FIRST 5 LA
RESEARCH AND EVALUATION CONSULTANT POOL
REQUEST FOR QUALIFICATIONS (RFQ)
# TABLE OF CONTENTS

I) **RFQ Timeline** ................................................................................................................... 3  
   **RFQ Questions** ............................................................................................................... 3  
II) **Project Overview** ............................................................................................................ 4  
    **Background** .................................................................................................................. 4  
    **About First 5 LA** ......................................................................................................... 4  
    **The First 5 LA FY 2009-2015 Strategic Plan** ................................................................. 4  
    **The First 5 LA Best Start Communities** ...................................................................... 5  
    **First 5 LA FY 2009-2015 Accountability Framework** ................................................. 5  
    **Research and Evaluation Consultant Pool RFQ** ......................................................... 6  
III) **Statement of Qualifications** ........................................................................................... 9  
IV) **Review Criteria and Selection Process** ......................................................................... 11  
    **General** ....................................................................................................................... 11  
    **Review Criteria** .......................................................................................................... 11  
    **Statement of Qualifications Review Process** ............................................................ 14  
V) **Terms of Participation & Contractual Considerations** .................................................... 14  
VI) **Appendices** ................................................................................................................... 18
I) RFQ Timeline

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE1</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ released</td>
<td>July 29, 2011</td>
</tr>
<tr>
<td>Applications are due. Consultants who submit their documents late will be</td>
<td>Quarter 1: Oct 2011 to Dec 2011</td>
</tr>
<tr>
<td>eligible to enter the pool the following quarter.</td>
<td>Deadline: Aug 31 by 5:00 p.m. PST</td>
</tr>
<tr>
<td></td>
<td>Deadlines for future quarters are as</td>
</tr>
<tr>
<td></td>
<td>follows:</td>
</tr>
<tr>
<td></td>
<td>Quarter 2: Jan 2012 – Mar 2012</td>
</tr>
<tr>
<td></td>
<td>Deadline: November 30 2011 by 5p.m. PST</td>
</tr>
<tr>
<td></td>
<td>Quarter 3: Apr 2012 – June 2012</td>
</tr>
<tr>
<td></td>
<td>Deadline: Feb 29 2012 by 5p.m. PST</td>
</tr>
<tr>
<td></td>
<td>Quarter 4: July 2012 – Sept 2012</td>
</tr>
<tr>
<td></td>
<td>Deadline: May 31 2012 by 5pm. PST</td>
</tr>
</tbody>
</table>

Questions and requests for additional information will be sent to consultants where applicable on or before the following date.

Notifications of consultant acceptance into Research and Evaluation consultant pool

| Quarter 1: September 23, 2011                                          |
| Subsequent Quarters:                                                   |
| Up to 3 weeks after receipt of application                              |

| Quarter 1: October 1, 2011                                             |
| Subsequent Quarters:                                                  |
| 1st day of new quarter                                                 |

RFQ Questions

All questions must be submitted via email to Hayley Roper-Fingerhut (hroper@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.

1 Note: All dates are subject to change at First 5 LA’s sole discretion.
II) Project Overview

Background

About First 5 LA

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 for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. 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 manage the funding from Proposition 10. Since 1998, First 5 LA has invested over $800 million to support initiatives in these areas. Additional information regarding First 5 LA can be found at http://www.first5la.org/

The First 5 LA FY 2009-2015 Strategic Plan

In June 2009, First 5 LA’s Board of Commissioners adopted a new strategic plan to guide its investments through June 2015. The adoption of this plan titled, “Strengthening Families and Communities in L.A. County,” marked a significant evolution in First 5 LA’s approach to grant making by committing a sizeable portion of funding to improving the well-being of children in specific geographic communities, called “Best Start” communities, throughout the County, combined with significant investments countywide. We believe, and research confirms, that children thrive when they live in safe and supportive families and neighborhoods. This combined place-based and countywide approach allows the Commission to concentrate its limited resources in areas of high need and to sustain those efforts over time. The adoption of the new strategic plan will allow First 5 LA to continue focusing on strengthening families while deepening our commitment to fostering a community’s ability to create and sustain safe and nurturing places for children to grow.

Within these communities and countywide, the Commission has selected the following four goals that will drive our work in the new plan:

- Children are born healthy
- Children maintain a healthy weight
- Children are safe from abuse and neglect
- Children are ready for kindergarten
The First 5 LA Best Start Communities

In June 2010, the First 5 LA Board of Commissioners approved a portfolio of 14 communities to target for place-based investment. These 14 "Best Start" communities represent the Commission's commitment to funding a place-based approach as outlined in First 5 LA's 2009-2015 Strategic Plan, Strengthening Families and Communities in L.A. County, which was adopted in June of 2010. This place-based approach recognizes the importance of a family's environment to the health, safety and school readiness of young children. By focusing a significant portion of its resources in specific communities, First 5 LA will strive to have a greater impact on the children and families who reside in neighborhoods of high need in our county.

Those communities are:
- Broadway-Manchester
- Compton
- East Los Angeles
- Lancaster
- Pacoima
- Palmdale
- Panorama City
- South El Monte-El Monte
- Southeast Los Angeles County
- Watts-Willowbrook
- West Athens
- Wilmington
- Central Long Beach
- Metro LA

Read a profile of each of these communities on the first 5 LA website, at http://www.first5la.org/node/3872.

First 5 LA FY 2009-2015 Accountability Framework

The First 5 LA FY 09-15 Strategic Plan includes an innovative blend of place-based and countywide funding strategies designed to improve outcomes in our four goal areas. Our FY2009-2015 Accountability and Learning framework reflects this emphasis on place-based evaluation as well as a strengthened emphasis on using results from our evaluations and research projects to learn and improve on an ongoing basis.

The goals of First 5 LA’s Accountability and Learning Framework for the FY 09-15 Strategic Plan include the following:
- Gather and disseminate timely information on implementation and outcomes to support and improve our work and the work of our grantees;
- Capture change over time in Best Start communities;
- Enable us to tell a coherent story of our investments to our stakeholders – most notably First 5 LA Commissioners and staff, our community partners and grantees and other external stakeholders.
The major types of research and evaluation activities in which First 5 LA will engage over the course of the strategic plan include the following:

- A series of child and family studies which will collect primary and secondary data on families from our Best Start communities, and families from comparison communities, over time;
- Place-based and strategic evaluations, including evaluations of some of First 5 LA’s key strategies, as well as data collection within each of First 5 LA’s Best Start communities to monitor progress towards change;
- Research projects, designed to be responsive to policy and programmatic issues arising out of our evaluation work;
- The convening of a Research Advisory Committee (RAC), which will provide technical input, guidance, and advice to support First 5 LA’s research activities as we embark on this new strategic plan and accountability framework;
- Dissemination activities, including the development of a Community Change dashboard where each target community will be able to monitor the change that is happening within its boundaries;
- A learning and improvement process in order to promote meaningful use of our findings.

Research and Evaluation Consultant Pool RFQ

The First 5 LA Research and Evaluation (R&E) department is seeking applicants to be included in a pool of approved consultants to support R&E’s work. This support may include a range of diverse tasks, from facilitating meetings, translation services, to supporting research and evaluation design and implementation tasks. To that end, we are seeking a diverse set of skills to be represented in the pool reflective of content knowledge, skills in data collection and analysis, dissemination and logistical support services that enhance research and evaluation activities.

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 the consultant pool to select no more than five areas of expertise from Table 1. In addition, we ask that applicants rank the areas of expertise they select with one representing their highest level of expertise and five representing the lowest level of expertise relative to their selected areas of expertise. If an applicant selects less than five areas of expertise they should rank them in a similar fashion using one as the highest rank and ranking upwards for the number of areas of expertise they have selected.

Applicants who select more than five areas of expertise will be subject to disqualification. Applicants who choose to select less than five areas of expertise will not be disadvantaged in the review process.
**Content Knowledge**
In order to ensure that we are able to properly review and assess each applicant’s content knowledge, applicants should select **no more than three** areas of specific content knowledge from Table 2. Applicants are not required to rank these selections.

**Applicants who select more than three content knowledge domains will be subject to disqualification.** Applicants who choose to select less than three content knowledge domains will not be disadvantaged in the review process.

For both areas of expertise and content knowledge, applicants are also invited within the online application form to provide additional information if relevant to First 5’s work. See the online application section below for more details.

**Table 1: Area of Expertise**

**Analysis/Data Skills**
- Quantitative data collection and analysis
- Qualitative data collection: observations, interviews, focus group facilitation and transcription
- Qualitative data analysis: using Atlas.ti, or involving non-text data, images, video, audio, maps, etc.
- Econometric and statistical analyses, including hierarchical linear modeling evaluation design
- Statistical weighting procedures
- Psychometric analyses
- Survey research, including statistical sampling methodologies
- Multi-site evaluation design, and analysis
- Experience with large public data sets
- Developing logic models/theories of change
- Policy analysis and evaluation
- Data visualization, including use of data visualization software
- Social network mapping
- Demographic analysis and forecasting

**Logistics/Support Services**
- Database management
- Data entry
- Facilitation of meetings and other processes
- Meeting and logistics planning
- Study recruitment and outreach
- Translation from English into other languages
- Web design and usability in the context of research and data presentation
- Literature reviews
- Graphic design (products featuring research and data findings)
- Copy editing
- Data systems planning and development
- Technology training
- Proficiency with GIS, including map making in ArcGIS
Table 2: Content Knowledge

**Child and Family Related**
- Social support
- Home visitation
- Child development
- Maternal health
- Pregnancy and birth outcomes
- Preconception and interconception care
- Perinatal issues among African American women
- Family engagement
- Early childhood education
- Child abuse and neglect
- Nutrition and child overweight

**Place Based/Countywide Strategies Related**
- Comprehensive community investments
- Organizational capacity building
- Community capacity building
- Community based action research or participatory action research
- Community collaboration and networking
- Geographic differences and characteristics of LA county neighborhoods
- Demographic/migration trends
- Cultural/linguistic factors within community research
- Workforce development

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 V - Terms of Participation & Contractual Considerations for more details.

Please note that consultants will be accepted into the pool for one year period. However, the consultant pool will be open for new applicants on a quarterly basis, with applications accepted along the schedule outlined on page 2 of this RFQ. The 4 quarters covered by this RFQ are as follows:

- **Quarter 1** – October 2011 – December 2011
- **Quarter 2** – January 2012 – March 2012
- **Quarter 3** – April 2012 – June 2012
- **Quarter 4** – July 2012 – September 2012

At the end of the 1 year term, determined by the dates specified in the award letter received by the consultant, and coinciding with the quarterly enrollment process, consultants will be offered the opportunity to renew their membership in the pool for an additional one year at the sole discretion of the Commission. Additionally, as stated above, applicants will be accepted each quarter for additional applicants to the pool.

The term of the contracts issued to members if 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.
III) Statement of Qualifications

Required documents to respond to this RFQ:
The qualifications, including all required attachments, must be submitted online at www.first5la.org/Funding-Center no later than August 31, 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 R&E 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. **Online application:** Complete the online application form available at www.first5la.org. The online application form includes the following:
   a. The ranked list of the applicant’s areas of expertise relevant to First 5 LA R&E work (no more than 5 areas of expertise selected based on Table1) and adds in additional areas that appear to be relevant to First 5’s work;
   b. 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 (200 words maximum per area of expertise which may also include a justification for the ranking assigned to each area of expertise);
   c. The unranked list of the applicant’s content knowledge relevant to First 5 LA R&E work (no more than 3 areas of content knowledge selected based on Table 2) and adds in additional areas that appear to be relevant to First 5’s work;
   d. A narrative description for each content knowledge domain selected justifying why the applicant is knowledgeable in each area, (200 words maximum per content knowledge domain);
   e. 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 and the applicants’ role (200 words maximum per project);
   f. A description of how their expertise and content knowledge may support the First 5 LA R&E department in its execution of the FY09-15 Strategic Plan Accountability Framework (200 words maximum);
   g. 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 R&E 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.

Applicants 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 Accountability Framework.

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 **August 31, 5 p.m. PST**. Original and signed copy of the application cover letter, First 5 LA’s “Signature Authorization Form,” and 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 R&E Consultant Pool RFQ**
IV) 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

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 following are the selection criteria that will be used to evaluate applicants to the First 5 LA consultant pool:

Area of Expertise

I. Relevant Expertise

The applicant’s statement of qualifications should reflect skill in their declared area(s) of expertise. The combination of the applicant’s resume history, project history, and narrative explication of experience should convey a depth of understanding and/or skill of their identified areas of expertise. Furthermore, the area of expertise should be directly relevant to the work being undertaken by First 5 LA, and the applicant’s role on those projects should be in the capacity in which they might be employed by First 5 LA. This relevance should be reflected in the applicants’ online application.

Work experience

The applicant will be evaluated by the extent to which their qualifications demonstrate experience in the following areas:

1. Experience working on projects or programs that are relevant to the work being undertaken by First 5 LA and that are aligned with their declared area of expertise;
2. Experience in the role which First 5 LA would expect them to play should they be selected for project support work
3. Experience working with culturally and linguistically diverse populations;
4. Experience working in Los Angeles County;
5. Based upon the applicant’s declared area of expertise, there may be additional pertinent areas of work experience that First 5 LA would expect to see, and applications will be vetted for experience within those additional areas.

II. Quality of submitted work

The applicant’s role in producing that work, and the relevance of the work submitted to their declared area of expertise and First 5 LA R&E department’s Accountability Framework.

To that end, the work samples will be evaluated according to the following:

1. The quality of the work submitted: The work submitted demonstrates the applicant’s capacity to perform the duties that may be required of them, given their declared area of expertise. The work should also convey, if applicable, the applicant’s written communication skills;
2. The role of the applicant in producing the work: The applicant’s role in producing the submitted work should be clear, and should conform to the role which First 5 LA would expect them to play should they be selected for project support; The relevance of the submitted work: The work submitted should firstly be relevant to their declared area of expertise. More importantly, it should be directly relevant to the type of work which they will be performing for First 5 LA.

Applicants 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 Accountability Framework. These project summaries will be evaluated according to the following criteria:

3. The role of the applicant in the project: The applicant’s role in the project should be clear, and should conform to the role which First 5 LA would expect them to play should they be necessary for project support;
4. The relevance of the project to the applicants’ declared area of expertise and to First 5 LA’s needs: The project summarized should firstly be relevant to their declared area of expertise. More importantly, it should be directly relevant to the type of work which they will be performing for First 5 LA.

Content Knowledge

III. Relevant Content knowledge

The applicant’s statement of qualifications should reflect content knowledge that matches their declared area(s) of specialization. The combination of the applicant’s resume history, project history, and narrative explication of content knowledge should convey a depth of understanding their identified knowledge domain. Furthermore, the knowledge domain should be directly relevant to the work being undertaken by First 5 LA, and the applicant’s role on those projects should be in the capacity in which they might be employed by First 5 LA. This relevance should be reflected in the applicants’ online application.

Work experience
The applicant will be evaluated by the extent to which their qualifications demonstrate experience in the following areas:

1. Experience working on projects or programs that are relevant to the work being undertaken by First 5 LA and that are aligned with their declared area of expertise;
2. Experience in the role which First 5 LA would expect them to play should they be selected for project support work
3. Experience working with culturally and linguistically diverse populations;
4. Experience working in Los Angeles County;
5. Based upon the applicant’s declared content knowledge domains, there may be additional pertinent areas of work experience that First 5 LA would expect to see, and applications will be vetted for experience within those additional areas.

IV. **Quality of submitted work**

The applicant’s role in producing that work, and the relevance of the work submitted to desired content knowledge and relevance to the First 5 LA R&E department’s Accountability Framework.

To that end, the work samples will be evaluated according to the following:

1. The quality of the work submitted: The work submitted demonstrates the applicant’s capacity to perform the duties that may be required of them, given their declared content knowledge domains. The work should also convey, if applicable, the applicant’s written communication skills
2. The role of the applicant in producing the work: The applicant’s role in producing the submitted work should be clear, and should conform to the role which First 5 LA would expect them to play should they be necessary for project support;
3. The relevance of the submitted work: The work submitted should firstly be relevant to their declared content knowledge domains. More importantly, it should be directly relevant to the type of work which they will be performing for First 5 LA.

Applicants 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 Accountability Framework. These project summaries will be evaluated according to the following criteria:

4. The role of the applicant in the project: The applicant’s role in the project should be clear, and should conform to the role which First 5 LA would expect them to play should they be selected for project support;
5. The relevance of the project to the applicants’ declared content knowledge domains and to First 5 LA’s needs: The project summarized should firstly be relevant to their declared content knowledge domains. More importantly, it should be directly relevant to the type of work which they will be performing for First 5 LA.
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 September 23 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 for quarter 1 by October 1 2011.

V) **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. R&E 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 R&E 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.

---

\(^2\) **Note:** All dates are subject to change at First 5 LA's sole discretion.
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 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 Research and Evaluation 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 Contracts 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 with 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 subcontractors 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.

VI) 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