TOT PARK AND TRAILS ENHANCEMENT FUND REQUEST FOR PROPOSALS (RFP)

Los Angeles County Children and Families First – Proposition 10 Commission (aka First 5 LA)

RELEASE DATE: JULY 11, 2014
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I. TIMELINE FOR SELECTION PROCESS

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<td>RFP Released</td>
<td>July 11, 2014</td>
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<td>Information Session</td>
<td>July 16, 2014</td>
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<td>Final date to submit questions and requests for additional information</td>
<td>July 18, 2014</td>
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<td>Posting of responses to questions</td>
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<td>Application Due</td>
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<td>Contractor Selected</td>
<td>August 13, 2013</td>
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<td>Board of Commissioners Approval</td>
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All questions and requests for additional information regarding this RFP must be received in writing to First 5 LA via email before 5 p.m. on July 18, 2014. 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 can be submitted to:

Karen Robertson-Fall, Program Officer  
First 5 LA  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012  

E-mail: krobertson@first5la.org

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1 Note: Dates are subject to change at First 5 LA's sole discretion.
II. 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

III. PROJECT OVERVIEW

The Tot Parks and Trails (TPT) project was approved at the November 2010 Commission Meeting for up to $10 million over three years to develop tot parks and trails throughout Los Angeles County. The TPT Request for Proposals, issued in 2011, requested proposals from qualified public/private partnerships to develop tot parks and trail projects in each Supervisorial District with funding up to $2 million per district for a period of up to three years in order to enhance/develop a variety of play spaces for young children including: indoor, natural, shaded, roof-top play spaces, and splash pads. Through this investment, approximately 30 Tot Parks and Trails projects will be completed throughout Los Angeles County by the end of FY 14-15. First 5 LA contracted with seven organizations representing public/private partnerships to increase physical activity and promote healthy lifestyles in park-deficient communities.

In June 2014 the Commission further approved a 1:1 Matching Tot Parks and Trails Enhancement Fund, for up to $500,000, to support safety improvements that will further upgrade the TPT projects. This need to enhance the project emerged during the community resident design meetings for the Tot Parks and Trails with project contractors. This process allowed for the project to be responsive to community input. First 5 LA will commit to providing a 1:1 cash match to successful applicants contingent on receipt of support from a non-First 5 LA source. The match structure represents First 5 LA’s changing fiscal context and the need for community partners to share in the cost of identified park improvements. The Tot Park and Trails Enhancement Fund RFP will be open exclusively to current Tot Parks and Trails contractors.

IV. STATEMENT OF WORK

The Tot Parks and Trails Enhancement Fund is designed to specifically support current Tot Park and Trail contractors regarding safety improvements for tot park projects currently in development. First 5 LA will commit to providing a 1:1 cash match contingent on receipt of support from a non-First 5 LA source. This support can include funding provided by local, state or federal government, national philanthropies, and private business. The Commission has allocated a total of $500,000 for one round of matching funds.

When originally issued in 2011, the Tot Parks and Trails Request for Proposals included:
Objective: Improve play space safety for all young children and families in park-deficient communities:

- Outcome 2a: Safer equipment in urban play spaces will be installed;
- Outcome 2b: More and brighter lighting in urban play spaces will be installed;
- Outcome 2c: More parks in park-deficient urban neighborhoods will be fenced.

To achieve the safety objective and outcomes listed above, the following needed upgrades have been identified:

- Bringing the parks up to ASTM (American Society for Testing and Materials) standards, which is a requirement when any additions or changes are made to any public structure;
- A greater need for fencing due to the distance between the child play areas and vehicular traffic;
- The need for ADA ramps and rails; and,
- Resurfacing the playgrounds with rubberized surfacing (in particular a soft surface 16 inches in depth, to protect the child’s head).

V.  ELIGIBILITY, REQUIREMENTS & SUBMISSION GUIDELINES

A. Eligibility Criteria
   In order to apply for the Tot Parks and Trails Enhancement Fund, organizations must meet the following criteria:

   - Applicant must be a current First 5 LA Tot Parks and Trails contractor in good standing and have identified in writing to First 5 LA needed safety improvements (and potential solutions) during park development.
   - Applicant must reside within and serve residents of Los Angeles County.
   - Applicant’s project must benefit children prenatal through five.
   - Applicant must demonstrate prior successful receipt of matching funds from local, state or federal government, local or national philanthropies, or private business.
   - Applicant must demonstrate the capacity to implement the Tot Parks and Trails Enhancement Fund.

B. Proposal Content
   First 5 LA requires submission of proposals using First 5 LA’s online system accessed from the TPT Enhancement Fund website at [www.first5la.org/TPTEnhancementFund](http://www.first5la.org/TPTEnhancementFund). Applicants are strongly encouraged to participate in the teleconference call before submitting a proposal where information about how to use this system and proposal requirements will be reviewed. Information about the teleconference call is listed in the next section. Registration is required.

Please carefully review the following requirements for proposal content.

1. Online Application Form: This online form accessible from the TPT Enhancement Fund website must be completed prior to submitting the Proposal Narrative. Enter Executive Director’s name, address and other requested information. Complete all other required questions with respect to First 5 LA funding status, project eligibility, and organizational and project information.
2. **Proposal Narrative:** The Proposal Narrative must be uploaded in a Word or PDF document using the online proposal system on the TPT Enhancement Fund website. No hard copies of the Proposal Narrative will be accepted. Responses cannot exceed 4 pages double spaced. The narrative should describe how the applicant is qualified to meet all requirements in the Statement of Work (Section IV) and highlight all history and experience in applying for similar grants. The narrative should include specific information regarding the safety needs, potential solutions, costs, and matching funds to support the park project(s).

3. **Budget:** Applicants must submit a project budget. Refer to the instructions provided in Appendix A to complete the Project Budget Worksheet provided in Appendix B.

4. **Budget Narrative:** The Budget Narrative should be included in a separate document. The Narrative should explain each of the line items contained in the project budget and relate expenses to specific activities.

5. **Match Documentation:** Copy of any secured or planned applicant match of non-First 5 LA source of funding. Drafts and works in progress are sufficient. Matching funds secured through FY 2013-2014 and FY 2014-2015 qualify. This is used to verify the intent to submit and assess level of readiness to submit application.

6. **First 5 LA Required Documents:**
   a) **Signature Authorization Form (Appendix C)** – Signature is required by the staff person that has the authority to make commitments of work. See Appendix C on the Matching Funds website for the required form.
   b) **Litigation and Contract Compliance Form (Appendix D)** – Please read the information on the required form thoroughly and sign. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification.

C. **Contractual Documents**
These documents are for review only and should not be submitted with the proposal. Successful applicants will move into the contract negotiation phase which will entail the development of several contractual documents. Applicants should review these documents or requirements prior to proposal submission.

1. **Performance Matrix (Appendix E):** Please review the attached Performance Matrix. While it is not required to be completed for the proposal, it will be completed during contract negotiation for the organizations selected to receive funding.

2. **Sample Contract (Appendix F):** It is highly recommended that applicants review the Sample Contract prior to submitting a proposal in order to be aware of what will be expected of selected grantees. Selected applicants must be able to comply with all of the contract provisions.

D. **Proposal Assistance/Information Session**
First 5 LA will host a teleconference call on **July 16, 2014 from 9:00 a.m. to 11:30 a.m.** Applicants are strongly encouraged to participate on the call to learn information about the TPT Enhancement Fund RFP requirements and process and to receive instruction in developing a proposal using the online system, and completing First 5 LA required budget forms. The workshop will review the Proposal
Narrative and other components, and highlight what to expect following the proposal submission, review, and selection process. Registration is required. To register, email the name(s) and title(s) of each attendee as well as the organization’s name to Karen Robertson-Fall, Program Officer, at krobertson@first5la.org no later than July 14, 2014.

E. Submission Guidelines
The Proposal Checklist at the end of the RFP provides a complete list of the required proposal items.

All proposal documents must be submitted electronically and should be completed through the online system by 5:00 p.m. on July 25, 2014, to be eligible for review. Please register early online in order to become familiar with the system. It is highly recommended that after entering your proposal you print a “printer-friendly version” of the online proposal form and review it carefully prior to submission. The printed version should be kept for your records, and will include a list of the proposal components that were attached. If the attachment is not listed, it was not successfully submitted.

If you experience any technical difficulties with submission of the proposal, you may email tptenhancementfund@first5la.org or call (213) 482-7503 for support. First 5 LA is not responsible for delays due to computer malfunction, or if applicants have problems with the First 5 LA online system. Late proposals due to technical difficulties will be considered late and will be ineligible for review. Please allow additional time to account for unexpected delays.

VI. TERMS OF PROJECT

Available Funding

Up to $500,000 total of matching funds are available to be distributed amongst all successful applicants (only current TPT contractors with current safety concerns are eligible to apply) in September, 2014 for a one year project period.

VII. REVIEW PROCESS AND CRITERIA

First 5 LA will commit a cash match to applicants that successfully receive a non-First 5 LA grant or financial support to complete a park project with safety improvements. The project must be in line with the guidelines, requirements and criteria for the TPT Enhancement Fund as outlined in Sections V and VII. Please keep in mind that this is a competitive proposal review process open to current First 5 LA Tot Parks and Trails contractors and only a limited number of organizations can be funded.

The review process is outlined below. First 5 LA reserves the right, without prejudice, to reject any or all submitted proposals.

A. Level I Review for Completeness – First 5 LA staff will evaluate all applications for completeness and minimum qualifications as described in the Initial Review Tool I (Appendix G). Basic requirements include: timely receipt of application, inclusion of all appropriate attachments, etc. Applications with omissions of any required documentation are subject to disqualification. Applicants may use the Application Checklist (Page 9) as an aid in preparing the application. Please note that the Application Checklist is merely an aid. Late or incomplete proposals will not be accepted.
B. Level II External Review – After the review for completeness, the applicant’s proposal will be evaluated and scored by a panel of three external reviewers. Please also refer to the External Review Tool II that the external reviewers will use to assess proposals (see Appendix H).

Review Criteria: The following criteria will be used to assess the strength of the proposals.

- Impact on the First 5 LA’s Tot Parks & Trails safety objective (up to 15 points)
- Target of children 0 – 5 and their families in Los Angeles County (up to 15 points)
- Organization’s capacity for TPT Enhancement Fund project completion and project management (up to 15 points)
- Level of readiness to raise the required 1:1 match (up to 30 points)
- Organization’s clearly identified needed safety improvements and potential solutions (up to 15 points)
- Commitment of matching funds in place (other than First 5 LA) and/or plan to secure additional funds (up to 5 points)
- History and experience in applying for similar grants (up to 5 points)

C. Compliance – If the applicant has current or previous First 5 LA funding, compliance with and successful implementation of those prior and/or current grants will be considered.

D. Project Budget Review – Project budgets will be reviewed for thoroughness and appropriateness based on the proposed activities and timeline.

E. Financial Review – Applicants may be reviewed to assess fiscal health in relationship to their capacity to implement the proposed project and manage the proposed budget.

F. Feedback Process – Proposal applicants who are declined may receive feedback if requested within ten business days of declination notification. There will be no consideration of appeals based on the decision on the merits or qualifications of bidders or proposers or the scoring of proposals. Further details regarding the feedback process will be provided following the proposal review. Further information regarding the Appeals Policy is provided in Section X, page 12.

VIII. APPLICATION CHECKLIST
Refer to Proposal Narrative and Submission Guidelines requirements, Section V, for complete information about required application content and requirements. Online Applications must be completed and documents must be submitted online by 5:00 p.m. on July 25, 2014.

Please note that incomplete proposals will be considered ineligible for review. A proposal is incomplete if any of the following documents are not submitted:

- Online application form (completed online)
- Proposal Narrative
- Project Budget (Appendix B)
- Budget Narrative
IX. 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 applicable provisions in the attached sample contract (See Sample Contract Appendix E).

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
I. 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 (if applicable)
- 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, the total composite rate for a consultant may not exceed $150-$200 an hour, depending on the type of service. This means that the total cost of billable hours and other costs associated with a contract divided by the total number of hours billed must be equal to or less than the maximum hourly rate. 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). Please note that any other costs (e.g. equipment, travel, and supplies) must be included when dividing the total number of hours.

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.

X. 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 bid, RFQ, or RFP. 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 refer to the Appeals Policy located at http://www.first5la.org/About-Us/Policies.