

**Content Writing and Editing Request for Qualifications (RFQ)
Questions and Answers**

Post Date: February 19, 2019

1. Is this RFQ only open to those who are officially qualified as vendors with First 5 LA?

No. This RFQ is a competitive solicitation that is open to the public.

2. I would like to apply under the auspices of this firm with my partner. Can I have my partner share the work? Can I include him/her and his/her qualifications in the application? If s/he can't be an "equal partner" in the application, can I subcontract work out to him/her and include his/her qualifications in my application?

First 5 LA is seeking up to two (2) qualified contractors (firms or individuals). If subcontractors are contemplated, please refer to the Required Documents section to ensure all required subcontractor information is incorporated into your application.

3. For the writing samples, I'd like to send you press releases, speeches and some op-eds I've written, however, they of course do not have my byline on them. Do you want my original copy or the version that was published with an executive's name on it, both?

A byline of the author is not a requirement. An electronic version of samples is acceptable and must be included with the proposal by the due date listed. Samples should demonstrate an applicant's skill as a writer, and relevant experience and expertise.

4. As the contract will run from May 9, 2019 through June 30, 2020, is the budget \$12,500 for May 9, 2019 - June 30, 2019, and \$74,500 for July 1, 2019 - June 30, 2020?

As detailed in Section VI. Terms of Project, the contract will have an initial budget not to exceed \$87,000:

- \$12,500 in FY19-20 (May 9, 2019 through June 30, 2019) and
- \$74,500 in FY20-21 (July 1, 2019 through June 30, 2020)

The budget will thereafter have a not to exceed amount of \$74,500 per year in subsequent years, if renewed. A final budget will be negotiated with the selected contractor based on experience and expertise. First 5 LA reserves the right to terminate the contract if services are no longer needed or if quality of product is not consistent with original sample submission or to First 5 LA's satisfaction.

5. How many assignments do you anticipate providing each successful contractor per month?

The number of assignment will vary each year. Please review Section VI. Terms of Project for information on estimated budget for year each. The contracts are not a guarantee of work with First 5 LA. First 5 LA reserves the right to use contractors based on the need, objective, timeline and capacity for assignment which will vary in frequency and length.

6. Would you like the proposed rates presented as an hourly fee and an estimate of the number of hours that will be required to complete each of the assignments outlined on the Proposed Rate form?

Using Appendix F, Proposed Rates Form, clearly indicate **proposed hourly rates** for services described. A final budget will be negotiated with the selected contractor based on experience and expertise. First 5 LA reserves the right to negotiate the proposed hourly rates.

7. If we are to estimate the amount of hours per piece, how many rounds of revision should be included in the estimate?

As detailed in Section IV. Scope of Work, First 5 LA's Communications Department and successful applicant will agree upon the timeline and process, such as when drafts are due for review and an approximation of how many rounds of edits will be required to bring a project or assignment to completion.