First 5 LA
Research and Evaluation Consultant Pool RFQ
Frequently Asked Questions

1. If we are already in the First 5 LA consultant pool from a prior submission, do we need to submit another application to be part of the R&E consultant pool? No current members will expire in December 2014.

2. What if we were not a member of the R&E pool, but did work for Policy Advocacy Fund? Only those who applied to and were accepted into the R&E Consultant Pool are members. Working with First 5 LA, the R&E department, or applying to another pool does not constitute membership in the R&E Consultant Pool.

3. Do the items that need to be in hard copy need to be mailed but the rest is submitted via the online application? Or, do you scan and submit those forms through the online application and also mail? The items that are required to be submitted in hard copy should also be scanned and attached to the online application.

4. Should we submit mailed documents through certified mail? That is up to the applicant. All materials must be received by our offices by the deadline so please use a service that ensures you will meet this requirement.

5. Please clarify - we are applying as individuals but there is an assumption that the organization the individual works in will be contracted with, should a contract be awarded/considered? Please see the following questions and answers:

   o Q. Could you explain the requirement around individuals being applicants vs. organizations? We are accepting applications from individuals rather than organizations because organizations tend to be dynamic, with individuals coming and going. This way we can assess the qualifications of the individuals rather than an entire organization and ensure that the individual is available for solicited work

   o So you can only contract and work with person from that organization who applies? The individual can respond to a solicitation with a team from his/her organization so long as the individual in the Consultant Pool plays a prominent role in the project. Any contract awarded will be with the organization.

   o Q. Do you see projects structured to be delivered by one person, then? Or would there be an opportunity for a "team" structure to deliver? It is up to the consultant to determine if the projects will require more than one person or a team.

   o Q. If an individual is approved for the consultant pool can subsequent contracts be run through their organization? My professional insurance runs through my consulting firm. Yes, subsequent contracts can be run through the organization.
6. In the portion of the application that asks if we are currently receiving funds from F5LA, should the answer be "yes" if we are a subcontractor (working on F5LA projects). No, this section does not apply to subcontractors, only those directly receiving First 5 LA funds.

7. Contractor Signature Authorization - As an individual, what fields would need to be complete? Please leave the checkboxes at the top of section 1 blank. You will need to sign both section 1 and section 2. In section 2 (delegated authorized signatories) you will check all four check boxes at the bottom indicating that you are authorized to sign all types of documents.

8. W9 - there is a more recent version of this on the IRS website. Should we use that version? You may use the IRS version if you prefer.

9. Does "bonded" refer to general liability? (This is found on the Agency Involvement in Litigation form) No, it is added liability coverage. Please speak to your insurance representative if you are unsure if you would qualify to be bonded. Please note, we are not asking you to purchase this coverage at this time.