5pm PST - **Plan Ahead**
➢ No Exceptions
  ➢ This includes original signed hard copies of Cover letter, Signature Authorization Form and Agency Involvement in Litigation Form.
Review Process

- **Review Level 1**: First 5 LA staff review application to ensure basic requirements were met: timely receipt, format as required, inclusion of required attachments. Incomplete applications will be disqualified.

- **Review Level 2**: Applications will be reviewed by 3 external reviewers, using the Statement of Qualifications Review Tool – Appendix G

  Award notifications sent out to consultants accepted into the pool in August 2012.
Questions?
Thank You

http://www.first5la.org/Policy-Consultant-Pool