Q. Could you explain the requirement around individuals being applicants vs. organizations?

A. 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.

Q. So you can only contract and work with person from that org who applies?

A. 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.

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?

A. It is up to the consultant to determine if the projects will require more than one person or a team.

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.

A. Yes, subsequent contracts can be run through the organization.

Q. Is there a Work Sample sheet you provide that we need to fill out?

A. No

Q. What is a "work sample"?

A. A work sample is something that best represents the skills and expertise you identified in the application. For example, it could be a written report or journal article you have authored, a measurement tool you have created; if for graphic design it could be a portfolio of your work, etc.
Q. Do you prefer a report we did or a community presentation or tools we created?

A. It up to you to decide what type of work samples would best represent your skills and expertise, or what would strongly support your application.

Q. We have noticed a slight difference in the online application submitted forms to be uploaded and those on the RFQ document. The list is shorter on the RFQ.

The RFQ lists different required documents in two places: one under the statement of qualifications requirements, the second under contractual requirements. The online application list is a combination of the required documents listed in the two sections and should match what is required in the RFQ. If you still see discrepancies between the lists, please email us and let us know.

Q. For "Content Knowledge" in the Areas of Expertise, how are you defining expertise? For example, we have worked extensively with organizations that provide early childhood education, but are we are not educational practitioners. Are you looking for specific in-depth knowledge of all aspects of this type of programming, or for consultants with a strong background who can identify key issues and understand the landscape?

A. Expertise means having direct work experience and/or specialized education in that field. If you consider yourself a “consultant with a strong background who can identify key issues” you can certainly select that content area as one of your areas of expertise. Regarding what we are looking for, we are looking for a very diverse set of skills and competencies. We cannot predict what specific projects we will be soliciting for in the coming year, or what our needs will be. It is up to you to determine your five best competencies and provide a narrative and work samples to support that selection.

Q. Is there a page limit for the sample work?

A. No

Q. Are applicants required to answer item d (page 12)? I couldn't find a space for it on the online application.

A. Please provide your answer to item d in the same textbox with your project summaries. Item e can be provided on the hourly rate form.

Q. There may be two individuals from our organization submitting applications, can we submit the same Agency Involvement in Litigation and Signature Authorization forms, or do these need to be different?
A. Our contracts department requires an original in each member’s file, so you will each need to submit a completed form, but they can be signed by the same individual from the organization (whoever is authorized to sign legal documents for your organization).

Q. For renewing members, what is the process for reapplying? Can the same documents be resubmitted, avoiding the need for another lengthy process?

A. All applicants must submit a complete application, whether applying for the first time or re-applying. You may submit the same materials as last year, i.e. resume, work samples etc., if you feel those samples are still the best representation of your expertise and do not need to be updated to reflect work you have undertaken in the last year.

Q. In the Signatory Authority form, either organizational bylaw or board resolution is required. As the sole owner of a private evaluation company, I have neither. Are there alternate forms of documentation that are acceptable, such as our CA Secretary of State filing naming me as the owner?

A. You can leave those fields blank. Just be sure to sign both sections 1 & 2.

Q. I plan to apply to the consultant pool as an individual and I am wondering which of the following documents are applicable to my situation:

- Annual Independent Audit (if applicable)
- Bylaws (if applicable)
- Articles of Incorporation (if applicable)
- Business License (if applicable)
- List of Board Members (if applicable)
- IRS Account Determination Letter (if applicable)

A. The “if applicable” list can be thought of as “if you have it”. For example, if you have applied for and received a business license then you need to provide us a copy. If you don’t have one you don’t need to provide a copy.

Q. The online application asks about previous First 5 LA funding. I currently work on an evaluation and receive funding that originates from First 5 LA but my contractual relationship is with a First 5 LA grantee. I have not had previous funding directly from First 5 LA. What is the appropriate way to answer this question?

A. That field refers to direct funding only, funding through a sub-contract does not apply.

Q. Is there a page limit for resumes?

A. No
Q. Should the W-9 and/or Signature Authorization Form be filled out by the individual or the organization?

A. The Signature Authorization Form should be completed by the person in your organization authorized to sign legal and/or financial documents. If you are an individual member of an organization the W-9 form should be for the organization.

Q. Do we submit the articles, bylaws, etc. online or do you need hard copies?

A. Only four documents must be delivered in both hard copy and electronic copy:

1. Original and signed Cover Letter
2. Original and signed Signature Authorization Form
3. Original and signed Agency Involvement in Litigation and/or Contract Compliance Difficulties Form
4. Original and signed in blue ink Form W-9

All other documents must be delivered electronically through the online application.

Frequently asked questions related to technical difficulties with the online application can be found via the application instructions page or through the following link: http://www.first5la.org/Online-Application-Help