First 5 LA Select Home Visitation Provider Pool Request for Qualifications (RFQ)
TABLE OF CONTENTS

I. TIMELINE FOR SELECTION PROCESS ................................................................. 2
II. BACKGROUND ....................................................................................................... 3
III. INTRODUCTION TO FAMILY STRENGTHENING STRATEGIES ....................... 5
IV. SELECT HOME VISITATION PROVIDER POOL OVERVIEW ............................ 7
V. TERMS OF PROJECT ........................................................................................... 13
VI. TERMS OF PARTICIPATION .............................................................................. 14
VII. APPLICATION PROCESS .................................................................................. 14
VIII. REVIEW PROCESS .......................................................................................... 16
IX. APPLICATION TIMELINE .................................................................................. 17
X. CONTRACTUAL CONSIDERATIONS ................................................................. 17
XI. APPENDICES ..................................................................................................... 20
I. TIMELINE FOR SELECTION PROCESS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>*DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Home Visitation Provider Pool RFQ Released</td>
<td>May 30, 2013</td>
</tr>
<tr>
<td>Information Session:</td>
<td></td>
</tr>
<tr>
<td>RFQ Released</td>
<td>May 30, 2013</td>
</tr>
<tr>
<td>RSVP required by 5:00 p.m. on June 7, 2013 to <a href="mailto:dcareaga@first5la.org">dcareaga@first5la.org</a>.</td>
<td>June 10, 2013</td>
</tr>
<tr>
<td>Session will be held at First 5 LA.</td>
<td>2:30pm-4:00pm PST</td>
</tr>
<tr>
<td>Information Session</td>
<td></td>
</tr>
<tr>
<td>Final date to submit questions and requests for additional information</td>
<td>June 14, 2013</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>June 28</td>
</tr>
<tr>
<td>Posting of responses to questions</td>
<td>5:00 pm PST</td>
</tr>
<tr>
<td>Application Deadline</td>
<td></td>
</tr>
<tr>
<td>Applicants Notified of acceptance into Select Home Visitation Provider</td>
<td>July 2013</td>
</tr>
<tr>
<td>Pool</td>
<td></td>
</tr>
</tbody>
</table>

*Dates listed in timeline are subject to change at First 5 LA’s sole discretion.

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA by **5:00 p.m. PST on June 14, 2013**. To ensure that all potential applicants receive the same information, questions and answers will be compiled and posted on the Funding Center’s website. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

Questions, information requests, and RSVP’s to the Information Session must be submitted to:

Diana Careaga, M.P.H., Program Officer  
First 5 LA Program Development Department  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012  
Phone: 213.482.7552  
E-mail: dcareaga@first5la.org
I. BACKGROUND

First 5 LA — “Champions for Our Children”

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, the First 5 LA 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 more than $1 billion to support programs, initiatives, research, partnerships, public education and other endeavors in all four of its goal areas:

- 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 FY 2009-2015 Strategic Plan

In 2009, First 5 LA’s Board of Commissioners adopted a new strategic plan (as amended) to guide its investments through June 2015. The plan, *Strengthening Families and Communities in L.A. County*, marked a significant evolution in First 5 LA’s approach to grantmaking. It was later amended by the Commission to include additional countywide initiatives developed in 2010. In addition to a countywide approach that focuses on policy change, public education, workforce development and other strategies, the strategic plan (as amended) also commits a sizeable portion of funds to improve the well-being of children in specific geographic communities.

The Commission selected 14 Best Start communities based on lessons learned from First 5 LA’s first decade and research, which shows the influential role of safe and supportive neighborhoods in a young child’s quality of life.

This combined place-based and countywide approach is intended to concentrate First 5 LA’s limited resources in areas of high need and to support the sustainability of those efforts over time. The strategic plan (as amended) 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.

**Figure 1: First 5 LA Prioritized Pathway**

The strategic plan (as amended) identified a pathway for First 5 LA investments that leads to our desired outcomes for children, families and communities in our four goal areas.
The Place-Based Approach, *Best Start*

First 5 LA’s place-based approach focuses on the places where families live — combining strategies to strengthen families with those that build community capacity to create and sustain thriving and healthy environments for all children. The research and promising practices emerging from decades of place-based efforts make a strong case for First 5 LA’s shifting a significant amount of resources to this funding strategy. The place-based approach allows First 5 LA to focus on families most in need, creating a seamless pipeline to effectively serve families along the continuum of a child’s development. This approach also creates unique partnerships with families, community residents and other funders, resulting in a better measure of our impact.

Parents, civic and business leaders, members of the clergy, representatives from community-based organizations and others are working together to develop partnerships within each of the 14 communities. The expectation is that each community partnership will submit proposals to the First 5 LA commissioners for future investments that target community-identified priorities that will help advance *Best Start’s* primary goals that children in each community grow up safe, healthy and ready to learn.

---

Countywide Approach
The strategic plan (as amended) recognizes the critical role of strong, coordinated and responsive systems in supporting families and improving outcomes for children prenatal through age 5. These systems include the actual structures through which health and human services are provided in L.A. County, as well as less formalized systems. By focusing on countywide systems improvement and change, countywide investments can have an impact beyond the children in the 14 Best Start communities. At the same time, this approach will help improve the sustainability of the place-based approach and outcomes. First 5 LA understands that enduring systems changes are most successful when they are informed by — and grow out of — community-based experience and concrete evidence regarding models that strengthen families and improve outcomes for children, such as those we will be supporting in the Best Start communities.

The countywide approach is a comprehensive effort through a variety of programs, strategies and initiatives. The strategic plan (as amended) incorporates seven specific countywide strategies, including public policy, public education, resource mobilization, workforce development, data systems integration and health access. In addition, First 5 LA is supporting an array of countywide investments in areas such as universal screening and assessment of newborns, early care and education workforce development, nutrition and physical activity programs for families and in child care facilities, and parental support projects. In addition, among other strategies, First 5 LA continues to strive for increased access to health care and insurance for pregnant women, children and their families; provide telephonic or online and printed resource directories for families and support and enhance the impact of our investments with effective, strategic partnerships and leveraging social and financial capital via our newly-developed Community Investments Department.

III. INTRODUCTION TO FAMILY STRENGTHENING STRATEGIES

Providing families access to high quality interventions is an essential component to improving child and family outcomes. To that end, First 5 LA’s strategic plan (as amended) calls for a continuum of direct services that begin at pregnancy and continue through the child’s first five years for the purpose of strengthening families and maximizing child development. The strategic plan’s place-based approach therefore includes the Family Strengthening strategies. These strategies are designed to impact the most fundamental influence on the lives of young children: their families. Stable, safe and reliable relationships with adults and caregivers are a critical factor in children’s optimal development and well-being. These strategies present a valuable opportunity to build relationships and trust with families so that parents have the opportunity to receive relevant information about their role as the primary caregiver and teacher in their children’s lives and connect to other services available to them in their community. The family strengthening strategies consist of services to be provided directly to families with home visitation as a centerpiece for the provision of parent engagement, education, and support. These strategies consist of the Welcome Baby and Select Home Visitation Programs.

Welcome Baby is a universal home visitation program for mothers regardless of income, challenges or risk factors. Welcome Baby is designed to serve as an outreach to families at
strategic points in time during pregnancy, birth, and postnatally. Welcome Baby provides primary health promotion information and parenting education, and invites and welcomes families into an array of services and supports in their community. In addition, families receive helpful information and support during each visit on topics such as breastfeeding, home safety, the importance of establishing a medical home, well-child visits and immunizations, family planning, smoking cessation, crying patterns, parent-to-child temperament, and perinatal depression.

First 5 LA’s strategic plan (as amended) also includes a systematic and universal strategy countywide to support all new parents at the birth of their child. This strategy includes the application of a universal screening to be conducted with all parents upon the birth of their newborns at eligible and participating hospitals. The universal screening tool, Bridges for Newborns is used to identify families’ risk of experiencing poor child outcome and is part of the Welcome Baby hospital visit. Families identified as needing more support and services through the universal screening at the hospital visit will receive additional home visits.

All mothers delivering at participating hospitals are eligible to receive the Welcome Baby hospital visit. The hospital visit includes a risk screening using the Bridges for Newborns Screening Tool. The Bridges for Newborns Screening Tool has been utilized across Orange County hospitals for over ten years. This screening tool has been utilized by hospital staff to determine whether a family needs additional referrals to community-based services and has been found to successfully measure a family’s level of risk for poor child and family outcomes in the areas of physical and behavioral health and child welfare2. Offering the Welcome Baby hospital visit would ensure that families with new babies are reached and have the opportunity to participate in the supportive services offered, if needed.

Families residing within and out of the Best Start Communities will benefit in different ways from the family strengthening strategies. Families residing within a Best Start Community will be eligible for up to nine Welcome Baby engagement points: three prenatal, one at the hospital, and five after the baby’s birth. Although it is anticipated that Welcome Baby will be sufficient to support the majority of pregnant women and new parents in these communities, a significant proportion of parents (perhaps 30% or more of those assessed) will need more intensive support. Families identified as having a greater risk for poor child outcomes will be referred to the Select Home Visitation Program in their Best Start Community. Although other, less intensive, parent education and support services may be available in the community, the goal is to develop a sufficient network of high quality evidence based models to serve as the primary resource for high risk pregnant women and new parents. Families living outside the Best Start communities and facing serious challenges in caring for their newborn due to such factors as lack of familial or social supports or limited knowledge on infant care and development will receive a hospital visit and up to 3 postpartum home visits, as needed, and will include a focus on embedding families in appropriate and available resources in the community.

Coordination of Family Strengthening Strategies

In order to support the efforts of Welcome Baby and Select Home Visitation Program providers, First 5 LA released an RFQ to select a Family Strengthening Oversight Entity. The Oversight Entity will coordinate the training required for all Welcome Baby providers, ensure standardization of Welcome Baby across all communities, and work with Welcome Baby and Select Home Visitation Program providers to assist in the development of appropriate service referral pathways, support proper data collection, provide technical support for database use, and coordinate quarterly cross-community peer exchange opportunities.

Welcome Baby and Select Home Visitation Program providers will be expected to collaborate together to develop and implement referral pathways to best meet the needs of families. This includes referrals for families identified by the Bridges for Newborns tool during the Welcome Baby hospital visit, which will identify families who need more focused support and will trigger a referral to the Select Home Visitation Program provider for Best Start families. Families may also be referred to other local, home visitation or direct service providers as needed. The Los Angeles County Department of Public Health is also developing a Prenatal and Early Childhood Home Visitation Consortium (Consortium) to further countywide efforts to improve the efficiency of service delivery for families. This Consortium aims to work collaboratively with key stakeholders supporting home visitation efforts to develop policy that instills high quality practice standards and coordinates referral processes among existing and new perinatal in-home support programs. The development of the referral pathways will be informed and supported by the Oversight Entity, First 5 LA, and the Consortium. First 5 LA is also funding and overseeing a Home Visitation Database to support data collection and coordination efforts across Welcome Baby and Select Home Visitation provider sites. It is intended that the First 5 LA Home Visitation Database will also help facilitate the enactment of the referral process.

IV. SELECT HOME VISITATION PROVIDER POOL OVERVIEW

Families residing within Best Start Communities and identified as needing more intensive, focused support will be eligible for referral to the Select Home Visitation Program in their Best Start Community. The Best Start Communities have assessed existing resources, community strengths and needs, and selected at minimum one of the following, more intensive, Commission-Approved Select Home Visitation Program Models for implementation in their community:

- Healthy Families America
- Parents as Teachers
- Positive Parenting Practices (Triple P)
- SafeCare

The Select Home Visitation programs focus on two of First 5 LA’s goals:

- Children are safe from abuse and neglect
- Children are ready for kindergarten

First 5 LA seeks applicants interested in implementing one of the Select Home Visitation programs to be included in the Select Home Visitation Provider Pool. To that end,
applicants with the experience and capacity to support and implement programs with home
visitation services as the centerpiece are desired. Only members of the Select Home
Visitation Provider Pool will be eligible to respond to a future First 5 LA solicitation to
implement a Select Home Visitation program for residents of Best Start communities.
Applicants must apply as individual organizations and/or entities to the Select Home
Visitation Provider Pool.

Applicants to the Select Home Visitation Provider Pool must have a history and
demonstrated experience in serving residents of the Best Start Community(ies) which
they indicate they would like to serve. Applicants should also have relevant experience
and a demonstrated record of providing case management and home visitation
services to parents and families with children 0-5 within the Best Start Community(ies) to be served. It is also critical to demonstrate experience in
implementing standardized program models. Applicants must also demonstrate a
history of implementing home visitation programs in the areas of child welfare,
health, early care and education, and/or school readiness.

Once interested community-based organizations or entities have applied and are part of the
Select Home Visitation Provider Pool, they will be eligible to respond to a future First 5 LA
solicitation to apply to implement the Select Home Visitation Program selected by the
particular Best Start Community(ies) they serve. Applicants within the Provider Pool will
be able to respond individually or as a collaborative to the future First 5 LA solicitation. A
Best Start Community must already have an eligible hospital either in contract
negotiations with First 5 LA or currently implementing Welcome Baby, as the only entry
point for a family into a Select Home Visitation Program is via referral from the Welcome
Baby hospital visit.

Some Best Start communities have selected more than one Program Model for
implementation. Appendix A indicates the Select Home Visitation Programs selected by
each Best Start community and the estimated number of families each hospital and Best
Start community is expected to serve. Applicants must indicate the maximum capacity of
families the organization can serve for the specific model(s) the organization is interested
in implementing. Criteria to determine which Program Model a family is referred to will
be developed and finalized in conjunction with the organizations that respond to the future
First 5 LA solicitation and are selected as the Select Home Visitation program grantees in
that Best Start community.

Applicants will need to indicate their staffing capacity and the number of families for
which they can provide service to within the Program Model(s) they are interested in
implementing. First 5 LA estimates that it may take more than one community-based
organization to provide services to families within some Best Start communities. Below is
a brief summary of each of the four Commission-approved Select Home Visitation Models.
This section also includes information about staffing ratios to assist applicants in
assessing the number of families they are able to serve. This information must be included
in the applicant’s proposal.

Healthy Families America
Healthy Families America (HFA) is a nationally recognized evidence-based home visiting
program model designed to work with overburdened families who are at-risk for adverse
childhood experiences, including child maltreatment. HFA services are offered voluntarily, intensively and over the long-term (3 to 5 years after the birth of the baby). The HFA model is built upon a set of 12 research-based critical elements that provide benchmarks by which quality is measured, and it is the only national home visitation model that requires its programs to complete a comprehensive accreditation process.

The HFA national office requires that a home visitor, known as a Family Support Worker (FSW), will have a caseload of no more than 15 families receiving weekly visits or 25 families receiving less frequent visits. In some instances, the caseload may need to be reduced to accommodate families with multiple needs or to accommodate communities in which there are long distances between home visits. HFA requires one supervisor for every six direct service staff.

First 5 LA expects applicants must have the capacity at minimum to maintain one full time team at full caseload capacity. This is defined as one full time supervisor and six full time home visitors able to serve a minimum of 120 families.

Parents As Teachers
Parents as Teachers (PAT) is an international early childhood parent education and family support program serving families from pregnancy to kindergarten. The program is designed to enhance child development and school achievement through parent education. The PAT model has four components that all affiliate programs are required to provide: (1) one-on-one personal (or home) visits, (2) group connections (or meetings), (3) health and developmental screenings for children, and (4) a resource network for families.

PAT programs have two primary staff positions: parent educators who provide home visiting services and supervisors who supervise parent educators. The PAT national office does not provide specific requirements on staff ratios. However, the national office established essential requirements regarding the expected number of visits conducted each month per parent educator. Full-time parent educators should complete no more than 60 visits per month, with new parent educators (those working for PAT less than one year) conducting no more than 48 visits per month.

First 5 LA expects applicants must have the capacity at minimum to maintain one full time team at full caseload capacity. This is defined as one full time supervisor and six full time home visitors able to serve a minimum of 120 families.

SafeCare
SafeCare is an evidence-based, parent-training curriculum for parents who are at-risk or have been reported for child maltreatment. Through SafeCare, trained professionals work with at-risk families in their home environments to improve parents’ skills in several domains. Parents are taught, for example, how to plan and implement activities with their children, respond appropriately to child behaviors, improve home safety, and address health and safety issues. SafeCare provides three modules on the topics of health, home safety and parent-child/parent-infant interaction and is generally provided in weekly home visits lasting from 1-2 hours. The program typically lasts 18-20 weeks for each family.

SafeCare programs are required to have two primary staff positions: home visitors who provide home-based services, and Coaches who monitor fidelity of SafeCare
implementation, provide coaching to home visitors, and may also provide services to families. SafeCare expects that each full-time home visitor hold a caseload of 10-12 families. SafeCare does not have a maximum ratio of home visitors to coaches, but agencies should consider the responsibilities of coaches along with other job responsibilities. SafeCare requires that certified SafeCare coaches provide coaching (which includes fidelity monitoring and feedback) to home visitors regularly and conduct weekly team meetings to discuss cases and SafeCare implementation. In addition, coaches are required to monitor the quality of home visits either in person or through audio or video recordings. SafeCare requires at a minimum that coaches monitor the first three sessions of each home visitor’s module for certification and then monitor sessions monthly thereafter.

**Triple P**

The Triple P Positive Parenting Program is a multilevel system of family intervention that aims to prevent severe emotional and behavioral disturbances in children by promoting positive and nurturing relationships between parent and child. The program aims to engage the participating parent in the minimally sufficient intervention required in order to identify and improve parenting skills. Triple P has five intervention levels of increasing intensity, described in Table 2.

**Table 2: Triple P Levels**

<table>
<thead>
<tr>
<th>Triple P Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Universal media information campaign that targets all parents in a community and involves social marketing and health promotion.</td>
</tr>
<tr>
<td>2</td>
<td>Involves primary care providers offering advice and discussion to parents on children's developmental and behavioral issues.</td>
</tr>
<tr>
<td>3</td>
<td>Brief health care intervention focused on providing parenting support and information and techniques specific to discrete problems common for families with infants and young children.</td>
</tr>
<tr>
<td>4</td>
<td>Intensive 10-session individual or 8-session group parent training program which provides a set of parenting strategies according to age and developmental readiness of their children.</td>
</tr>
<tr>
<td>5</td>
<td>Offered to families that complete Level 4 Triple P intervention and who either request or are identified as eligible for further services. This level includes behavioral interventions for parents, home-based skills training, and training in other coping skills.</td>
</tr>
</tbody>
</table>

First 5 LA will fund Triple P Level 4 (Standard Triple P), which provides individual sessions. Triple P Level 4 for Groups may also be offered. It is typical for Triple P Standard Level 4 staff to each serve approximately 25 families per year. The ideal Triple P group size is about 10-12 parents for one group facilitator. First 5 LA expects applicants must have the capacity at minimum to train at least 3-5 individuals to implement Triple P Standard Level 4.
Please see Appendix B for a more in-depth summary of each Select Home Visitation Model that includes the program objectives; program model components; duration and intensity; staff qualifications; staff supervision and training requirements; curriculum; and affiliation process. Website links to the national websites of Home Visitation Models for additional information are also included.

B. Select Home Visitation: Summary of Eligibility

The success of the Select Home Visitation Program depends on the organizational capacity of the applicants to deliver the expected home visitation services and the applicants’ ability to manage the program. At a minimum, applicants must meet or possess the following eligibility requirements:

- Organization or entity can be a nonprofit organization with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or a for-profit organization; and
- Must have an established presence and/or office in LA County.

C. Select Home Visitation: Desired Qualifications

Applicants must have the qualifications, experience, and ability to successfully implement a Select Home Visitation Program. As such, First 5 LA expects the applicant to have the following qualifications:

- Record of providing direct home visitation services and support to families and new parents within the Best Start Community to be served;
- History of serving families at birth and/or with children 0-5;
- Capacity and willingness to work with other partners selected to provide services to families within the Best Start Community;
- Experience in:
  - Implementing programs that require adherence to specific protocols and service components;
  - Serving families with a history of neglect or physical abuse, mental health problems, domestic violence or substance abuse;
  - Providing reflective supervision of home visitation program staff and providing client-centered services;
- Ability to:
  - Recruit and retain culturally and linguistically appropriate and accessible staff for children and families;
  - Ensure all staff will successfully complete all training required by the respective national office of the Select Home Visitation Model;
  - Work in partnership with First 5 LA and the Oversight Entity;
  - Coordinate with the Oversight Entity to ensure staff participate in appropriate activities, including staff development, technical assistance and cross-site learning opportunities;
  - Collaborate with the Oversight Entity, participating hospitals and other community-based organizations, First 5 LA and the Prenatal and Early Childhood Home Visitation Consortium to develop and utilize a referral pathway to best meet the needs of families;
Support families in accessing a network of formal and informal services and supports available in their own communities in order to reduce social isolation and help families build their own support networks, including information about Best Start sponsored activities, events and services;

Share information, particularly with regard to sharing the results of screening and assessment and referring families to other agencies;

- Agreement to comply with all reporting requirements as outlined below:
  - Maintain program records, monitoring and reporting program progress and results, and conducting program evaluation;
  - Maintain an interactive web-based data system and consistently enter client information and data on a regular basis. As such, agencies will be required to have the following technological capabilities in order to support the data system:
    - Hardware: Intel or AMD dual core processor or better with 2GB RAM or better
    - Operating System: Windows Vista or later
    - Internet Connection: Broadband recommended
    - Browser: Internet Explorer 7.0 or later, Mozilla Firefox 12 or later recommended, JavaScript must be enabled
  - Ability to comply with the legal requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), particularly as it relates to:
    - Collection of personal information;
    - Use and disclosure of information about families who are program clients;
    - Establishment of written policies in place to deal with issues such as confidentiality
    - Ability to share information, particularly with regard to sharing the results of screening and assessment and referring families to other agencies;
    - Establishment of a written policy that outlines the requirements for reporting known or suspected instances of child abuse and neglect as defined by the California Child Abuse and Neglect Reporting Act (“CANRA”, Penal Code sections 11164-11174.4); and
    - Establishment of a written policy that outlines the requirements for all health care providers who provide medical services for a physical condition to a patient whom he or she knows or reasonably suspects of suffering from injuries resulting from a firearm or assault or abusive conduct as defined by California’s Domestic Violence and Mandatory Report Law (California Penal Code 11160-11163.2).

- Demonstrating fiscal accountability and program capacity.
- Have the capacity to adhere to all requirements set forth in the Select Home Visitation Provider Pool, based upon the program for which the respondent has applied.
- Current/Former grantees and/or contractors must be in good standing and in compliance with all aspects of their contract with First 5 LA in order to be eligible to apply to implement a Select Home Visitation Program. 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 with First 5 LA; (2) committed any act or omission which negatively reflects on Applicant’s quality, fitness or capacity to
perform services listed in RFQ with 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 COMMISSION or any other public entity.

V. TERMS OF PROJECT

Available Future Funding
Only organizations that are part of the Provider Pool will be eligible to respond to a future First 5 LA solicitation to implement a specific Select Home Visitation program serving one or more Best Start Community(ies). Organizations may apply individually or as part of a collaborative to implement the same program model serving Best Start communities located within close geographic proximity to one another. Grantees will be compensated based upon the approved budget developed during the negotiation period, which will be based on the expected number of families to be served. Renewal of the contract will be subject to annual review of deliverables as stated in the Performance Matrix and to Commission approval. The Performance Matrix and Budget will be finalized upon successful negotiation between the selected applicant and First 5 LA for a specific contract period.

Project Budget Assumptions
The budget will be based on the annual average cost estimated by the national office per participant for each program model. Healthy Families America is estimated to cost $3,500 per participant. Parents As Teachers is estimated to cost $2,600 per participant. These estimates cover the participation for Best Start families in the programs, including all related administrative and programmatic costs. As such, awards will range based on the number of families to be served and may range from $319,000 to $1,800,000. First 5 LA expects applicants must have the capacity at minimum to maintain one full time team at full caseload capacity for Healthy Families America and Parents As Teachers. This is defined as one full time supervisor and six full time home visitors able to serve a minimum of 120 families.

Project Period
The contract (including performance matrix, budget and budget justification) will be approved annually by First 5 LA and will cover the costs for personnel and needed materials and supplies to implement the Select Home Visitation program model.

First 5 LA operates on a fiscal-year zero-based budgeting cycle. Contracts will be renewed annually subject to First 5 LA Board of Commissioners’ approval.

Contractual Obligation
The selected applicant will be required to adhere to all contractual obligations as outlined in this document, including First 5 LA’s Contract (see Exhibit F, Sample Contract). If selected applicant cannot accept the terms of the contract without substantive alterations, the applicant should refrain from applying. It is imperative that all applicants review the contract language in detail and fully understand contractual obligations should they be selected as a grantee for a Select Home Visitation grant.
VI. SELECT HOME VISITATION PROVIDER POOL TERMS OF PARTICIPATION

1. **Acceptance into the provider pool does not guarantee a contract with First 5 LA.** For those providers who are accepted into the provider pool, work will be solicited based on First 5 LA needs. Future solicitations will be released only to members of the pool to apply to implement a specific Select Home Visitation program. The selected provider and staff will negotiate a scope of work and final budget during the contracting process. If selected, contracts may be multi-year or consecutive single-year awards contingent upon Commission approval.

2. The term of membership in this pool is one year. Providers in the pool without a contract will be offered the opportunity to renew their membership upon expiration at the sole discretion of the Commission. Providers accepted into the pool and who establish a contract with First 5 LA will have their membership renewed automatically if they are in good standing and in compliance with all aspects of their contract. New applications to the pool will be accepted annually or on an as needed basis. The Commission reserves the right to amend the Select Home Visitation Provider Pool as needed. At the Commission’s discretion, providers may be removed from the pool at any time.

3. Providers may exit the pool at any time by mailing a signed, original letter to First 5 LA. Accepted providers are not bound to accept work solicited by First 5 LA. However, providers in the pool will be required to abide by the contractual considerations in this RFQ.

4. The Commission reserves the right to amend the pool as needed to best meet the needs of all parties. At the Commission’s discretion, providers in the pool may be removed from the pool at any time.

VII. SELECT HOME VISITATION PROGRAM APPLICATION PROCESS

First 5 LA requires submission of applications using First 5 LA’s online system accessed from First 5 LA’s website at [www.first5la/Funding-Center](http://www.first5la/Funding-Center). Carefully review the following requirements for application content. Please mail an original of the Signature Authorization and Agency Litigation Forms by the submission deadline to:

Diana Careaga, M.P.H., Program Officer  
First 5 LA  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012  
Attention: Select Home Visitation Provider Pool

Required Submission:
1. Online Application Form: This online form is accessible from the Applicant website and must be completed to submit a proposal. Enter the Executive Director’s name, address, and other requested information.

2. Proposal Narrative (maximum 12 pages double-spaced, 12 size font): Please provide a narrative outlining the applicant’s relevant qualifications and experience to implement a Select Home Visitation Program. The applicant will be reviewed according to the review criteria outlined in the Select Home Visitation Statement of Qualifications Review Tool (see Appendix C).

The narrative must describe the following:

Applicant Background, Expertise and Experience (maximum 12 pages):
- Brief overview of the agency
- General and project specific qualifications, competency, experience, and capacity to successfully implement the specific Select Home Visitation program identified by the Best Start Community(ies) to be served.
- Experience and history in serving families and new parents with children 0-5 in the targeted Best Start Community(ies). Please be specific in identifying the Best Start Community(ies) to be served.
- Experience in serving families with a history of neglect or physical abuse, mental health problems, domestic violence and/or substance abuse;
- History of providing home visitation services in the past 5 years, including type of services, brief description of program model(s); number of families served per year; and number of staff implementing the program(s).
- Experience in implementing programs with specific protocols or service components.
- Staffing capacity for the Select Home Visitation program(s) organization is interested in implementing, including number of staff organization can employ full-time and estimated number of families able to be served.
- Overview of types of professionals currently and historically employed for organization's home visitation services, including level of training consistently or periodically provided by the organization and experience in providing reflective supervision and client-centered services.
- Description of action plan to be able to implement indicated Select Home Visitation program, including impact on organization’s current services.
- History of collaborating with other agencies or entities in providing referrals and supporting families to access a network of formal and informal services

The Proposal Narrative must be uploaded in a Word or PDF document using the online application system on the RFQ website. No hard copies of the Proposal Narrative or electronic copies received via email will be accepted. Please refer to Section VI, Select Home Visitation Review Process, for an outline of the review criteria that will be used in scoring this narrative.

3. Signature Authorization Form (one 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 D). Original form must be received at First 5 LA by the RFQ deadline. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification.

4. 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. Applicants must submit one original form signed in BLUE ink (See Appendix E). An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification.

5. IRS Letter of Determination (if applicable)

6. Business License (if applicable)

7. Articles of Incorporation (if applicable)

8. Bylaws (if applicable)

9. List of Board of Directors (if applicable)

Please note: Certificates of Insurance for all insurance requirements outlined in the contract will be required if the applicant in the pool is awarded a contract.

VIII. SELECT HOME VISITATION PROVIDER POOL REVIEW PROCESS

In order for applications to be considered acceptable and eligible to be a member of the Select Home Visitation Provider Pool, an applicant’s proposal must be prepared in accordance with the instructions given in this RFQ. 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 proposal narrative as described in the criteria defined below.

Review Criteria & Process

Qualifications will be scored by a team of internal reviewers. Please see Appendix C for a copy of the review tool that will be used to guide the scoring of applicants by reviewers. Qualified applicants that pass the review will be accepted into the Select Home Visitation Provider Pool. Review tools are adhered to by all reviewers to alleviate the potential for bias. Reviewers are required to sign a Conflict of Interest and Confidentiality Statement.

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 disqualification.

2. **Level 2**: Applications will be reviewed by a team of internal reviewers using the Statement of Qualifications Review Tool posted with the RFQ (Appendix C).

Acceptance notifications will be sent out to applicants accepted into the Select Home Visitation Provider Pool.

IX. **SELECT HOME VISITATION PROVIDER POOL APPLICATION TIMELINE**

Applications to become part of the Select Home Visitation Provider Pool are due by June 28 by 5:00pm PST. Only accepted applicants will be eligible to respond to future solicitations to implement a specific Select Home Visitation Program.

X. **CONTRACTUAL CONSIDERATIONS FOR SELECT HOME VISITATION APPLICANTS**

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 will all of the provisions in the attached sample contract (See Appendix F for a 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 reserves the right to reject all bids and re-advertise for bids. Failure to comply with bid specification shall be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of sixty (60) calendar days following submission of the bid. 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 the COMMISSION.

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, 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 sub contractors 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/Term of Grant 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 in writing by the COMMISSION. 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. The COMMISSION reserves the right to revise the effective date prior to final execution of the contract.

The contractor shall not be authorized to deliver or commence performance of services as described in this RFQ until final execution of the contract (contract must be signed by both parties). Final execution of the contract is contingent on First 5 LA’s Board approval of the negotiated scope of work and budget. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary.

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
- 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)
- 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 selected contractor/s will be required to adhere to all contractual obligations as outlined in this document, including the First 5 LA Contract (See Sample Contract). The selected applicant shall be expected to execute the contract without substantive alteration. If applicant cannot accept the terms of the contract without substantive alterations, the applicant should refrain from applying. It is imperative that all applicants review the contract language in detail and fully understand contractual obligations should they be selected.

F. Appeals Policy

First 5 LA reserves the right, without prejudice, to reject any or all submitted applications. An Appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of the RFQ. Appeals challenging First 5 LA’s decision on the merits or qualifications of bidders or proposers or the scoring of proposals shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed with the office of the Executive Director or his/her designee within ten (10) business days following the date the notification of decision is made by First 5 LA. For more information please visit http://www.first5la.org/About-Us/Policies.

XI. SELECT HOME VISITATION PROVIDER POOL APPENDICES

All Appendices are available on the Select Home Visitation Provider Pool website.

<table>
<thead>
<tr>
<th>Appendix A.</th>
<th>Select Home Visitation Programs and Estimated Families to be Served by Best Start Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix B.</td>
<td>Summary of Select Home Visitation Programs</td>
</tr>
<tr>
<td>Appendix C.</td>
<td>Select Home Visitation Statement of Qualifications Review Tool</td>
</tr>
<tr>
<td>Appendix D.</td>
<td>Signature Authorization Form</td>
</tr>
<tr>
<td>Appendix E.</td>
<td>Agency Involvement in Litigation and/or Contract Compliance Difficulties</td>
</tr>
<tr>
<td>Appendix F.</td>
<td>First 5 LA Sample Contract</td>
</tr>
</tbody>
</table>