

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

Updated: December 18, 2019

To respond to this 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.

Budget Allocations

1. Is allocating staff to systems change activities allowed in the budget?

Yes, staff time can be allocated to support systems change focused on strengthening referral pathways across the EII continuum. As detailed in Section IX. Terms of the Project, funding for this project is to be focused on planning and developing processes, infrastructure, etc. to strengthen and expand referral pathways. Additionally, First 5 LA funding will not supplant existing services, personnel or maintenance financed by federal, state or local sources.

It is our expectation that participating Unifying Agencies, and as relevant Collaborating Agencies, will contribute to the HMG-LA Pathways investment through resource mobilization including in-kind support (e.g., staff time, services, equipment, materials, physical space, etc.) and/or leverage local, state and federal funds.

Proposers must propose costs that align with the 20% allocation amount for Year 1 (initial 12-month agreement period) using **Appendix L** for all activities in the Scope of Work. Proposals will be evaluated using the review tool listed in **Appendix E**.

2. How much time is assumed to the lead to do the collaborative work?

First 5 LA is not prescribing staff allocations. Rather, Proposers must propose costs that align with the 20% allocation amount for Year 1 (initial 12-month agreement period) using **Appendix L** for all activities in the Scope of Work. Proposals will be evaluated using the review tool listed in **Appendix E**.

3. We know that we cannot use the funds for our own staff to do the work of Unifying Agency. However, can we use some of the funds to hire a contractor/consultant to assist us with the unifying component (scheduling, facilitating, etc.)?

Please refer to the answer for question 1 on guidance for budgeting for personnel. For contracted services, staff time can be allocated to support systems change focused on strengthening referral pathways across the EII continuum.

Please refer to *Figure 7: Unifying, Collaborative and Supporting Roles* which details the roles and functions to be fulfilled by the Unifying Agency, Collaborative Agencies and Supporting Partners. There is flexibility in who completes some of the roles and functions, but the Unifying Agency cannot subcontract the Administrative Oversight and Multi-level Community Coordination roles.

It is the responsibility of the proposer to determine their budget and whether a subcontractor is needed. Proposals will be evaluated using the review tool listed in **Appendix E**. Please see **Appendix H**: Budget Instructions for guidance on how to detail contracted services in the budget.

4. *Can we use the budget funds to pay for staff?*

Yes, staff time could be allocated in the budget. However, as detailed in Section IX. Terms of the Project, the purpose of our funding is to support advancements that participating agencies' traditional budgets are typically not able to fund. First 5 LA's requirement is that funding awarded via this RFP be used for planning and implementing technology, infrastructure and/or practice transformation strategies to strengthen and expand referral pathways as described in Section VI. Scope of Work. Additionally, First 5 LA funding will not supplant existing services, personnel or maintenance financed by federal, state or local sources.

It is our expectation that participating Unifying Agencies, and as relevant Collaborating Agencies, will contribute to the HMG-LA Pathways investment through resource mobilization including in-kind support (e.g., staff time, services, equipment, materials, physical space, etc.) and/or leverage local, state and federal funds.

5. *Is the bulk of the funding meant to be spent on technology? Is it the Unifying Agency's responsibility to develop the technology?*

As detailed in Section IX. Terms of the Project, funding awarded via this RFP is to be used for technology, infrastructure and/or practice transformation strategies to strengthen and expand referral pathways. If funding is to be used for technology transformation strategies by a community collaborative, they may choose to develop the technology or adapt an existing technology. Note that community collaboratives' selected approaches are to be approved by First 5 LA prior to beginning implementation.

Conflict of Interest

6. *What constitutes a "conflict of interest" in terms of funding?*

As detailed in Section X. Selection and Review Criteria, First 5 LA will conduct a conflict of interest review for proposers including subcontractors during Level 1 review. Proposers (including subcontractors) whose financial interests, or prior contractual relationships to First 5 LA, would constitute either a conflict of interest under California's Political Reform Act, or a prohibited financial interest in the making of a First 5 LA contract as prohibited by Government Code Section 1090, are ineligible to receive this funding and will be disqualified from review.

If the proposer has a conflict of interest, the proposal will be deemed ineligible and will be disqualified and will not move forward in the review process. Any questions should be directed to Daisy Ortiz, Contract Compliance Officer at dortiz@first5la.org.

Unifying Agencies

7. When there are multiple proposing UAs playing and one is selected, can people collaborate after the selection process?

After the Unifying Agencies are selected by First 5 LA, they may choose to collaborate with other proposers. Note First 5 LA reserves the right to approve or disapprove all subcontractors.

8. Could there be multiple applications submitted for the same community? If so, should those unifying agencies be asked to partner/ share resources?

It is highly likely that multiple proposals will be submitted for each community region, but only one Unifying Agency will be selected per community region according to our selection process and review criteria detailed in Section X. Selection Process and review criteria.

The final Scope of Work and Budget will be negotiated with the selected Unifying Agencies, during which time the selected Unifying Agencies, in partnership with First 5 LA, will finalize partnerships. First 5 LA reserves the right to approve or disapprove all subcontractors.

9. Is there a way to connect the parties interested in applying as Unifying Agencies before the applications are due?

To further foster collaboration and connecting potential proposers and partners, First 5 LA has posted the list of interested organizations and individuals that consented to sharing; this list can be found on our Funding Center [here](#).

10. It is our understanding that each community will create an electronic universal system to strengthen referral pathways between service providers. Can you clarify, if First 5 LA intends to use all 7 systems or select one system to be used by all communities?

Each community collaborative can propose diverse approaches and strategies, beyond creating an electronic universal system, to strengthen and expand referral pathways between service providers on the condition funding is used for technology, infrastructure and /or practice transformation strategies.

While any one or all of the 7 community collaboratives may elect to create an electronic universal system, it is not an expectation nor mandate of this RFP. If, during Phase 1, multiple community collaboratives select an electronic system as the approach they want to pilot, discussions with First 5 LA and the Technical Assistance Provider will be held on the logistics of having multiple pilots of different systems versus a single, shared system.

Furthermore, as detailed in Section V. Project Overview, the Intended Outcomes should also help guide the design and implementation of select strategies and approaches identified by the community.

The Intended Outcomes are outlined below:

- Improved communication and tracking on referral status between referring agency and referral source;
- Reduction in wait times between screening and assessment, and between assessment and prevention or intervention services;
- Decrease in the age at which children are referred to services and begin services;
- Increase in successful referrals (i.e., referrals appropriate based on screening results and families followed through on referrals) on first attempt; and
- Increase in parent/caregiver satisfaction with referral process and linkage to services.

11. Will the Unifying Agency that creates the electronic universal system hold owner rights to the product or does First 5 LA take ownership? Will all materials created under this grant become ownership of First 5 LA?

Please see **Appendix I**, Section 18. Proprietary Rights, which details:

COMMISSION and GRANTEE agree that any copyright in literary, artistic and intellectual works, including software, materials, published documents or reports created by GRANTEE and GRANTEE's subcontractors in the performance of this Grant Agreement is jointly owned by the parties. GRANTEE represents and warrants that literary, artistic and intellectual works created by GRANTEE in the performance of this Grant Agreement do not and will not infringe any patent, copyright, trademark or other proprietary rights, privacy rights or other rights of any third party. GRANTEE shall ensure that it's subcontractors represent and warrant that literary, artistic and intellectual works created by GRANTEE's subcontractors in the performance of this Grant Agreement do not and will not infringe any patent, copyright, trademark or other proprietary rights, privacy rights or other rights of any third party. To the full extent permitted by law, GRANTEE and GRANTEE's subcontractors shall defend, indemnify and hold harmless Indemnitees, as defined in Section 20, from and against any liability, claim, damage, demand, suit, cause of action, proceeding, judgment, penalty, lien, loss, expense or cost of any kind, including reasonable fees of accountants, attorneys and other professionals, and all costs associated therewith, whether actual, alleged or threatened, arising out of, pertaining to, or relating to the literary, artistic and intellectual works' infringement of any patent, copyright, trademark or other proprietary rights, privacy rights or other rights of any third party.

The final Scope of Work (see **Appendix K** – Scope of Work Template), Budget (**Appendix L** – Budget Form), and all corresponding contractual terms will be negotiated with the selected Unifying Agencies.

12. If the Unifying Agency requires translating assistance for the HMG project, will First 5 LA provide those resources?

As detailed in Section IX. Terms of the Project, funding awarded via this RFP is to be used for technology, infrastructure and/or practice transformation strategies to strengthen and expand referral pathways. If funding for translation assistance will support technology, infrastructure and/or practice transformation strategies and approaches to strengthen and expand referral pathways, then costs should be proposed in the Budget (Appendix L) and Budget Narrative.

It is our expectation that participating Unifying Agencies, and as relevant Collaborating Agencies, will contribute to the HMG-LA Pathways investment through resource mobilization including in-kind support (e.g., staff time, services, equipment, materials, physical space, etc., and may include translation) and/or leverage local, state and federal funds.

Note that community collaboratives' selected approaches are to be approved by First 5 LA prior to beginning implementation. First 5 LA may provide translated materials developed for the Help Me Grow- Los Angeles Initiative in partnership with LACDPH.