HELP ME GROW - LOS ANGELES PATHWAYS REQUEST FOR PROPOSALS (RFP)
Welcome and Introductions

Ann Isbell, Program Officer
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Health Systems Department

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Contract Administration & Purchasing Department
To RSVP for networking events, please click here. Potential proposers are encouraged to attend one or more of the Networking Events and bring any interested partners. Shortly after the networking events, First 5 LA will post the list of interested organizations and individuals for the purpose of further fostering collaboration and connecting potential proposers and partners. Dates and locations are subject to change, so please refer to First 5 LA’s website, which may be accessed by clicking https://www.first5la.org/article/help-me-grow-los-angeles-pathways-request-for-proposals-rfp/ for changes.

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Webinar Overview

1. Background Information
2. Landscape and Project Overview
3. Scope of Work
4. Eligibility Requirements
5. Summary of Desired Qualifications
6. Terms of the Project
7. Selection Process and Review Criteria
8. Required Documents
9. Timeline
10. Q & A
1. Background Information
• Public agency created by voters in 1998, funded exclusively by a tax on cigarettes
• Focused on kids prenatal to age 5
• Prioritizing kids because 90% of the brain is developed by age 5
Families Outcome Area

We will work with parents/caregivers so that they have the skills, knowledge and resources they need to support their child's development.

Communities Outcome Area

We will support a community's ability to foster safe, healthy and engaged neighborhoods that help children and their families thrive.

Early Care and Education Systems Outcome Area

We will increase access to affordable, quality early care and education.

Health-Related Systems Outcome Area

We will help improve how health-related systems coordinate and deliver care to young children and their families in L.A. County.
Health Systems Strategies

• **Strategy 1 (EII):** Advocate for policy and practice changes to support efforts to improve coordination and functioning of developmental screening, assessment and early intervention programs.

• **Strategy 2 (TRISC):** Identify and promote best practices around trauma-informed care that improve the service delivery system for children prenatal to age 5 and their families.
2. Landscape and Project Overview
The Problem

CALIFORNIA RANKS 43rd for screening infants and toddlers

- Children in Los Angeles County
  - 100%
  - 15% of all children who experience developmental delays
  - 3% of all children who receive early intervention* by age 3

About 1 in 5 children receive timely developmental-behavioral screenings.

Toddlers ineligible for early intervention* can still benefit from other supports.

One-quarter of 2 year olds ineligible for early intervention* are not school ready.
A system that **promotes early identification** and **connects young children** at risk for and with developmental-behavioral delays to intervention services

- HMG is not a program
- Promotes local cross-sector collaboration
- Seeks to coordinate existing resources and systems
A system that **promotes early identification** and **connects young children** at risk for and with developmental-behavioral delays to intervention services

- HMG is not a program
- Promotes local cross-sector collaboration
- Seeks to coordinate existing resources and systems
HMG-LA Pathways Overview
The Need: Moving Away from Fragmentation
The Solution: Coordination, Integration and Multidirectional
**Goal:** Strengthen and expand referral pathways through technology, infrastructure and practice transformation strategies

### Examples of Supported Approaches

- Establishing a multi-agency universal referral and/or consent form
- Developing and testing an electronic/paperless referral form
- Developing and testing multidirectional referrals between agencies
- Bolstering electronic self-referral application for families/caregivers
- Using technology to close the feedback loop between agencies making referrals and the agencies receiving the referrals

### Examples of Unsupported Approaches

- Updating a sole agency’s referral and/or consent form
- Using technology to upgrade an agency's own client management system
- Conducting more developmental and behavioral screenings
- Funding direct services (e.g., case managers, care coordinators, specialists, etc.)

**Reach:** Overlap with L.A. County’s 7 Regional Center catchment areas = countywide reach
HMG-LA Pathways: Intended Outcomes

1. Improved communication and tracking on referral status between referring agency and referral source on referral status.

2. Reduction in wait times between screening and assessment, and between assessment and prevention or intervention services.

3. Decrease in the age at which children are referred to services and begin services.

4. Increase in successful referrals (i.e., referrals appropriate based on screening results and families followed through on referrals) on first attempt.

5. Increase in parent/caregiver satisfaction with referral process and linkage to services.
HMG-LA Pathways: Structure

Early Identification & Intervention Continuum

Screening & Surveillance
- Developmental delays
- Behavioral delays

Assessment (post-screening)

Prevention Services
- Developmental delays
- Behavioral delays

Intervention Services
- Developmental delays
- Behavioral delays

Care Coordination
HMG-LA Pathways: Desired Outputs

• **PHASE 1:** Convening & Planning

• **PHASE 2:** Implementing Innovative Approaches to Strengthen Referral Pathways

• **PHASE 3:** Refinement of Approaches
3. Scope of Work
Roles & Functions

• First 5 LA and LACDPH
• Technical Assistance Provider
• HMG-LA Pathways (i.e.: Unifying Agency)
# HMG-LA Pathways: Scope of Work

<table>
<thead>
<tr>
<th>Unifying Agencies (Funded) Roles</th>
<th>Collaborative Agencies (Funded) Roles</th>
<th>Supporting Partners (Non-Funded) Roles</th>
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<td>✓ Communication &amp; outreach</td>
<td>✓ Strategy design partners</td>
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<td>✓ Regional learning</td>
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3. Eligibility Requirements
Proposers for the Unifying Agency position must meet the following minimum requirements:

1. Must provide at least one of these services along the EII continuum: developmental or behavioral delay identification (i.e., surveillance and screening); assessment; referral to developmental or behavioral intervention services; care coordination/case management; and/or prevention or intervention services for children with or at risk of delays.

2. Minimum of five (5) years of operation as a legal entity.

3. Minimum of five (5) years successfully managing contracts (e.g., administration of contracts awarded to agency).

4. Three (3) years of experience managing subcontracts (e.g., overseeing the work that the agency has contracted with another agency or individual to perform).
4. Summary of Desired Qualifications
Desired Qualifications for the Proposed Unifying Agency

The following qualifications are desired for the proposed Unifying Agency:

- Experience working with culturally and linguistically diverse groups, in particular parents of young children and community-based programs.
- Demonstrated commitment to community and family engagement, including cultural competency, as demonstrated through past work.
- Knowledge of the EII landscape in L.A. County, including existing referral pathways and barriers to providers and families in completing referrals.
- At least three (3) years of experience delivering service(s) on the EII continuum in the proposed catchment area and obtaining funding to deliver EII services.
- At least three (3) years of experience working within the proposed HMG-LA Pathways community catchment area and demonstrated understanding of core issues impacting EII services in the area.
- Experience engaging in cross-sector collaboration to improve technology, infrastructure and/or practice.
- Experience convening and/or communicating with a cross-sector of service providers to implement activities, programs, etc.
Minimum Requirements for Collaborative Agencies

Please review the following guidelines for the selection of Collaborative Agencies:

- Must be legal entities.
- Must have a physical location in L.A. County.
- Must provide services on the EI continuum.
- Have the experience and/or qualifications to complete assigned Scope of Work tasks.

It is expected that proposers will certify in the proposal via the HMG-LA Pathways Community Organizational Chart (Appendix J) that all proposed Collaborative Agencies meet the minimum guidelines above.
5. Terms of the Project
Terms of the Project

- Initial 12-month agreement with selected Unifying Agencies.
- Anticipated start date – July 1, 2020
- Project term – up to three (3) years.
- This project will have a cost-reimbursement agreement.
- Estimated total project budget of $450,000 per HMG-LA Pathway community.
- First 5 LA will not fund a proposer more than 30% of their annual budget, to be negotiated during contracting with selected grantee.
Of this available funding, it is anticipated that a sizable portion of the budget will be allocated for piloting collaborative-identified strategies. As for budget breakdown:

- Phase 1: up to 20% is allocated ($90,000.00)
- Phase 2: at minimum 50% of the budget should be reserved
- Phase 3: up to 30% is allocated
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:
- technology,
- infrastructure and/or
- practice transformation strategies to strengthen and expand referral pathways

First 5 LA funding for this project is not intended to support direct services.

Additionally, First 5 LA funding will not supplant existing services, personnel or maintenance financed by federal, state or local sources.
During the project term:

• The selected Unifying Agencies are expected to demonstrate consideration of how other funds (e.g., local, state, federal) can be leveraged. *(e.g. EPSDT, MAA, TCM billing, Child Find)*

• Participating agencies are also expected to contribute to the HMG-LA Pathways investment through in-kind (e.g., staff time, materials, physical space, etc.) support and/or leverage local, state and federal funds.
• It is expected that all parties involved are collectively accountable for achieving the outcomes identified in the RFP and therefore all parties are expected to hold themselves and each other accountable for the respective roles that the different parties play in achieving success.

• Ultimately, however, it is the Unifying Agency that is accountable for managing all parties in the HMG-LA Pathways community.
6. Selection Process and Review Criteria
Selection Process and Review Criteria

• Level 1 – Administrative Review
• Level 2 – Financial Review

Proposers will not advance to the next level of review if at least one of the following apply:
  o Proposed budget is over the 20% allocated for Phase 1 (cannot exceed $90,000).
  o Proposed budget is more than 30% of the proposer’s annual budget.
  o Financial documents submitted demonstrate significant administrative and/or financial issues that would indicate an inability to effectively manage funds awarded under this RFP.

• Level 3 – Proposal Review
• Level 4 – Interview
• If necessary, Reference Checks
## Level 3 - Proposal Review

### Appendix C: Level 3 Review: Proposal Scoring Criteria

**APPLICANT NAME:**

**DESIRED COMMUNITY:**

**TIMELINE PROPOSED:**

**REVIEWER ID:**

### SUMMARY SCORES:

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<th>B</th>
<th>C</th>
<th>D</th>
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<td>I. Proposal Narrative and Scope of Work</td>
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**TOTAL SCORE:** (200)

Note: Any notes and/or questions should be included below and on a separate piece of paper if necessary.
7. Required Documents
Required Documents

- Online Application
- Executive Summary
- Proposal Narrative
- Letters of Commitment
- HMG-LA Pathways Community Organizational Chart
- Scope of Work
- Qualifications Narrative
- Budget
- Budget Narrative
- Litigation and Contract Compliance Form
- Financial Statements
- Business License (if applicable)
In order to respond to this RFP, proposers must complete an online application form and submit all required documents specified below through the online application system.

There will be 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.

**NOTE:** Proposers 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.
Required Documents - Proposal Narrative

Includes three key components: Community; Approach; and Accountability.
The summary should begin by listing the community catchment area and proposer agency name. Please include a summary of the following:

- Proposal Narrative;
- Year 1’s Scope of Work as discussed in proposer’s Scope of Work; and
- Qualifications Narrative.

Translation Waiver: 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.
Required Documents - Letters of Commitment

Submit a Letter of Commitment from each proposed Collaborative Agency identified in the HMG-LA Pathways Community Organizational Chart (Appendix J) indicating its understanding of its proposed position in the project and the intent to fulfill that role should the proposer be selected and the subcontractor is approved by First 5 LA (no page limitation).
Complete **Appendix J** listing all participating Unifying and Collaborative Agencies and potential Supporting Partners, which should match the Letters of Commitment submitted. The proposer must also certify that the minimum requirements for Collaborative Agencies listed in **Section VIII. Summary of Desired Qualifications** are met.
Complete the Scope of Work template (Appendix K) and describe the objectives, methods and related key activities to carry out the major functions for **Year 1 (initial 12-month agreement period) of the project**. Refer to **Section VI** for required Scope of Work activities.
Provide a narrative describing relevant work experience(s) that specifically illustrates how the proposer has been successful with a project of similar scope and scale that address the following:

- Describe your agency’s (or proposed team’s) responsiveness and experience to qualifications listed in Section VIII. Summary of Desired Qualifications.

- Provide a listing of the zip codes to which the Unifying Agency currently provides services.

- A brief list of similar types of contracts that are active and/or were successfully concluded. Please describe your specific role played in the project and how it led to the outcomes described.
Budget
Proposers must submit a detailed budget for Year 1 (initial 12-month agreement period), using Appendix L, to include the fulfillment of all activities in the Scope of Work. See Appendix H – Budget Instructions – for guidance.

List any in-kind (e.g., staff time, services, equipment, materials, physical space, etc.) support under the Matching Funds column.

For guidance in budgeting for the initial 12-month agreement period, please note that we require that:

- Phase 1: up to 20% of budget allocated ($0.00-$90,000.00).
- Phase 2: at minimum 50% of the budget should be reserved
- Phase 3: up to 30% is allocated

Budget Narrative
Proposers must include a budget narrative based on instructions in Appendix H. The budget narrative should justify the cost of the proposal and support the proposed expenditures by supplementing the information provided in the budget and Scope of Work template.

It is expected that proposers’ budgets will be clearly justified and appropriate to the work proposed. Include description of any leveraging of resources and funds as well as any in-kind support.
Please read the information on the required Litigation and Contract Compliance form (Appendix M) thoroughly and include a signed copy by the proposal deadline.

If you checked “Yes” to any of the questions on this form, please explain the circumstances for the response and explain whether this will impact the project on this solicitation.
Financial Statements: Please submit the following documents:

- Financial Audit for Fiscal Year 2017-2018 OR Calendar Year 2018; OR
- Two years of Audited Financial Statements with two (2) years of Form 990s no older than 2017.

Business License (if applicable)
• Applications that fail to adhere to First 5 LA’s page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the Proposal Review. The removed page(s) will not be made available to reviewers.

• **Failure to submit all required documents will constitute an incomplete proposal and may be grounds for disqualification.**

• Proposers are responsible for any errors and omissions in their proposals and applications. It is the responsibility of the proposer to ensure, prior to submission, that its proposal reflects the requirements of this solicitation.

• **Proposals received after the deadline will not be considered (January 06, 2020 5:00 pm PT).**

• Proposers should not wait to submit documents through the online application system minutes before the closing time. First 5 LA will not be responsible for any delays proposers may encounter with the online application system due to multiple proposers uploading documents before the closing time.

• First 5 LA shall not be liable for any costs incurred in connection with a proposer’s preparation of a proposal in response to this RFP. Any cover letters, résumés and curriculum vita, including attached materials, submitted in response to this RFP shall become First 5 LA’s property and subject to public disclosure.
Please check the Funding Center webpage regularly for updates and addenda.

First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of such addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. Addenda to this solicitation, if any, will be posted on First 5 LA’s website, which may be accessed by clicking https://www.first5la.org/article/help-me-grow-los-angeles-pathways-request-for-proposals-rfp/. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFP requirements.
8. Timeline
## Timeline

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<td>Information Session</td>
<td>October 3, 2019</td>
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<td>Final Date to Submit Questions and Requests for Additional Information</td>
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|                                                       | November 1, 2019
|                                                       | December 18, 2019           |
| Networking Events                                     | October 9 – November 8, 2019|
| Proposal Due                                          | January 6, 2020             |
| Interviews                                            | March 9 – 20, 2020          |
| Contractors Selected                                  | March 31, 2020              |
| Board of Commissioners Approval                       | June 11, 2020               |
| Anticipated Contract Start Date                       | July 1, 2020                |
Networking Events

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Q&A

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