

### WEBINAR RECORDING

**1. Will this presentation be available afterward?**

Yes, the information session was recorded and is saved on the Funding Center website at:

<https://www.first5la.org/article/aces-aware-consultants-request-for-qualifications-rfq/>

### TERMS OF THE PROJECT

**2. Is it your preference to find ONE consultant to fulfill your needs for both facilitation and report writing?**

We see Task 1: Meeting Facilitation and Task 2: Report Research and Development as having two separate skill sets requiring two separate applications and anticipate entering into two separate agreements. However, we acknowledge that an individual or organization may have qualifications for both tasks. Proposers can apply for both tasks but are required to submit a separate application for each task. If one proposer is selected for both tasks, First 5 LA would enter into one agreement.

### ELIGIBILITY REQUIREMENTS

**3. Related to Task 2's eligibility requirement, would extensive experience conducting research and writing research manuscripts meet the eligibility requirement?**

Proposers must meet the following experience for the Report Research and Development Consultant:

- Minimum of 5 years of experience of writing technical reports for government, non-profits or philanthropy

Research manuscripts are considered a type of technical report.

**DESIRED QUALIFICATIONS**

The following qualifications are desired for:

Meeting Facilitation Consultant	Report Research and Development Consultant
<ul style="list-style-type: none"> <li>• Experience with the development of meeting content and agendas and meeting facilitation</li> <li>• Experience with the management of a steering committee, advisory body, board, coalition or an equivalent entity</li> <li>• Experience gathering information from cross-sector stakeholders, building consensus and identifying and achieving the collaborative’s goals</li> <li>• Knowledge of L.A. County Medi-Cal plans and reimbursement</li> <li>• Knowledge of ACEs screenings and trauma-informed care</li> </ul>	<ul style="list-style-type: none"> <li>• Experience writing technical reports for diverse stakeholders</li> <li>• Experience conducting literature reviews</li> <li>• Experience conducting interviews with diverse stakeholders</li> <li>• Knowledge of L.A. County Medi-Cal plans and reimbursement</li> <li>• Knowledge of ACEs screenings and trauma-informed care</li> </ul>

**4. How much Medi-Cal experience do you expect?**

Knowledge of L.A. County Medi-Cal health plans and reimbursements is a desired qualification for Task 1: Meeting Facilitation Consultant and Task 2: Report Research and Development Consultant. While we are not prescriptive of a time amount, proposers are to describe their knowledge and relevant experience in the proposal and will be scored accordingly.

Please refer to Appendix A1 and A2 scoring tools which demonstrate how the proposals will be scored for Task 1 and Task 2. Listed below is how the qualifications will be scored:

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**5. Is it preferred that the applicant be in the medical field?**

Proposers are not required to be in the medical field. Please see the RFQ’s Section VI. Desired Qualification for a listing of the desired qualifications. Please refer to Appendix A1 and A2 scoring tools which demonstrate how the proposals will be scored for Task 1 and Task 2. Listed below is how the qualifications will be scored:

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Please detail any notes and/or questions below:

**SCOPE OF WORK**

**6. Is there an opportunity or expectation for the engaged consultants to also provide subject matter expertise support to the NOC and peer-to-peer sessions?**

The Meeting Facilitation Consultant (Task 1) is **not expected or required** to provide subject matter expertise to the NOC and peer-to-peer sessions.

The Report Research and Development Consultant (Task 2) is **expected and required** to provide subject matter expertise in drafting proceedings reports for NOC and Peer-to-Peer sessions and the Practice Paper.

**7. Have you already identified your subject matter experts or would the consultant be asked to identify and recruit those people?**

Subject matter experts are in the process of being identified. The Meeting Facilitation and Report Research and Development Consultants are not expected or required to identify subject matter experts, but there will be an opportunity to provide their recommendations.

### **TASK 1: MEETING FACILITATION**

- 8. As part of the “support” for facilitation in the first paragraph of Task 1, will the consultant be responsible for facilitating the NOC Advisory and Planning group development and design activities leading up to the NOC convenings, will that be done collaboratively with, or will one of the partners have that responsibility (and which)?**

It is expected that once the Meeting Facilitation consultant is onboarded, the consultant will take the lead in facilitating the advisory and planning group. The consultant will lead the co-design process of NOC sessions which includes developing activities to collaboratively plan for these NOC sessions with this group, as well as with First 5 LA and subject matter experts as needed. The consultant will then be responsible for facilitating the NOC sessions, implementing the focus and objectives that were co-designed with the planning group.

- 9. Is the NOC Advisory and Planning Group for your ACEs Aware grant already in place?**

The NOC advisory and planning group comprised of cross-sector leaders from health plans, county departments, community-based organizations and school districts, has been established and will begin meeting prior to 2021.

- 10. Who will be responsible for recruiting the participants in both the NOC activities and the Peer-to-Peer Learning Sessions?**

First 5 LA, in collaboration with our partners on this project, are responsible for recruiting NOC and Peer-to-Peer Learning session participants. The consultants are not expected or required to recruit the participants in both the NOC activities and the Peer-to-Peer Learning Sessions.

- 11. Does First 5 LA currently have a preferred videoconferencing platform that you regularly use and is part of your operating budget? Or would the research, support and fees associated with setting that up be the responsibility of the consultant?**

There is no preferred videoconferencing platform, but we do regularly use certain platforms in our day-to-day work such as Microsoft Teams and Zoom. Any costs associated with a videoconferencing platform will be assumed by First 5 LA.

- 12. The RFQ does not mention the required ACEs Aware Provider Engagement Survey instrument for all engagement activity attendees - I assume First 5 LA will comply with this. Will the consultant also be responsible for administering that survey?**

The consultant will be responsible for collecting required participant information and feedback via registration and evaluation surveys. It is expected that the consultant incorporate data elements required by ACEs Aware, such as the Provider Engagement Survey, to ensure that all necessary data are collected. Refer to Section IV. Scope of Work for Task 1 items #1 and #3 in the RFQ (pg. 8). Reporting templates will be provided to the consultant.

## **TASK 2: REPORT RESEARCH AND DEVELOPMENT**

### **13. Besides First 5 LA, who are the key audiences for the research paper?**

The primary audience for the practice paper will be key decision makers and leaders in state and local public agencies, managed care plans and primary care providers.

## **BUDGET**

### **14. Should production costs for the practice paper (e.g., graphic design, print or online/technology-related costs, etc.) be included in the budget, or will First 5 LA or one of the partners support that part of the work?**

First 5 LA will be responsible for production costs such as graphic design.

## **REQUIRED DOCUMENTS**

### **QUALIFICATIONS AND RELEVANT EXPERIENCE NARRATIVE**

#### **15. May we use a smaller font in the narrative for tables and graphics?**

#### **16. May we use a smaller font for tables and graphics in the narrative?**

Smaller size font may be used for tables and graphics embedded in the narrative as long as the text is legible.

## **OTHER**

### **17. Prospective applicant is already providing such services to another ACEs Aware grantee. In many ways, there is an efficiency to doing similar work for two organizations but I want to ask if that would that be a problem for your organization?**

Applicants that provide services to other ACEs Aware grantees can apply to this RFQ.