

## **REQUEST FOR QUALIFICATIONS (RFQ) ACEs AWARE CONSULTANTS FOR:**

- **MEETING FACILITATION AND**
- **REPORT RESEARCH & DEVELOPMENT**

Los Angeles County Children and Families First –  
Proposition 10 Commission (aka First 5 LA)

RELEASE DATE: OCTOBER 28, 2020

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**I. TIMELINE FOR SELECTION PROCESS<sup>1</sup>**

ACTIVITY	DATE
RFQ Released	October 28, 2020
Information Session	November 5, 2020
Final date to submit questions and requests for additional information	November 10, 2020
Posting of responses to questions	November 16, 2020
Proposal Due	November 30, 2020
Interviews	December 16-17, 2020
Consultant(s) Selected	December 23, 2020
Contract Start Date	January 2021

In order to respond to this Request for Qualifications (RFQ), the proposal must submit all required documents through the online application system designated by First 5 LA no later than **5:00 p.m. PT on November 30, 2020**. It is the proposer’s responsibility to verify submission prior to the deadline. First 5 LA will not be responsible for any technical problems or submission failure. **Failure to submit ALL required documents by 5:00 p.m. PT may constitute an incomplete proposal and may be grounds for disqualification.**

Questions and requests for additional information must be submitted in writing to:

Daisy Ortiz, Contract Compliance Officer  
E-mail: [dortiz@first5la.org](mailto:dortiz@first5la.org)

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via email before **5:00 p.m. PT on November 10, 2020**. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information. First 5 LA may respond to individual inquires and then post replies to all questions by the posting date.

Potential proposers are highly encouraged to participate in the Information Session webinar at **4:00 pm, November 5, 2020** to learn more about the RFQ requirements. Please register for the webinar at: <https://attendee.gotowebinar.com/register/2326751732905920782> . After registering, you will receive a confirmation email containing information about joining the webinar.

A recording of the webinar will also be made available on the Funding Opportunities webpage: <https://www.first5la.org/news-resources/funding-center/>

<sup>1</sup> Note: Dates are subject to change at First 5 LA’s sole discretion.

**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 addenda may result in the application not being considered, as determined in 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.

## II. **BACKGROUND**

### A. **First 5 LA — Giving Kids the Best Start**

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10. Since 1998, First 5 LA has invested approximately \$2.2 billion to improve outcomes for children prenatal to age 5 and their families.

### B. **The First 5 LA FY 2020-2028 Strategic Plan**

In November 2019, First 5 LA's Board of Commissioners approved the [2020-28 Strategic Plan](#) that boldly articulates the goal of the organization's "North Star" – 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.

### C. **First 5 LA's Values**

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.

### D. **First 5 LA's Investment Guidelines**

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.

#### **E. What's Needed to Make First 5 LA's North Star a Reality?**

To reach its North Star, First 5 LA works with partners to make systems 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:

1. Families have the resources, opportunities, relationships and environments to optimize their child's development.
2. Children enter kindergarten without any previously unidentified developmental delays and connected to developmentally appropriate services and supports.
3. Children are safe from abuse, neglect, and other trauma.
4. Children have high quality early care and education (ECE) experiences prior to kindergarten entry.

The following project aims to contribute to results 1, 2 and 3 through the support of adoption of trauma-informed approaches in systems serving children and families. As a systems change leader, First 5 LA seeks these results through policy change, practice change and public will building. First 5 LA works with diverse partners who share First 5 LA's aspirations for young children and who bring an intentional focus on equity for children and families facing disparities in outcomes and opportunities.

### III. PROJECT OVERVIEW

#### A. ACEs Aware

The [ACEs Aware](#) initiative seeks to change and save lives by helping Medi-Cal providers understand the importance of screening for Adverse Childhood Experiences (ACEs) and training them to respond with trauma-informed care. ACEs Aware offers Medi-Cal providers training, screening tools, clinical protocols, and payment for screening children and adults for ACEs. Screening for ACEs, assessing for toxic stress, and responding with evidence-based interventions can significantly improve the health and well-being of individuals and families. The ACEs Aware initiative is part of a statewide effort, led by the Office of the California Surgeon General (CA-OSG), to decrease ACEs and toxic stress by half in one generation.

ACEs and toxic stress represent a public health crisis that has been, until recently, largely unrecognized by our health care system and our society. By screening for ACEs and responding with evidence-based interventions and implementing trauma-informed care, we can significantly improve the health and well-being of individuals and families.

In January 2020, CA-OSG and the Department of Health Care Services (DHCS) released a Request for Proposals to fund organizations to help extend the reach and impact of this initiative to Medi-Cal providers and organizations that serve Medi-Cal beneficiaries. The ACEs Aware initiative seeks to support the training and engagement of a wide range of providers and other professionals as well as encourage collaboration among organizations to build networks of care through Provider Training, Provider Engagement, Communications, and Convenings.

#### B. Provider Engagement Activities

First 5 LA applied for the Provider Engagement grant. First 5 LA was awarded \$225,000 in grant funds from the CA-OSG and DHCS to participate in the state's ACEs Aware initiative to address ACEs, taking into consideration the stress children and their families are experiencing during the COVID-19 pandemic. With this funding, First 5 LA will conduct provider engagement activities with joint applicants, the American Academy of Pediatrics – California Chapter 2 (AAP-CA2) and the LA County Department of Mental Health (LACDMH)-UCLA Prevention Center of Excellence (COE), and the selected consultants to promote the ACEs Aware initiative among the Medi-Cal provider community in L.A. County. Specifically, First 5 LA will partner with key stakeholders in L.A. County to implement three Provider Engagement activities: 1) Network of Care activities for multiple types of providers; 2) Peer-to-Peer Learning amongst primary care physicians; and 3) a Practice Paper to inform large scale systems change for screening alignment, treatment and referrals/care coordination. Note that hours for each session and session focus areas listed below are subject to change based on planning and early activity implementation.

1. **Network of Care (NOC) Activities:** First 5 LA, with joint applicants AAP-CA2 and LACDMH-COE, will convene a cross-sector advisory and planning group to co-design and deliver the NOC activities. The NOC activities will be a series of cross-sector convenings that include but are not limited to the participation of primary care providers, managed care plans and professional affiliations; behavioral health providers; nurse home visitors and paraprofessionals; and social service and child-serving agencies such as regional centers, early childhood education, child welfare, etc. at the county system and community-based levels. We intend to hold up to four main sessions with each session being up to 3-hours in length with additional touchpoint as needed. As needed follow-up sessions will be with a sub-cohort of main

session participants to dive deeper into topics. Speakers as well as subject matter experts (SMEs) will be secured as needed, with SMEs supporting the planning of sessions. Given the COVID-19 pandemic, the majority of the meetings will be on a virtual platform. While the advisory and planning group will help further shape and refine the content and focus, the proposed main session focus areas include:

- Session 1 – Aligning Trauma and Other Screenings: Embedding Screenings into Practice
- Session 2 – Integrated Payment Structure for Trauma, Developmental and Behavioral, and Maternal Screenings
- Session 3 – After Screening: Strengthening Referral Pathways
- Session 4 – Leveraging Lessons from Leaders in the L.A. Landscape

2. **Peer-to-Peer Learning Sessions:** First 5 LA and joint applicant, American Academy of Pediatrics – California Chapter 2 (AAP-CA2), will co-design and implement sessions using AAP-CA2’s existing Town Hall infrastructure to conduct ACEs-focused learning with health providers. The Peer-to-Peer Learning sessions will target primary care providers serving children including Pediatrics and Family Medicine. We intend to hold up to four main sessions being up to 2-hours in length with additional touchpoints as needed. Similar to NOC activities, given the COVID-19 pandemic, the majority of the meetings will be on a virtual platform. AAP-CA2 ACEs Committee members will serve as speakers and facilitators for the Peer-to-Peer Learning sessions. Similar to NOC activities, the proposed Peer-to-Peer Learning focus areas include:

- Session 1 – Aligning Screenings and Embedding into the Pediatric Practice Workflow
- Session 2 – Creating an Integrated Payment Structure for Trauma, Developmental, and Behavioral Screenings
- Session 3 – After Screening: Overcoming Barriers to Referrals
- Session 4 – Beyond the Screen: What does it mean to be trauma-informed?

3. **Practice Paper Development:** The Practice Paper will build off NOC activities and Peer-to-Peer Learning sessions and will convey lessons learned, best practices, and recommendations for large scale systems change for: Aligned Screening; Informing Treatment; Navigating Referral Pathways and Care Coordination; and Establishing an Integrated Payment Structure for Aligned Screenings. Partners engaged in NOC activities and Peer-to-Peer Learning sessions may become potential SMEs to inform content and disseminate final product to their respective networks. The primary audience will be state departments, managed care plans and primary care providers.

#### IV. SCOPE OF WORK

This solicitation seeks proposals from individuals or organizations interested in serving as a consultant for the tasks identified in *Section IV. Scope of Work*. Please note that First 5 LA expects to enter into two separate agreements for: 1) meeting facilitation and 2) for report research and development. **Proposers can apply for both tasks but are required to submit a separate application for each task outlined below.** If one proposer is selected for both tasks, First 5 LA would enter into one agreement.

### Task 1: Meeting Facilitation

The consultant for Facilitation will support the NOC advisory and planning group<sup>2</sup> and facilitate up to four NOC activities. Given the COVID-19 pandemic, meetings will be virtual on a videoconferencing platform until further notice. The Consultant's responsibilities include, but are not limited to:

1. Co-design of the NOC sessions, including developing areas of focus and objectives, as well as define participant roles and responsibilities in collaboration with the NOC advisory and planning group, First 5 LA and subject matter experts (SMEs). This includes designing and executing a planning process that builds consensus among the group. Expected deliverables include:
  - a. Annotated agendas for NOC sessions that includes final themes, objectives and desired outcomes for each NOC session
2. Coordinate, convenes and facilitate the NOC sessions, which are a series of up to four cross-sector convenings that include various types of providers. Anticipate reaching up to 75 providers per session. Communicate effectively with participants to promote collaboration, negotiation, and problem solving. In addition to above meeting engagement responsibilities, the consultant will also be responsible for meeting logistics such as registration and meeting technology support including breakout and polling via online videoconferencing platform. Expected deliverables include:
  - a. Summary of content delivered and discussed (this can later be repurposed for the proceedings report) session agendas, speakers list/bios and materials submitted within 72-hours after each session<sup>3</sup>
  - b. Attendance spreadsheet that includes information on attendees such as organization sector/type (e.g., health/health plan), medical specialty type (e.g. OB/GYN, Internal Medicine), clinical versus non-clinical and geographic location
  - c. Frequently Asked Questions document of questions and responses from meetings
3. Evaluation of each NOC session that includes anonymous post surveys with three to four standard evaluation questions. This can also include quick plus/delta activity or other tool for participants to provide feedback on what worked well in the session and what could be changed for following sessions. Deliverables include:
  - a. Evaluation results<sup>3</sup> submitted within 72-hours of each meeting
4. If any in-person sessions, work with First 5 LA support staff to ensure successful event planning, including reserving meeting space, arranging refreshments, preparing meeting materials, etc.
5. Communicate regularly with NOC planning group and NOC session participants as needed to ensure appropriate information-sharing and maintain strong participant engagement via email, phone, and Microsoft Teams or similar platform.
6. Communicate regularly with First 5 LA and comply with First 5 LA's contractual requirements.

### Task 2: Report Research and Development

The consultant for Report Research and Development will support NOC and Peer-to-Peer Learning Proceedings Reports and the Practice Paper. The Consultant's responsibilities include:

1. Observe NOC and Peer-to-Peer Learning sessions. Sessions will also be recorded to aid the consultant in the following responsibility.
2. Develop two proceedings reports: one that is inclusive of all NOC sessions and one that is inclusive of all Peer-to-Peer Learning sessions. Initial report drafts should be submitted within two weeks of the final session. Drafts will be submitted to First 5 LA and NOC advisory and

<sup>2</sup> Cross-sector group of providers and systems leaders that will co-design and help deliver NOC activities and support outreach and dissemination of materials.

<sup>3</sup> A reporting template will be provided.



planning group for the NOC report and AAP-CA2 for the Peer-to-Peer Learning report for review and feedback. The proceedings reports will need to include the following:

- a. Peer engagement structure
  - b. Key themes and findings by focus area, including participant testimonials or quotes and highlighting best practices in relationship building across the medical and social service system, potential opportunities and challenges, etc.
  - c. Case studies from specific sectors, and application to other sectors
3. Develop Practice Paper that includes information on lessons learned, best practices, and recommendations for large scale systems change for: Aligned Screening; Informing Treatment; Navigating Referral Pathways and Care Coordination; and Establishing an Integrated Payment Structure for Aligned Screenings. The Practice Paper should be informed by:
    - a. Learnings from NOC and Peer-to-Peer Learning proceedings reports
    - b. Literature review
    - c. Key informant interviews with SMEs recommended by First 5 LA, including drafting interview protocol in collaboration with First 5 LA
  4. Recommend how to disseminate proceedings reports and practice paper.
  5. Communicate regularly with First 5 LA via bi-weekly progress check-ins and comply with First 5 LA's contractual requirements.

## V. **ELIGIBILITY**

Proposers must meet the following experience for the Meeting Facilitation Consultant:

- Minimum of 5 years of experience in meeting facilitation with cross-sector collaboratives

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

Proposers that do not meet the requirements above will not pass the first level of review (see *Section VIII. Selection Process and Review Criteria*).

## VI. **DESIRED QUALIFICATIONS**

The following qualifications are desired for the Meeting Facilitation consultant:

- Experience with the development of meeting content and agendas and meeting facilitation
- Experience with the management of a steering committee, advisory body, board, coalition or an equivalent entity
- Experience gathering information from cross-sector stakeholders, building consensus and identifying and achieving the collaborative's goals
- Knowledge of L.A. County Medi-Cal plans and reimbursement
- Knowledge of ACEs screenings and trauma-informed care

The following qualifications are desired for the Report Research and Development consultant:

- Experience writing technical reports for diverse stakeholders
- Experience conducting literature reviews
- Experience conducting interviews with diverse stakeholders
- Knowledge of L.A. County Medi-Cal plans and reimbursement
- Knowledge of ACEs screenings and trauma-informed care

## **VII. TERMS OF THE PROJECT**

The Commission expects to enter into a 6-month agreement with each of the selected proposers with an anticipated start date of January 1, 2021 through June 29, 2021. The contracts may be extended at First 5 LA's sole discretion for an estimated total project amount not to exceed \$60,000 for Task 1: Meeting Facilitation Consultant and \$74,500 for Task 2: Report Research and Development Consultant. While there is no guarantee of an extension, First 5 LA is seeking proposers that can potentially continue beyond the estimated project term.

First 5 LA will execute a fixed-price deliverables budget. It is expected that the proposed budget will be clearly justified in the budget narrative and will be appropriate for work proposed. A final Scope of Work and Budget (Appendix D) will be negotiated with the selected contractor and is subject to approval by First 5 LA's Board of Commissioners.

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).

## **VIII. SELECTION PROCESS AND REVIEW CRITERIA**

First 5 LA will review the proposers based on the multi-stage review process detailed below. Proposal must score satisfactorily in each level of review, as applicable.

### **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.

### **Level 3 Interview**

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.

### **Reference Check**

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.

### **Award of Contract**

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.

## **IX. REQUIRED DOCUMENTS**

The documents listed in this section are required to respond to this RFQ. **Appendix B – Application Checklist** is available to assist in application completion. Omission of any document/form will constitute an incomplete proposal and may be grounds for disqualification.

Applications that exceed 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 Level 2: Proposal Review. The removed page(s) will not be made available to reviewers.

1. **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)

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.
3. **Resumes** for key personnel who will perform major roles in carrying out the project. No page limit for resumes.
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.
5. **Budget:** Using **Appendix E**, submit a proposed Budget. The proposer must propose a feasible, realistic budget to achieve project goals. It is expected that the proposed budget will be clearly justified in the budget narrative and will be appropriate to the work proposed.
6. **Budget Narrative:** 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).
7. **Litigation and Contract Compliance Form:** Please read the information on the required Litigation and Contract Compliance Form attached as **Appendix G** thoroughly and include a signed copy by the submission deadline. If you checked “Yes” to any of the questions on this form, please explain whether this will impact the project on this solicitation. Omission of the form will constitute an incomplete application and may be grounds for disqualification.
8. **Business License** (If applicable)

**Failure to submit all required attachments may constitute an incomplete application and may be grounds for disqualification.** Proposers are responsible for any errors and omissions in their proposals and applications. In order to respond to this RFQ, please complete and submit your proposal and all required documents to First 5 LA no later than **5:00 p.m. PT on November 30, 2020.** **Applications received after this deadline will not be considered.** It is the responsibility of the proposer to ensure, prior to submission, that its application reflects the requirements of this solicitation. 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.

## **X. TERMS OF THE RFQ**

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 an addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent addenda information and RFQ requirements. Addenda to this solicitation, if any, will be posted on First 5 LA's website at <http://www.first5la.org/Funding-Center>.

First 5 LA reserves the right to reject all applications and re-solicit for applications. Failure to comply with proposal specifications shall be grounds for disqualification of proposals. Each proposer shall be required to honor the price and specifications quoted for a minimum of sixty (60) calendar days following submission of the proposal. First 5 LA also reserves the right to cancel this RFQ, in its sole discretion, at any time before execution of a contract.

First 5 LA shall not be liable for any costs incurred in connection with a proposer's preparation of an application in response to this RFQ. Any cover letters, résumés and curriculum vita, including attached materials, submitted in response to this RFQ shall become First 5 LA's property and subject to public disclosure.

Each proposal shall be retained for official files and will become public record upon submittal unless the application or specific parts of the application can be shown to be exempt from disclosure by law. The budget, scope of work and other contractual information may be included in board materials which are made public if the contract requires board approval. Each proposer may clearly label parts of a proposal as "CONFIDENTIAL" if the proposer thereby agrees to indemnify and defend First 5 LA for honoring such a designation. The failure to so label any information that is released by First 5 LA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for information labeled confidential is received by First 5 LA, First 5 LA will notify the proposer of the request. Within seven (7) calendar days after First 5 LA's notification to the proposer, it will be the proposer's duty to act in protection of the labeled information. The proposer's failure to so act shall constitute a complete waiver.

The proposer agrees that, by submitting application proposal, the proposer authorizes First 5 LA to verify any or all information and/or references submitted in the proposal.

False, misleading, incomplete or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal at any time. The evaluation and determination in this area shall be at First 5 LA's sole judgment.

First 5 LA may elect to waive any minor irregularity in a proposal if the sum and substance of the proposal is present.

First 5 LA may, at its discretion, request that the provider undertake additional, unanticipated activities that are aligned to the project objectives of this RFQ and incorporate such activities into the final Scope of Work and Budget, if applicable.

## **XI. CONTRACTUAL CONSIDERATIONS**

The successful proposer must sign and adhere to the provisions of the First 5 LA Contract (see **Appendix C – Sample Contract<sup>4</sup>**). The successful proposer must execute the Contract without substantive alteration. All proposers must review the sample Contract in detail and fully understand the contractual obligations described in the Contract, including all insurance requirements. If a satisfactory agreement cannot be negotiated within 30 days of award, First 5 LA may, at its sole discretion, begin negotiations with the next qualified proposer, as determined by First 5 LA. First 5 LA may, after contract award, amend the awarded contract, scope of work and any other exhibits in accordance with the terms of the contract and as needed throughout the contract term to best meet the needs of First 5 LA.

Current and former First 5 LA grantees, contractors and vendors must be in good standing and compliant with all aspects of current and former agreements with First 5 LA in order to be eligible to respond to this RFQ. First 5 LA may deem a proposer ineligible to respond to this RFQ if it finds, in its sole discretion, that the proposer has done any of the following: (1) violated any term or condition of a First 5 LA agreement; (2) committed any act or omission, or engaged in a pattern or practice, that negatively reflects on the proposer's quality, fitness or capacity to perform services listed in this RFQ; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim to First 5 LA or any other public entity.

As stewards of public funds [First 5 LA's Funding Guidelines](#) are intended to provide information about the restrictions on the use of First 5 LA funds. Although these Funding Guidelines are applicable generally, the terms of individual funding agreements will always take precedence over these guidelines.

The award of a contract by First 5 LA to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this RFQ process shall not limit First 5 LA's right to approve subcontractors, assemble teams and/or assign leads. Each proposer will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to program funding must be provided to First 5 LA.

First 5 LA, in its sole discretion, may conduct an evaluation of this project. Contractors will be required to comply with First 5 LA's evaluation and any requests for information arising out of such evaluations within the timeframe specified by First 5 LA.

If the awarded contract is not signed prior to the intended start date, the commencement of any activities under the contract's Scope of Work (Exhibit A) will not begin until the contract execution date (the date all parties have signed and delivered the contract) and the successful proposer will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by First 5 LA. If the awarded contract is not signed by the successful proposer within thirty (30) calendar days from the proposed intended start date, First 5 LA may withdraw the contract award. First 5 LA may revise the proposed effective date prior to final execution of the awarded contract.

If the value of the contract is \$75,000 or more in the aggregate in any fiscal year, the award and execution of the contract is subject to First 5 LA's Board approval. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary.

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<sup>4</sup> First 5 LA reserves the right to modify the Sample Contract to correspond with the negotiated Scope of Work and Budget.



The Contractor shall ensure that Contractor, its employees and subcontractors, as well as the participants in any program or service conducted hereunder, comply with all applicable federal, State and local public health orders to protect against the spread of the COVID-19 virus or other public health threat, including, without limitation, maintaining social distancing requirements, avoiding unnecessary or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves and cleaning supplies.

Unless otherwise submitted during the RFQ process, the successful proposer will be required to submit additional required documentation including, but not limited to, the following documents before the awarded contract can be fully executed:

1. Litigation and Contract Compliance Form
2. By-laws (if applicable)
3. Articles of Incorporation (if applicable)
4. Board of Directors or List of Partners (as applicable)
5. Signature Authorization Form
6. Annual Independent Audit for prior fiscal year or calendar year (if applicable)
7. Appropriate business licenses (for vendors or private organizations)
8. IRS Determination Letter for non-profit status (if applicable)
9. Completed IRS Form W-9
10. Memorandums of Understanding and Subcontracts (for any sub-contractors, collaborators, and/or partners)
11. Certificates of Insurance for all insurance requirements outlined in the sample Contract.

## **XII. APPEALS POLICY**

First 5 LA reserves the right, without prejudice, to reject any or all submitted proposals. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of this RFQ. Appeals challenging First 5 LA's decision on the merits or qualifications of proposers or the scoring of proposals shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed with the office of the Executive Director, or his or her designee, within ten (10) business days following the date the notification of decision is made by First 5 LA. For more information, please refer to the Appeals Policy located at <https://www.first5la.org/policies/>.

## **XIII. APPENDICES**

### For Informative Purposes

- Appendix A1 – Level 2 Review: Scoring Criteria for Meeting Facilitation Task
- Appendix A2 – Level 2 Review: Scoring Criteria for Report Research and Development Task
- Appendix B – Application Checklist
- Appendix C – Sample Contract

### For Submission

- Appendix D – Work Sample Submission Cover Page
- Appendix E – Deliverables-Based Budget Template
- Appendix F – Budget Narrative Template
- Appendix G – Litigation and Contract Compliance Form