

Help Me Grow-Los Angeles (“HMG-LA”) Pathways Request for Proposals (RFP) Questions and Answers

Updated: October 4, 2019

Please note that:

- If you have additional questions, please submit all your questions to dortiz@first5la.org.
- The final date to submit questions and requests for additional information is **December 13, 2019**.
- First 5 LA will respond to questions individually on a rolling basis and will post all Questions & Answers in its Funding Center site on the following dates: **October 4, November 1, and December 18, 2019**.
- To respond to the instant RFP, please complete and submit your proposal and all required documents to First 5 LA no later than 5:00 p.m. PT on January 06, 2020.

Webinar

1. **Will we receive a copy of the information session webinar presentation?**

Yes, a copy of the webinar slides have been posted on the webpage where the RFP is posted, which can be accessed at: <https://www.first5la.org/article/help-me-grow-los-angeles-pathways-request-for-proposals-rfp/>.

2. **When will the PPT. be posted?**

See response in question 1.

3. **Will the recording be available to access after?**

Yes, the recording has been posted on the webpage where the RFP is posted, which can be accessed at: <https://www.first5la.org/article/help-me-grow-los-angeles-pathways-request-for-proposals-rfp/>.

Budget

4. **Should our proposal be written for the initial 12-months at \$450,000? Or, are we writing for a total of \$450,000 over three years = \$150,000 per year?**

As detailed in Section XI. Required Documents, proposers must submit a detailed budget for only Year 1 (initial 12-month agreement period) using Appendix L. Additionally, as detailed in Section IX. Terms of the Project – Funding Available per HMG-LA Pathways Community, of the estimated total project budget of \$450,000, First 5 LA anticipates the following budget breakdown:

- Phase 1: up to 20% allocated (\$90,000.00)
- Phase 2: at minimum 50% of the budget should be reserved
- Phase 3: up to 30% is allocated

Depending on the outcome of Phase 1 planning, there may be an opportunity to adjust the budget.

5. Is the \$450,000 per year for the 3 year?

As detailed in Section IX. Terms of Project, the total project term is up to three (3) years with an estimated total project budget of \$450,000.

Please see response to question # 4 for additional details.

6. Is the expectation that funding for the subcontracts come from the same project budget indicted on page 23?

Yes, the estimated total project budget is \$450,000 per HMG-LA Pathway community, which includes the costs of subcontracts.

7. Is it the expectation that we submit three budget forms detailing the budget for all three years of the project?

As detailed in Section XI. Required Documents, proposers must submit a detailed budget for only Year 1 (initial 12-month agreement period) using Appendix L, to include the fulfillment of all activities detailed in Scope of Work (Appendix K).

Technical Assistance (TA) Request for Qualifications (RFQ)

8. The RFP mentions a TA consultant RFQ. When will that be out?

First 5 LA anticipates releasing the RFQ in Fall 2019. Dates are subject to change at First 5 LA's sole discretion. The solicitation will be posted on First 5 LA's Funding Center website, which can be accessed at: <https://www.first5la.org/funding-center/>.

9. Is there an anticipated TA Contractor selection date? So people know whether they can still apply for the RFP (if they don't get the RFQ)

Please see answer to Question # 8. First 5 LA anticipates the deadline for the TA Provider RFQ applications will be a date prior to the January 6, 2020 deadline for the HMG-LA Pathways RFP.

Note that a proposer cannot apply to both this RFP and the TA Provider RFQ.

10. Where can we see the RFQ to be released for the TA Provider

The solicitation will be posted on First 5 LA's Funding Center website, which can be accessed at: <https://www.first5la.org/funding-center/>.

11. Will there be one TA provider per community?

No, there will be one Technical Assistance (TA) Provider that will support all seven (7) communities.

HMG-LA Pathways Community Collaborative Structure

12. Can you go over the Unifying Agencies, Collaborative Agencies and Supporting Partners?

Please refer to Section V. Project Overview, (pages 12-14) of the RFP for the structure of the community collaborative and Section VI. Scope of Work (pages 17-21) for a breakdown on roles and functions of Unifying Agencies, Collaborative Agencies and Supporting Partners. There are both distinct and shared roles between the Unifying Agencies, Collaborative Agencies, and Supporting Partners. While there is flexibility among the Unifying Agency and Collaborative Agencies regarding who completes some of the roles and functions, the Unifying Agency cannot subcontract out the Administrative Oversight and Multi-Level Community Coordination roles. Additionally, Figure 4 provides a visual representation of HMG-LA Pathways.

The Unifying Agency and Collaborative Agencies should be positioned with the relationships, skills and capacities needed to test and refine strategies to more efficiently connect young children to screenings, care coordination, prevention supports and early intervention services.

We direct your attention to [Appendix D – Things to Consider When Selecting a Partner](#). This document is meant to help entities better understand and think through building a community collaborative, including how to find the right partners. This tool has questions to help you think through establishing a collaborative upfront. Additionally, there are a series of questions in Appendix D as an exercise for agencies to go through either independently or together if you are preparing to apply to determine considerations for contribution and fit.

13. What is the position of the Supporting Partners?

As detailed in Section V. Project Overview – Structure, the Unifying and Collaborative Agencies will also confer with Supporting Partners. These Supporting Partners are not subcontractors of the Unifying Agencies on the HMG-LA Pathways project and are not expected to test strategies. Rather, Supporting Partners are tasked with providing feedback to inform planning, implementation and sustainability of strategies. Supporting Partners should include organizations involved in coordinating and delivering services and supports for families with young children such as social services like housing, nutrition, safety, etc.; First 5 LA Best Start Communities; municipality and elected officials; community; faith-based; private sector; etc. Supporting Partners should include community residents so that families utilizing EII services are represented, particularly during the planning phase. Additionally, Figure 4 provides a visual representation of HMG-LA Pathways.

14. What are the three things to keep in mind for Unifying Agencies in terms of expectations?

It is expected that Unifying Agencies are part of the EII continuum, have a community-level presence in the catchment area they are applying to, and a deep understanding of that community's EII landscape. (Please see page 13 of the RFP).

15. How many agencies do you prefer in the collaborative?

First 5 LA is not prescribing the number of agencies that make up a HMG-LA Pathways Community Structure. Rather, the Unifying Agencies are encouraged to collaborate with others (Collaborative Agencies and Supporting Partners) in their identified community to develop their proposals.

16. What would be the minimum # of agencies in the collaborative?

See response to question 15.

17. Is there a disadvantage to a regional center applying as a Unifying Agency?

As detailed in Section V. Project Overview (please see page 13 of the RFP), it is expected that the Unifying Agencies are a part of the ELL continuum of services, have a community-level presence in the catchment area that they are applying to and a deep understanding of that community's ELL landscape. We encourage inclusion and representation of most or all the partners listed in Figure 5 (page 14) at the Unifying Agency and Collaborative Agency levels.

18. If you are an agency who has a home visitation program where screening and referrals are conducted, would that provide minimum requirements to qualify for being a Collaborative Agency?

As detailed in Section VIII. Summary of Desired Qualifications (p. 22 of the RFP), the following guidelines are detailed for the selection of Collaborative Agencies:

- Must be legal entities.
- Must have a physical location in L.A. County.
- Must provide services on the ELL continuum (e.g., screening, assessment, prevention and intervention services, and care coordination).
- Have the experience and/or qualifications to complete assigned Scope of Work tasks.

Translation

19. Since you are requiring a translation waiver, will the proposers be able to review the submittal translation prior to it being sent to the reviewers or can the proper provide translation?

The translation waiver states: all submitted materials become the property of First 5 LA and First 5 LA reserves the right to outsource the translation of proposals into other languages, as necessary, to make materials accessible to reviewers. Proposers agree that First 5 LA will not be responsible for any errors in the translations.

Due to the translation waiver, proposers will not be able to review the translated version of the Executive Summary.

First 5 LA is not requiring proposers to provide translated documents because languages needs will be assessed after the proposals are due. Additionally, First 5 LA anticipates the need for translation services of various languages for community member reviewers during Level 4 Interview

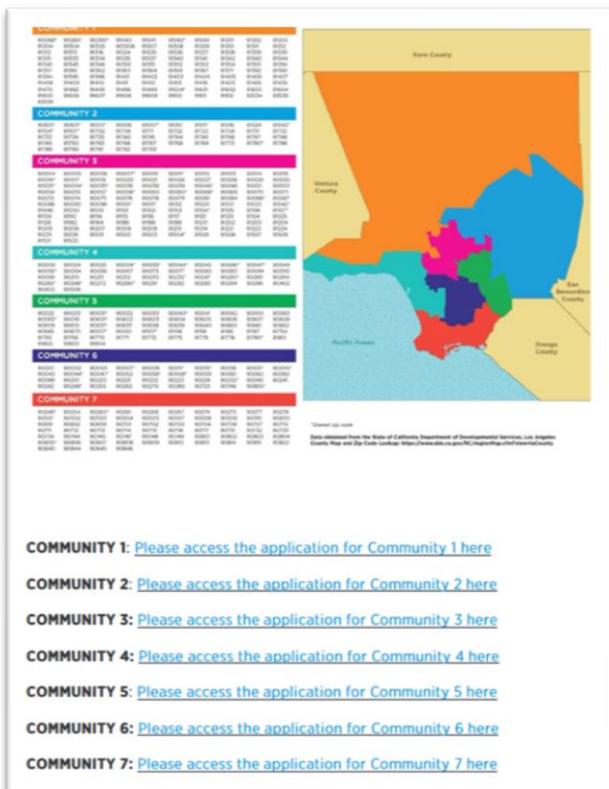
During Level 3 Proposal Review, the Executive Summary will be reviewed in its submitted form (not translated) in accordance with Appendix E.

During Level 4 Interviews, the translated Executive Summary will provide context to the community member reviewers so that they can participate in the interviews.

Application

20. Can organizations apply for more than one community?

Yes, organizations may apply to serve as the Unifying Agency for more than one HMG-LA Pathways community; however, a separate application is required for each community. There is a designated application for each HMG-LA Pathways community; proposer should complete the online application and submit all required documents for the desired community the proposer wishes to provide support to.



The image shows a map of HMG-LA Pathways communities, divided into seven color-coded regions: Community 1 (orange), Community 2 (blue), Community 3 (pink), Community 4 (teal), Community 5 (green), Community 6 (purple), and Community 7 (red). To the left of the map are seven tables, each corresponding to a community, listing various zip codes. Below the map and tables are seven links for accessing the application for each community.

COMMUNITY 1: [Please access the application for Community 1 here](#)

COMMUNITY 2: [Please access the application for Community 2 here](#)

COMMUNITY 3: [Please access the application for Community 3 here](#)

COMMUNITY 4: [Please access the application for Community 4 here](#)

COMMUNITY 5: [Please access the application for Community 5 here](#)

COMMUNITY 6: [Please access the application for Community 6 here](#)

COMMUNITY 7: [Please access the application for Community 7 here](#)