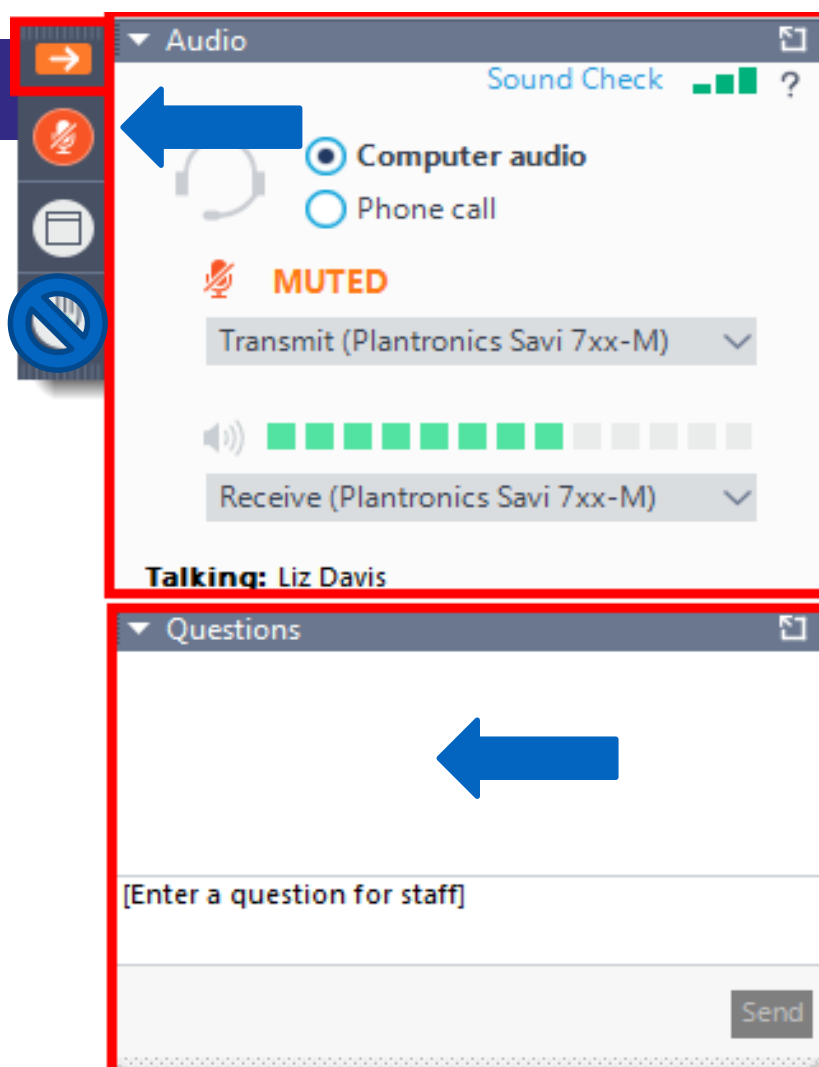


# ACES AWARE CONSULTANTS REQUEST FOR QUALIFICATIONS (RFQ)



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**\*THIS WEBINAR WILL BE RECORDED\***





The screenshot shows a webinar interface with two main panels. The top panel is titled 'Audio' and includes a 'Sound Check' status with a green bar and a question mark. It has two radio buttons: 'Computer audio' (selected) and 'Phone call'. Below these is a red microphone icon and the word 'MUTED' in orange. There are two dropdown menus: 'Transmit (Plantronics Savi 7xx-M)' and 'Receive (Plantronics Savi 7xx-M)'. A volume bar with green and grey segments is also present. At the bottom of the audio panel, it says 'Talking: Liz Davis'. The bottom panel is titled 'Questions' and contains a large blue arrow pointing left, a text input field with the placeholder '[Enter a question for staff]', and a 'Send' button. On the far left, there is a vertical toolbar with icons for a right arrow, a microphone, a document, and a hand with a red circle and slash over it.

- **This webinar is being recorded.**
- **Mute:** Please mute your phone or computer microphone to ensure we do not have any audio difficulties. 
- **Questions:** Please submit questions via the Questions Panel throughout the presentation.
- Do not use the  for your questions.

Raise your  if you can hear me clearly.

**Zully Jauregui**, Senior Program Officer  
Health Systems Department



**Daisy Ortiz**, Contract Compliance Officer  
Contract Administration & Purchasing Department



1. About First 5 LA
2. Project Overview:
  - Background Information
  - Scope of Work
  - Terms of the Project
3. Eligibility and Desired Qualifications
  - Eligibility
  - Summary of Desired Qualifications
4. Required Documents
  - Required Documents
  - Selection Process and Review Criteria
5. Timeline
6. Q & A

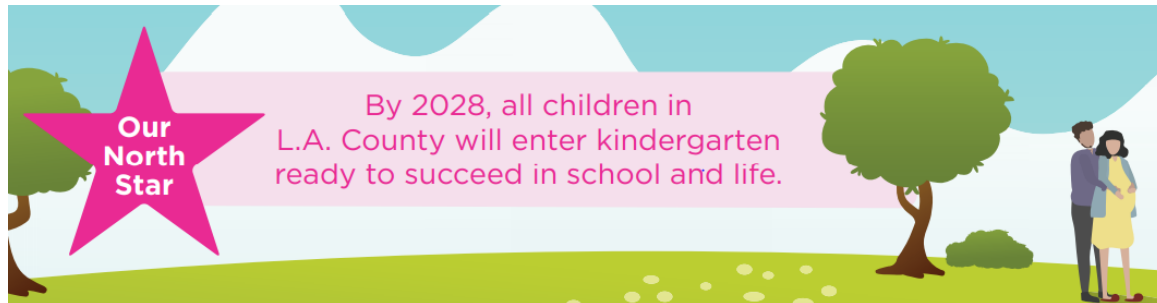


# **1. About First 5 LA**


- 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
- First 5 LA pivot from a funder of direct services to an agent of systems change in 2015
- Funder, advocate, convener, collaborator, catalyst and communicator of child and family needs and strategies that make a difference in their lives



That by 2028, all children in Los Angeles County will enter kindergarten ready to succeed in school and life. The new plan will help guide and accelerate all First 5 LA does to make a tangible difference in the lives of children today and tomorrow.



To reach its North Star, First 5 LA wants systems to work better for all families in L.A. County by making them more family-centered and child-focused with a focus on four results areas that include:



**Results for Children and Families**

- Families optimize their child's development.
- Children receive early developmental supports and services.
- Children are safe from abuse, neglect, and other trauma.
- Children have high-quality early care and education experiences.

First 5 LA grounds its work in its **values**, that act as guiding principles for how it does its work, the culture it aims to promote, and as a benchmark to measure behaviors and performance:

- **Collaboration:** We promote a collaborative culture and strategies in all that we do.
- **Integrity:** We act in ways that reflect our Values and hold ourselves accountable for our behaviors and the outcomes of our work.
- **Learning:** We integrate learning into all aspects of our decision-making, commit to continuous improvement and share what we have learned.
- **Diversity, Equity and Inclusion:** We embrace the diversity of L.A County, advocate for fairness and promote systems that advance the full participation of young children and their families.

First 5 LA's Investment Guidelines serve as criteria for decision-making for all major components of the strategic planning process and as ongoing policy guidance for Board and staff during implementation. Together, the Investment Guidelines represent a “six-part identity statement for First 5 LA that explicitly prioritizes adopting an equity lens through our work and addressing the critical challenge of declining First 5 revenue:

- **Equity: Prioritize children, families and communities in our target population that our work has the greatest potential to impact and advance our North Star.** Use data to elevate disparities and achieve equitable outcomes. Strengthen existing public systems to be child and family-centered . Incorporate the voice of families and communities in systems change.
- **Sustainability: Embed sustainability strategies within all of our work.** Plan and operate within our fiscal reality. Create new revenue and fund leveraging strategies. Co-invest with partners.
- **Partnership: Engage partners throughout planning, development, and execution of our work .** Demonstrate how committed partnerships are engaged and fundamental to our work.
- **Prevention: Focus on early intervention and prevention.** Invest in early intervention and prevention as the primary focus of our work. Link downstream investments to prevention.
- **System Change: Focus on systems change and implementation to impact the most children and families.** Focus on strengthening existing systems; rather than creating new systems. Consider direct services only when there is significant potential to demonstrate models for scalability and sustainability.
- **Evidence and Innovation: Prioritize scaling up evidence-based practices, balanced with investments in innovative and promising approaches to address community needs.** Pursue and test innovative and promising approaches, as necessary, to respond to community needs and achieve scale.

Our goal is to ensure early screening and intervention to prevent the impacts of trauma exposure and developmental and behavioral delays. Working in partnership with other organizations, government agencies and funders, we strengthen existing systems and build upon promising practices that reduce stigma, improve outcomes and elevate the importance of early childhood development.

## Two Key Areas:

- Early Identification and Intervention (EII)
- Trauma-Informed Approaches

## **2. Project Overview**

# Background

aces aware 

GRANTEE

## ACEs Aware Initiative

- Is part of a statewide effort, led by the Office of the California Surgeon General, to decrease Adverse Childhood Experiences (ACEs) and toxic stress by half in one generation.
- Offers Medi-Cal providers training, screening tools, clinical protocols, and payment for screening children and adults for ACEs.

- **January 2020:** State releases ACEs Aware RFP for Medi-Cal Provider Training, Engagement, Communications and Convenings
- **June 2020:** \$14.3 million was awarded to 100 organizations from 300 applicants
- First 5 LA awarded a \$225,000 grant through June 29, 2021 for provider engagement



NETWORK  
OF CARE  
ACTIVITIES



PEER-TO-  
PEER  
SESSIONS



PRACTICE  
PAPER

## Network of Care Activities (NOC)

- **Joint Applicants:** American Academy of Pediatrics – California Chapter 2 (AAP-CA2) & UCLA Center of Excellence (COE)
- **NOC Advisory and Planning Committee**
- **Up to 4 convenings** with additional touchpoints as needed
- **Participants:** Cross-sector stakeholders
- **Potential Topics:**
  - Aligning Trauma and Other Screenings: Embedding Screenings into Practice
  - Integrated Payment Structure for Trauma, Developmental and Behavioral, and Maternal Screenings
  - After Screening: Strengthening Referral Pathways
  - Leveraging Lessons from Leaders in the L.A. Landscape

## Peer-to-Peer Learning Sessions

- **Joint Applicant:** American Academy of Pediatrics – California Chapter 2 (AAP-CA2)
- **Advisory Committee:** AAP-CA2 ACEs Committee
- **Up to 4 convenings** with additional touchpoints as needed
- **Participants:** Primary care providers serving children
- **Potential Topics:**
  - Aligning Screenings and Embedding into the Pediatric Practice Workflow
  - Creating an Integrated Payment Structure for Trauma, Developmental and Behavioral Screenings
  - After Screening: Overcoming Barriers to Referrals
  - Beyond the Screen: What does it mean to be trauma-informed?

## Practice Paper

- **Informed by:**
  - Proceedings reports on NOC & Peer-to-Peer activities
  - Key informant interviews
  - Literature review
- **Focus Areas and Content:**
  - Aligned Screening
  - Informing Treatment
  - Navigating Referral Pathways and Care Coordination
  - Establishing an Integrated Payment Structure for Aligned Screenings
- **Target Audience:** State departments (CA-OSG, DHCS), managed care organizations, primary care providers, and L.A. County leadership

# Scope of Work

The image features a solid blue background. A large white circle is positioned in the upper-left to center area. In the lower-right area, there is a smaller, dark blue circle that overlaps the bottom edge of the white circle.

First 5 LA expects to enter into two separate agreements for:

- 1) Meeting Facilitation
- 2) Report Research & Development

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

## Task 1: Meeting Facilitation

- 1) Co-design of NOC sessions
- 2) Coordinate, convene & facilitate NOC sessions
- 3) Evaluation of each NOC sessions
- 4) Event planning, if any in-person sessions
- 5) Communication with NOC planning group & participants
- 6) Communication with First 5 LA and comply with contractual requirements

## Task 2: Report Research and Development

- 1) Observe NOC & Peer-to-Peer Learning Sessions
- 2) Develop two proceeding reports
- 3) Develop Practice Paper informed by:
  - Learnings from NOC activities and Peer-to-Peer sessions
  - Literature review
  - Key informant interviews
- 4) Recommendations for dissemination of reports and practice paper
- 5) Communication with First 5 LA and comply with contractual requirements



# **Terms of the Project**

- 6-month agreement.
- Project term – 6 months.
- Anticipated start date – January 2021.
- This project has a fixed-price deliverables budget.
- Estimated total project budget not to exceed \$60,000 for Task 1, and \$74,500 for Task 2
- The selected proposer shall have the technical capabilities for efficient internet, phone and email communication, including videoconference management, to facilitate interaction with First 5 LA staff in Los Angeles and other partners as necessary.
- First 5 LA will retain sole ownership of the data gathered and/or generated and reports created by the consultant(s).



# **3. Eligibility Requirements and Desired Qualifications**

## Proposers must meet the following experience for the:

<b>Meeting Facilitation Consultant:</b>	<b>Report Research and Development Consultant:</b>
Minimum of 5 years of experience in meeting facilitation with cross-sector collaboratives	Minimum of 5 years of experience of writing technical reports for government, non-profits or philanthropy

The following qualifications are desired for the:

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. Required Documents and Selection Process**

Meeting Facilitation	Report Research & Development
<input type="checkbox"/> Online Application: To access the online application for the Meeting Facilitation Consultant: <a href="https://www.grantrequest.com/SID_725?SA=SNA&amp;FID=35342">https://www.grantrequest.com/SID_725?SA=SNA&amp;FID=35342</a>	<input type="checkbox"/> Online Application To access the online application for the Report Research and Development Consultant: <a href="https://www.grantrequest.com/SID_725?SA=SNA&amp;FID=35343">https://www.grantrequest.com/SID_725?SA=SNA&amp;FID=35343</a>
<input type="checkbox"/> Qualification Narrative (Maximum of 10 pages)	<input type="checkbox"/> Qualification Narrative (Maximum of 10 pages)
<input type="checkbox"/> Resumes for key personnel (no page limit)	<input type="checkbox"/> Resumes for key personnel (no page limit)
<input type="checkbox"/> Work Samples (Appendix D; no page limit for two samples)	<input type="checkbox"/> Work Samples (Appendix D; no page limit for two samples)
<input type="checkbox"/> Budget (Appendix E)	<input type="checkbox"/> Budget (Appendix E)
<input type="checkbox"/> Budget Narrative (Appendix F; maximum of 4 pages)	<input type="checkbox"/> Budget Narrative (Appendix F; maximum of 4 pages)
<input type="checkbox"/> Litigation and Contract Compliance Form (Appendix G)	<input type="checkbox"/> Litigation and Contract Compliance Form (Appendix G)
<input type="checkbox"/> Business License (If applicable)	<input type="checkbox"/> Business License (If applicable)

## Online Application

In order to respond to this RFQ, proposers must complete an online application form and submit all required documents specified below through the online application system.

Proposers must set-up an online account in order to access the application form.

Instructions on setting up the account and access the online application may be found at: <https://www.first5la.org/news-resources/funding-center/>

To access the online application for the Meeting Facilitation Consultant:

[https://www.grantrequest.com/SID\\_725?SA=SNA&FID=35342](https://www.grantrequest.com/SID_725?SA=SNA&FID=35342)

To access the online application for the Report Research and Development Consultant:

[https://www.grantrequest.com/SID\\_725?SA=SNA&FID=35343](https://www.grantrequest.com/SID_725?SA=SNA&FID=35343)



**Request for Qualifications (RFQ) ACEs Aware Consultants for: Meeting Facilitation. Please answer the following questions:**

Do you or your organization have a minimum of five (5) years of experience in meeting facilitation with cross-sector collaboratives ?

-Select One- ▾

Submit



**Request for Qualifications (RFQ) ACEs Aware Consultants for: Report Research and Development. Please answer the following questions:**

Do you or your organization have a minimum of five (5) years of experience of writing technical reports for government, non-profits or philanthropy?

-Select One- ▼

Submit

# Required Documents: 1. Online Application

35



Organization Information   Attachments   Review My Application   Contact

Organization Information   Printer Friendly Version

\* Required before final submission

Request for Qualifications (RFQ) ACEs Aware Consultants for: Meeting Facilitation

\* Organization Name:

\* Address:    \* City:    \* State:    \* Zip Code:

Website:    City:    State:    Zip Code:

Organization Primary Contact Information

\* Prefix:    \* First Name:    \* Last Name:

- Select One -

\* Title:    \* Office Phone Number:

\* E-mail:

Proposal Primary Contact Information

☐ Same as Organization Primary Contact

\* Prefix:    \* First Name:    \* Last Name:

- Select One -

\* Title:    \* Office Phone Number:    \* E-mail:

Save & Finish Later   Next

# Required Documents: 1. Online Application

36



[Organization Information](#) | [Attachments](#) | [Review My Application](#)

AttachmentsPrinter Friendly Version | E-mail Draft

In order to respond to this RFQ, an application packet complete with required documents must be received by First 5 LA before the closing of this solicitation.

Please upload the following documents (PDF, Word or Excel files accepted). Required documents that consist of multiple pages must be combined into one document and then uploaded. For example, if you are submitting multiple pages for your work sample, you must save your cover page and sample into one document and then upload. This is also the case for Excel files (xlsx) with multiple sheets; be sure to upload the document as its entirety.

- = 1. Qualifications and Relevant Experience Narrative (Maximum of 10 pages)
- = 2. Resumes for Key Personnel (No page limit)
- = 3. Work Samples #1 (Appendix D Cover Page; No page limit for sample)
- = 4. Work Samples #2 (Appendix D Cover Page; No page limit for sample)
- = 5. Budget (Appendix E)
- = 6. Budget Narrative (Appendix F; Maximum of 4 pages)
- = 7. Litigation and Contract Compliance Form (Appendix G)
- = 8. Business License (if applicable)

**Upload**

The maximum size for all attachments combined is 1,000 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbe", or ".bat") cannot be uploaded.

Title:Qualifications and Relevant Experience Narrative(Required)

File Name:Qualifications and Relevant Experience Narrative(Required)

Resumes for Key Personnel(Required)

Work Sample #1 (Appendix D Cover Page; and sample)(Required)

Work Sample #2 (Appendix D Cover Page; and sample)(Required)

Budget (Appendix E)(Required)

Budget Narrative (Appendix F)(Required)

Litigation and Contract Compliance Form (Appendix G)(Required)

Business License

[Save & Finish Later](#) | [Review & Submit](#)

Provide a **narrative** that addresses the following (no more than 10 pages):

**2. Qualifications and Relevant Experience Narrative:** *Maximum of ten (10) pages single-spaced, size 12 font, 1-inch margins* – Provide a narrative that addresses the following:

- Describe your (your team's) knowledge, experience and current capacity to carry out the selected task's (Task 1: Meeting Facilitation or Task 2: Report Research and Development) responsibilities listed in *Section IV. Scope of Work*.
- Describe your (your team's) responsiveness to all desired qualifications for the task selected (Task 1: Meeting Facilitation or Task 2: Report Research and Development) listed in *Section VI. Desired Qualifications*.
- If team, describe the relationship in terms of meeting project tasks.
- Provide a brief list of similar types of projects that were successfully concluded. Please describe your specific role played in the project and how it led to the outcomes described.

Provide **resumes** for key personnel:

**3. Resumes** for key personnel who will perform major roles in carrying out the project. No page limit for resumes.

Provide **two work samples**:

**4. Work Samples:** Using **Appendix D**, please provide two (2) work samples from completed projects that demonstrate your (your team's) approach and expertise. Proposers must provide a brief description of the work sample including approach taken for said work sample and identify team member(s) involved in the creation of the work sample. No page limit for samples.



---

## Appendix D Work Sample Submission

Proposers are to submit two work samples from completed projects that demonstrate approach and expertise. Use this cover page to provide a brief description; submit one cover page per work sample.

<b>Title</b>	
<b>Brief description of the Work Sample, including the strategy and approach taken for the Work Sample.</b>	
<b>Identify team member(s) from Qualifications Narrative, if any, involved in the creation of the work sample by: 1) name and 2) their role in the creation of the work sample.</b>	

[illegible]

Using **Appendix F**, submit a proposed Budget Narrative that clearly justifies the Budget. The Budget Narrative, not to exceed four (4) pages, should provide a description and justification for all costs included in the Budget (Appendix E).

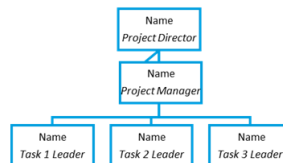


## Appendix F Budget Narrative Template

### Overview

In this section, please provide an overview of your approach to developing your budget, as well as including an organizational chart of the project team, including any proposed subcontractors. If there are any assumptions you made during your budget calculations that would be important for the proposal reviewers to know, please include those.

### Example of Organization Chart



Please complete the table below and include all the proposed staff for this project, the project task(s), expected time commitment and a description of their role on the project.

Proposed Staff Name and Title	Project Sub-Task	Expected Time Commitment (%)	Description of Project Role

### Sub-Tasks

Please complete the following sections for each sub-task in your budget.

#### Task X: INSERT NAME OF SUB-TASK

Provide a brief overview of the task described.

#### Deliverables

In this section, provide a list of deliverables related to this task.

#### Labor


In this section, include a description of the staff who will be contributing to this sub-task, as well as their role and the hours dedicated to this task.

#### Other Direct Costs

In this section, describe additional direct costs related to this sub-task that are not captured in other sections. Some examples of these types of costs to consider would include any subcontracts, travel costs, printing, phone charges and office supplies.

Please read the information on the required Litigation and Contract Compliance form (**Appendix G**) 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.



**LITIGATION AND CONTRACT COMPLIANCE FORM**

Agency Name:		Agreement Number:	
Agreement Period:			

Check YES, NO or Not Applicable (N/A) in response to the following questions. If a YES answer is checked, please fully explain the circumstances and include whether it will have a potential impact on each project. Return via U.S. or electronic mail or personal delivery.

	Yes	No	N/A
1. Is the organization currently, or within the past three (3) years, involved in litigation, arbitration, or mediation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Executive Director or Board of Directors currently, or within the past three (3) years, involved in litigation related to the administration and operation of a program or organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are any key staff members unable to be bonded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your agency been placed on, maintained on or removed from probation, suspension, debarment, or another status of non-compliance by a contracting entity in the past three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has there been any negative finding or determination by an auditor or contracting party regarding fiscal management or controls or contract compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the agency or agency director ever had public or foundation funds withheld?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the agency ever had its non-profit status suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the agency or Executive Director or Board of Directors refused to participate in any fiscal audit requested by a government agency or funding source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the agency been the target or subject of any Federal, State or local law enforcement or administrative investigation in the past three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are there any issues surrounding the agency's license, certification or accreditation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Explanation:** For any questions marked YES, please fully explain the circumstances and include whether it will have a potential impact on the project. Use additional pages if necessary.

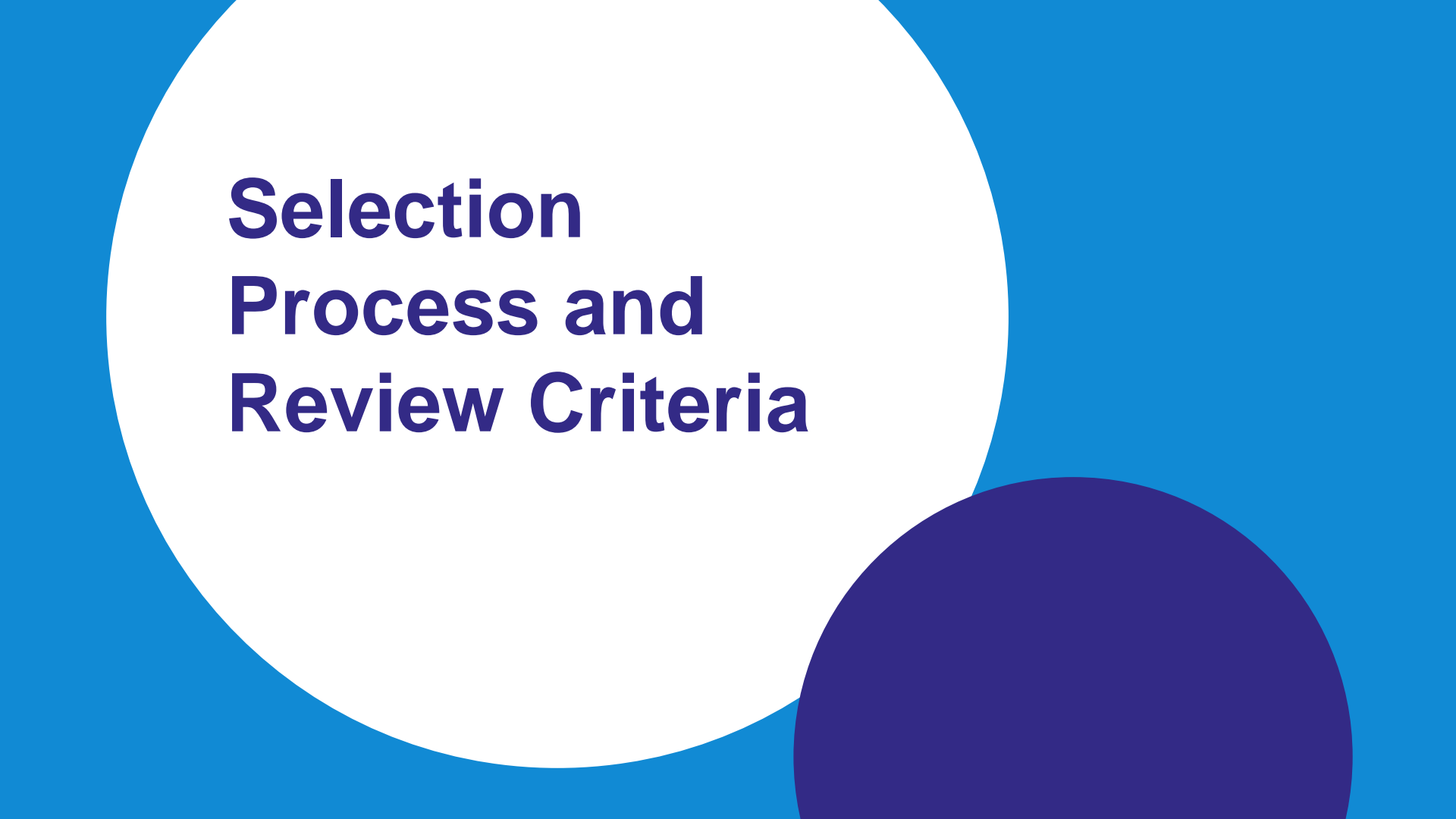
As part of the contract process the Commission, at its own discretion, may implement additional procedures to validate or further investigate any of the proposed Contractor/Grantee's responses. The Commission reserves the right to terminate the contracting process without entering into an agreement if the proposed Contractor/Grantee submits false or incorrect information.

By signing this form, I certify, on behalf of agency named above that the responses contained herein are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be signed by an Authorized Signatory)

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please submit your organization's Business License if applicable.

The background features a solid blue field with two large, overlapping circles. A large white circle is positioned on the left side, and a smaller, dark blue circle is located in the bottom right corner. The text is centered within the white circle.

# **Selection Process and Review Criteria**

## Level 1 – Administrative Review

First 5 LA will evaluate all proposals for completeness and minimum requirements. Basic requirements include: timely receipt of proposal, submission of all required attachments and adherence to eligibility requirements. Proposals with omissions of any required documentation are subject to disqualification.

First 5 LA will also conduct a due diligence review which includes a review of the Litigation and Contract Compliance form and a review of whether proposer (that are current and former contractors, grantees and vendors) currently remain placed in non-compliant status by First 5 LA under any existing and past agreement with First 5 LA. If applicable, First 5 LA will also evaluate past and current performance under a First 5 LA agreement to inform Level 1 review. First 5 LA reserves the right to request additional information, if needed, to validate eligibility and/or and minimum requirements.

Additionally, First 5 LA will conduct a conflict of interest review for proposers including subcontractors.

## Level 2- Proposal Review

Proposers that pass Level 1 Review will proceed to Level 2 Review. Prior to beginning the review process, proposal reviewers will be assessed for conflicts of interest with proposers, including subcontractors, and sign a Conflict of Interest form to certify that there are no conflicts of interest. Reviewers will score proposals using the review tool listed as Appendices A1 and A2 – Level 2 Review: Scoring Criteria for the Meeting Facilitation Consultant and Report Research and Development Consultants. The Proposal Review Panel may be comprised of staff from First 5 LA and American Academy of Pediatrics – California Chapter 2 (AAP-CA2) and the LA County Department of Mental Health (LACDMH)-UCLA Prevention Center of Excellence (COE) partners. Reviewers will participate in a calibration session prior to finalizing scores.



**Appendix A1**  
**Level 2 Review: Scoring Criteria**  
**Meeting Facilitation Consultant (Task 1)**

**PROPOSER NAME:**

**REVIEWER ID:**

**SUMMARY SCORES:**

Score (max)

**I. Narrative**

\_\_\_\_ (60)

**II. Work Samples**

\_\_\_\_ (20)

**III. Budget**

\_\_\_\_ (20)

**TOTAL SCORE:**

\_\_\_\_ (100)



**I. QUALIFICATIONS (QUALIFICATIONS NARRATIVE AND RESUMES)**

**60 points**

**RATING SCALE**

<b>A</b>	Very strong agreement with criteria					
<b>B</b>	Strong agreement with criteria					
<b>C</b>	Moderate agreement with criteria					
<b>D</b>	Some agreement with criteria					
<b>E</b>	Minimal agreement with criteria					
<b>F</b>	No agreement or no information was provided					
CRITERIA	Circle One					
	A	B	C	D	E	F
a. Narrative of knowledge, experience and current capacity to carry out the selected task's responsibilities listed in <i>Section IV. Scope of Work</i> was exceptional and demonstrated strong project implementation skills.	20	16	12	8	4	0
b. Exceptional experience with the development of meeting content and agendas and meeting facilitation	15	12	9	6	3	0
c. Exceptional experience with the management of a steering committee, advisory body, board, coalition or an equivalent entity	5	4	3	2	1	0
d. Exceptional experience gathering information from cross-sector stakeholders, building consensus and identifying and achieving the collaborative's goals	10	8	6	4	2	0
e. Strong knowledge of L.A. County health plans and Medi-Cal reimbursement	5	4	3	2	1	0
f. Strong knowledge of ACEs screenings and trauma-informed care	5	4	3	2	1	0

**Please detail any notes and/or questions below:**



**Appendix A2**  
**Level 2 Review: Scoring Criteria**  
**Report Research and Development (Task 2)**

**PROPOSER NAME:**

**REVIEWER ID:**

**SUMMARY SCORES:**

Score (max)

I. Narrative \_\_\_\_\_ (60)

II. Work Samples \_\_\_\_\_ (20)

III. Budget \_\_\_\_\_ (20)

**TOTAL SCORE:** \_\_\_\_\_ (100)

**I. QUALIFICATIONS (QUALIFICATIONS NARRATIVE AND RESUMES)**

**60 points**

**RATING SCALE**

<b>A</b>	<i>Very strong</i> agreement with criteria					
<b>B</b>	<i>Strong</i> agreement with criteria					
<b>C</b>	<i>Moderate</i> agreement with criteria					
<b>D</b>	<i>Some</i> agreement with criteria					
<b>E</b>	<i>Minimal</i> agreement with criteria					
<b>F</b>	<i>No agreement or no information</i> was provided					
CRITERIA	Circle One					
	A	B	C	D	E	F
a. Narrative of knowledge, experience and current capacity to carry out the selected task's responsibilities listed in <i>Section IV. Scope of Work</i> was exceptional and demonstrated strong project implementation skills.	20	16	12	8	4	0
b. Exceptional experience writing technical reports for diverse stakeholders	15	12	9	6	3	0
c. Exceptional experience conducting literature reviews	5	4	3	2	1	0
d. Exceptional experience conducting interviews with diverse stakeholders	5	4	3	2	1	0
e. Strong knowledge of L.A. County health plans and Medi-Cal reimbursement	10	8	6	4	2	0
f. Strong knowledge of ACEs screenings and trauma-informed care	5	4	3	2	1	0

**Please detail any notes and/or questions below:**

Level 3 - Interview	Reference Checks	Final Decision of Award
Highly scoring proposals from Level 2 Review will proceed to Level 3 Review. Tentative interview dates are included in Section I. Timeline for Selection Process and are subject to change at First 5 LA's sole discretion. Interviews will be held virtually as an online meeting or via telephone. The Interview Panel may be comprised of First 5 LA, American Academy of Pediatrics – California Chapter 2 (AAP-CA2) and the LA County Department of Mental Health (LACDMH)-UCLA Prevention Center of Excellence (COE) staff members. Reviewers will be assessed for conflicts of interest with proposers and sign a Conflict of Interest form to certify that there are no conflicts of interest with proposers, including subcontractors, and sign a Conflict of Interest form to certify that there are no conflicts of interest. Reviewers will participate in a calibration session prior to finalizing scores. Further written materials may be requested prior to or after the interview. First 5 LA reserves the right to schedule additional meetings or interviews.	If necessary, reference checks will be completed. If conducted, information obtained through reference checks will complement the results from Level 3 Interview. First 5 LA must be able to contact a minimum of two (2) references provided by the proposer. If two (2) references cannot be reached, First 5 LA may deem the proposer ineligible for this opportunity.	The highest scoring proposer based on combined Level 2 and Level 3 scores, if applicable- in combination with information obtained through reference checks, will be recommended to First 5 LA's Board of Commissioners for award of the contract.

- 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 – November 30, 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 RFQ. Any cover letters, resumes and curriculum vita, including attached materials, submitted in response to this RFQ shall become First 5 LA's property and subject to public disclosure.

For more information on how to apply, please visit:

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



## HOW TO APPLY

To respond to this RFQ, please submit your proposal and all required documents through the online application system designated by First 5 LA by no later than **5:00 p.m. PT on November 30, 2020** by taking the following steps:

*Step 1:* Create a user account by clicking [here](#).

*Step 2:* Once a user account has been created, click on the following link for the appropriate application:

Click [here](#) to access the application for the Meeting Facilitation Consultant

Click [here](#) to access the application for the Report Research and Development Consultant

*Step 3:* Once an application has been started, click [here](#) to modify and/or submit your application. Please do not create a new application once you have started your application.

For help with the online application click [here](#).

Applicants must submit all required documents specified in the RFQ through this online form. It is highly recommended that you print a copy of your application for your records prior to clicking "Submit." To do this, click "Printer-Friendly Version." You should review the printed copy prior to submitting the application electronically. In addition, you should ensure that the attachments were successfully uploaded by reviewing the list of attachments included.

NOTE: Once the online application is submitted, proposers cannot make edits.

**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/news-resources/funding-center/>. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFQ requirements.

# 5. Timeline



ACTIVITY	DATE
RFQ Released	10/28/2020
Information Session	11/5/2020
Final date to submit questions and requests for additional information	11/10/2020
Posting of responses to questions	11/16/2020
<b>Proposal Due</b>	<b>11/30/2020</b>
Interviews	12/16/2020 - 12/17/2020
Consultant(s) Selected	12/23/2020
Contract Start Date	1/2021

We are here

Save the Date

Q&A

[dortiz@first5la.org](mailto:dortiz@first5la.org)

