FREQUENTLY ASKED QUESTIONS

1. What will be the relationship between the consultant and the workgroup?

The consultant and the workgroup will work closely together. The consultant will be reporting to the Commission and will be asked to share some of the findings with the workgroup.

2. What do you envision the role of the Best Start LA (BSLA) Baby-Friendly Hospital Project Workgroup?

The Workgroup’s primary role is to help inform the Commission regarding the implementation of the BSLA Baby-Friendly Hospital Project.

3. What type of powers or decision making power does the Workgroup have?

The Workgroup’s primary role is to help inform the Commission regarding the implementation of the Baby-Friendly Hospital Project; it is an advisory role and not a decision making role. The Workgroup will inform the Commission regarding the implementation of the Baby-Friendly Hospital Project (i.e., help the First 5 LA Commission understand the landscape of hospital breastfeeding policies and practices in LA County).

4. Does the Workgroup have authority over the consultant?

First 5 LA staff will direct the consultant and the consultant will report to staff. The Workgroup will not have authority over the consultant.

5. Does the Workgroup have a scope of work?

No. The BSLA Baby-Friendly Hospital Project framework sets the parameters for every component of the Project, including the role of the Workgroup. The Workgroup will meet periodically and consist of members of the maternal-child health, healthcare industry, public health and hospital community in LA County. The Workgroup does not contract with First 5 LA. The purpose of Workgroup is to be an advisory body and the process by which the Workgroup informs First 5 LA will be an organic one.

6. Is the consultant a “facilitator” for Workgroup development, meetings, etc.?

No. Workgroup meetings will be organized, coordinated, and facilitated by First 5 LA staff.

7. Are applicants given broad leeway to design the RFQ scope of work that will facilitate / accomplish goals?
The proposed scope of work in response to the RFQ shall be relevant to and address the deliverables and requirements for the consultant. The process by which the consultant intends to complete deliverables and requirements is created by the applicant and can include innovative ideas and tasks not included in the RFQ.

8. Is a logic model required for the proposal to the RFQ (consultant)?

No.

9. How often will the Workgroup meet?

Meeting dates for the Workgroup have not been set. More frequent meetings may be necessary in the beginning of the project implementation process with fewer meetings thereafter.

10. How does the consultant measure success?

Success for the BSLA Baby-Friendly Hospital Project will be measured within the broader scope of Best Start LA. The consultant is expected to work on a Breastfeeding scorecard that will help the Commission monitor progress and measure success over time.

11. What is the allowable consultant rate?

The allowable hourly consultant rate is applicable only when completing a simple hourly budget form such as the budget worksheet for any subcontractor the applicant intends to retain as part of the project. In such case, please refer to page 16 and paragraph number 9 of the RFQ for current applicable and composite rates.

The budget form applicants must complete for the BSLA Baby-Friendly Hospital Project RFQ is not an hourly consultant budget form but a detailed budget form. The detailed budget form requires a breakdown of costs as indicated, not just an all inclusive hourly rate. Applicants must indicate personnel costs in terms of percentage of annual salaries pursuant to the budget form instructions and exceptions included therein. The maximum annual salary allowable for any individual is $187,000.

12. What is Workgroup’s role in the development of the survey?

The Workgroup will help inform the development of the survey.
13. In the RFQ there is mention of the CDC National Survey of Maternity Practices in Infant Nutrition and Care (mPINC), and that the survey the consultant conducts will be similar to this survey. Can you elaborate at all on “similar”. Is there a desire to duplicate this survey? Or would it be an option to attempt to access the data from this survey since it was completed in 2007 and then build from there?

The consultant will have an important role in defining and creating the survey. We will likely ask the consultant to identify mPINC data that is related to LA County and determine if there is an opportunity to design a similar survey that is customized to monitor the impact of the BSLA BFH Project.

14. Can you be more specific about the “executive positions” in the budget forms?

Executive positions are usually the CEO or the Executive Director of an organization.