SOCIAL SUPPORT RFQ QUESTIONS

Boilerplate contract questions:

Q: Page 3 states indirect costs are capped at 10%, is this negotiable?
A: No.

Q: Page 7 (D) does this clause imply that contractor does not own any of the data/information collected or use in derivative works?
A: We can negotiate joint ownership of the data/information collected. However, First 5 LA reserves the right to review all work prior to publishing/presenting.

Q: Page 8 (G) implies that the Commission ‘owns’ any data/information gathered as well as deliverables, would the Commission consider a non-exclusive license to the contractor?
A: No. Although there is a possibility of joint ownership, First 5 LA reserves the right to review all work prior to publishing/presenting.

Q: Page 8 (F) if no ‘software’ development is proposed, will this clause which gives ownership to Commission be removed from the contract?
A: This clause may be struck from the contract. First 5 LA Legal Counsel will make the final determination.

Q: Page 8 (J) states that publications must adhere to formatting of First 5 LA Style Guide, style guide was not included will you provide?
A: We can provide the style guide once a contract is executed.

Q: Page 11 (B) The applicant would not use commission vehicle, would this clause be struck from the contract?
A: Although this clause will not be removed from the contract, a waiver may be requested for the terms that are not applicable; First 5 LA Legal Counsel will review and make the final determination.

Q: Page 14 (I) any change in corporate structure will require Commission approval. Are or would there be any extenuating circumstances that would not require Commission Approval? If the project work is not affected would Commission approval still be required?
A: If the Project work is not affected but it may affect the administrative side, we need to at least be notified of any changes. The Commission reserves the right to discontinue the contract if the corporate structure affects the project.

RFQ questions

Q: How many hours a week will this consulting work require?
A: The number of hours is to be determined by the contractor based on the tasks outlined in the RFQ. Given that this will be a deliverables-based contract, the contractor will be paid for each deliverable submitted. It is expected that the applicant will determine the number of hours per task and incorporate that into the proposed cost of each deliverable.

Q: Are performance references limited to applicant’s clients served by contract relationships or can the applicant list community partners that collaborated with us on grant work?
A: Community partners that collaborated on grant work are acceptable references.
Q: Does the proposed budget and scope of work require that a survey be conducted by the applicant or can the applicant leverage First 5 LA’s efforts for survey work?
A: There might be a possibility for the contractor to coordinate with other First 5 LA survey efforts when piloting items for the measure, however, the applicant should assume that they will need to conduct any data collection, both focus groups and surveying (piloting) themselves so as not to underestimate the budget.

Q: How does First 5 LA intend to utilize the social support scale being developed? Is the level of social support something that the project intends to increase somehow or is it going to be used as a diagnostic tool to give a clearer sense of the context within which families and the community reside? Also, will this measure be used in any way to screen respondents into programs such as Best Start?
A: First and foremost, the social support scale will be used as a diagnostic tool to give a clearer sense of Best Start residents’ perceptions of the availability and usefulness of social supports. The hope is that we will ultimately use this information to encourage and/or fund programs that promise to increase the level of social supports available to residents. At this time, it is not decided whether the measure will be used to screen respondents into particular programs.

Q: Regarding the literature review, how comprehensive and complete is it? Have articles and other texts just been collected, but not reviewed? If they have been reviewed, have the reviews been written up into a document that spells out what measures of social support do and do not exist? Or are those tasks part of the work that our team would undertake?
A: A consultant has reviewed the literature on social support measures and we believe it is comprehensive. It is written up in a document and the various measures are outlined in a spreadsheet with information such as sampling, psychometric properties, strengths, weaknesses etc. The contractor for this study would only be required to ensure that there are no key measures missing from the list we have compiled.

Q: As the funding for this project is contingent on collection of tax revenues pursuant to Proposition 10; should any repeal, amendment, or reduction cause the Commission to eliminate funding for the project, the Contractor would be paid for any expenditures incurred up to the date First 5 LA canceled the contract – is that correct?
A: Upon such termination of a contract, only those documented, earned and unpaid fees and expenses earned by the contractor prior to such termination pursuant to the approved budget shall become due and payable.

Q: Page 13 indicates that the contractor is responsible for purchasing any incentives – will incentives be a requirement of the contract?
A: Incentives are not a requirement of the contract.

Q: Are the focus groups to include only the Best Start Family sample or will the contractor be required to identify community members? Where will the focus groups take place?
A: The selected contractor will work with First 5 LA to determine the best sample. It is the hope that we can leverage our Family Survey efforts for sampling, but it is possible that we might determine together that a different sample would be required. The contractor will work with First 5 LA program officers who are assigned to each of the communities to determine the best location for focus groups.

Q: Who conducted the initial review of available social support measures? Is this report available to review?
A: First 5 LA hired a qualified consultant to conduct an initial review of available social support measures. The report will be made available to the contractor once a contract is executed.

Q: The diagram on page 8 indicates that think alouds and psychometric analyses should be conducted with both drafts 2 and 3 of the measure. Psychometric analyses with the third draft is referenced in Task 8 (page 10). The description of this task also states, “This process of administering the measure and doing psychometric analyses will be repeated to develop the fourth and final versions of the measure.” To clarify, is it expected that psychometric testing will be conducted on both the second and third draft of the measure, or just the third draft? A: Psychometric testing will be conducted on both the second and third draft of the measure.

Q: The development of the short version of the measure is referenced under Task 7 and Task 8. Is it expected that the short version will be developed from the testing of the second or third draft of the measure? A: A short version will be developed from the testing of the second draft of the measure and will be later refined after think alouds/focus groups are conducted on this short version. It is expected that there will be one draft and one final version of the short version.

Q: Task 8 states (about the third draft of the long version), “The contractor will then conduct psychometric testing with this draft of the scale and then develop a short version.” Task 9 states, “The contractor will use the findings from piloting the measure to develop and submit a fourth and final draft of the long version and second draft of the short version of the social support scale.” If the first draft of the short version emerges from the results of piloting the third draft of the full version, and there is no more data collection after this piloting of the third draft of the full version, on what should the revision of the short version be based? A: The first draft of the short version will emerge as a result of pilot testing the second draft of the full version. Data collected between the development of the third and fourth long versions will be used to inform the second and final short version. Although this is the plan for this study, we welcome the contractor to propose another method with rationale. The following is the plan for the number of drafts for each version:

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1. Long V1
2. Long V2
3. Long V3
   • Short V1
4. • Long Final
   • Short Final
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Q: Is it expected that the short version will be piloted separately as its own measure? A: Yes, the short version will be piloted separately. The hope is that the items can be included in the Family Survey and that only psychometric analyses will need to be conducted on the set of items. However, the timeline for the two projects may not coincide and the short version may require its own data collection.

Q: What is the intended length (in minutes or items) of the full version of the survey? A: First 5 LA staff will work with the contractor to determine the length, based on the literature, the expertise of the contractor and the proposed items for the measure.

Q: When will the Family Survey be administered? A: The Family Survey design is currently being developed by First 5 LA with help from our consultants, however it is hoped that it will be administered twice per year.
Q: What is the expected sample size for the Family Survey?
A: The Family Survey design is currently being developed by First 5 LA with help from our consultants, however it is hoped that the sample size will be up to 200 families per administration, at least twice per year for a total of up to 400 families per year.

Q: In how many and what languages does First 5 LA expect the final measure to be delivered?
A: At the least, it is expected that the final measure will be developed in English and Spanish and at the most, it expected that the final measure will be developed in English, Spanish, Cantonese and Korean. This is subject to change.

Q: Is there any leeway with regard to completion of the design and analysis plan by May 31 (two weeks after the contract start date), given the plan needs to take into account the input from expert interviews?
A: Yes. The selected contractor will work with First 5 LA staff to determine the final SOW and budget during contract negotiations.

Q: Is there an incumbent/existing evaluator for this project?
A: No.

Q: Is the report, that was prepared by First 5 LA staff and consultants that provides an initial review of available social support measures, available to bidders now?
A: No.

Q: What other types of data have been collected from the Best Start programs in the target communities that will be available to the contractor?
A: The Best Start Communities are still in the planning stage so no data is collected and available to the contractor at this time.

Q: What concurrently-collected data from the sample population will be available to the contractors regarding the protective factors associated with child maltreatment?
A: None.

Q: What is the projected date for implementing the final instrument?
A: The projected date for implementation of the final instrument has not yet been determined.

Q: What is the projected end date for the project?
A: April 30, 2012

Q: Is there an approximate timeline anticipated for each task and deliverable in the RFQ?
A: No. The applicant will determine the timeline that, based on their experience, will be sufficient to complete all tasks.

Q: In addition to the Family Survey, will the testing of this assessment need to be coordinated with other assessments or surveys? If so, at which stages?
A: No other survey activities are planned at this time. It is our hope that the Social Support Measurement Study contractor will coordinate with the Family Survey contractors, but it is possible that the timing may not be appropriate and the selected Social Support Measurement Study contractor will have to conduct the surveys on their own.

Q: What other data collection and programmatic efforts implemented by First 5 LA will the contractor need to coordinate with?
Q: Has First 5 LA already identified the experts in the field of social support and/or child safety that should be interviewed for this project?
A: No. The identification of the full list is expected to be done by the contractor.

Q: Are there any formatting requirements for the 4-page proposal (font size, spacing, etc.)?
A: It is suggested that the 4-page Statement of Qualifications be typed in 12 point font with one inch margins. It can be single spaced and there is no font style preference.

Q: Does the 4-page limit include the proposal, qualifications, and organizational capacity?
A: Yes.

Q: May we include additional attachments regarding the organizational capacity that would support the implementation of this project?
A: No. Please include all organizational capacity information in the 4-page Statement of Qualifications.

Q: Please confirm that the resumes or CVs are not part of the 4-page limit.
A: The resumes are not part of the 4-page limit