

# HELP ME GROW - LOS ANGELES PATHWAYS REQUEST FOR PROPOSALS (RFP)

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



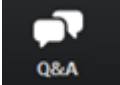
All questions (3) My questions (3)

MG Marilu Guzman (Yo... 08:15 AM  
How's your day going?  
🔊 This question has been answered live

MG Marilu Guzman (Yo... 08:15 AM  
What high school did you go to?

MG Marilu Guzman (Yo... 08:15 AM  
Type your question here... 

☒ Send anonymously

- **This webinar is being recorded.**
- **Questions:** Please submit questions via the Q&A  throughout the presentation.

Ann Isbell, Program Officer  
Health Systems Team



Zully Jauregui, Senior Program Officer  
Health Systems Team



Abigail Proff, Contract Compliance Officer  
Contract Administration & Purchasing Team



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. Required Documents
8. Selection Process and Review Criteria
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
- First 5 LA pivoted 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



# Our Pathway for Systems Change



## Our North Star

By 2028, all children in L.A. County will enter kindergarten ready to succeed in school and life.

### We Want Systems To Be

- Accessible
- Quality
- Aligned
- Sustainable

### Results for Children and Families

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

### We Change Systems By

- Policy change
- Practice change
- Will building

### Our Strategic Priorities

- Strengthen public & community systems
- Advance & build on community experience
- Expand influence & impact with data
- Optimize our effectiveness

### Our Values



Collaboration



Integrity



Learning



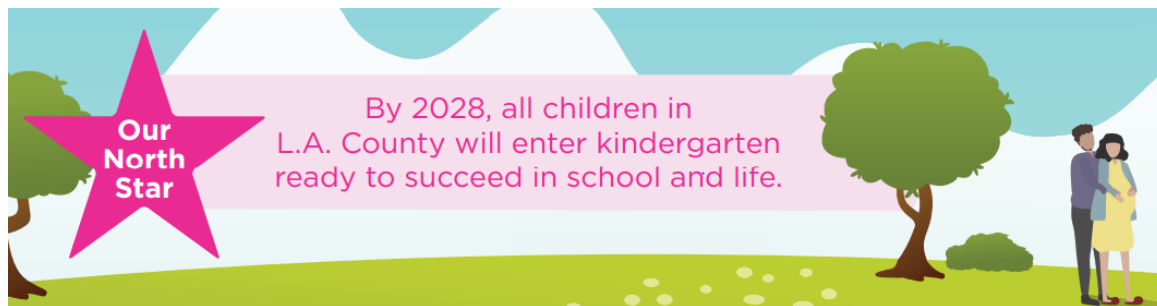
Diversity, Equity, and Inclusion

### Our Investment Guidelines

Equity • Sustainability • Partnership • Prevention • Systems Change • Evidence and Innovation

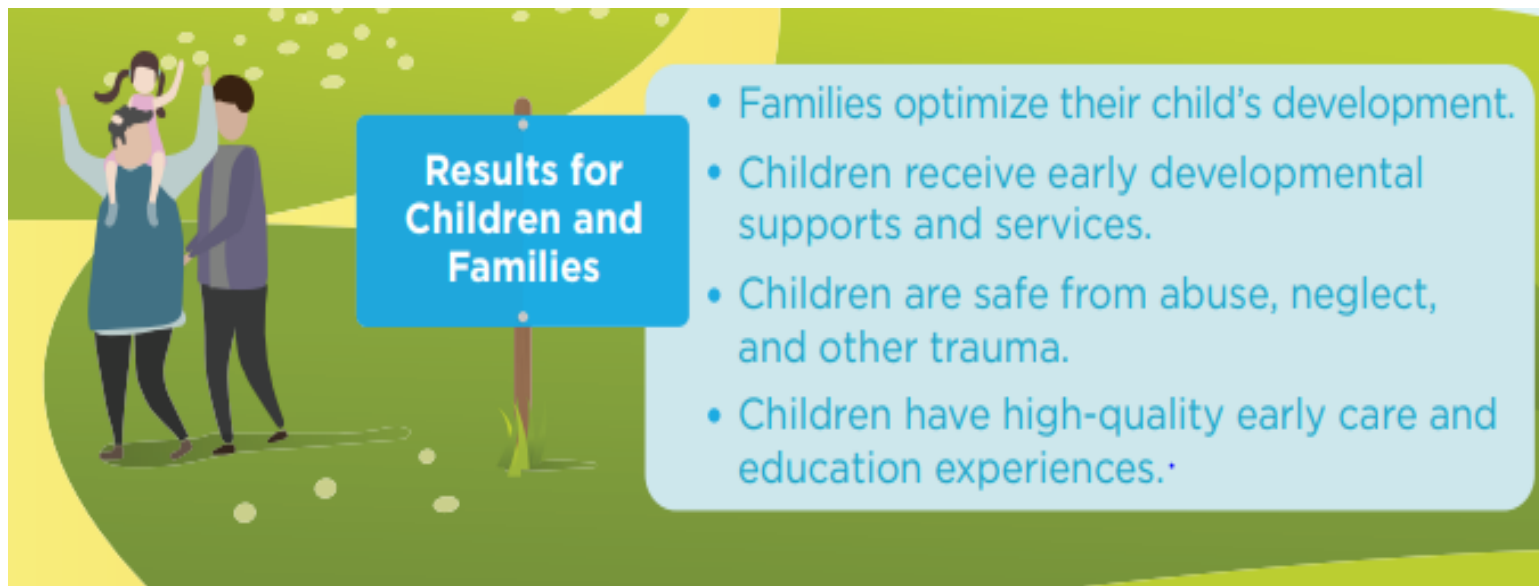


That by 2028, all children in Los Angeles County will enter kindergarten ready to succeed in school and life. The new plan will help guide and accelerate all First 5 LA does to make a tangible difference in the lives of children today and tomorrow.





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:



- 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.

## Key Areas:

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



## **2. Landscape and Project Overview**

100%

15%

3%

Children in  
Los Angeles County

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.



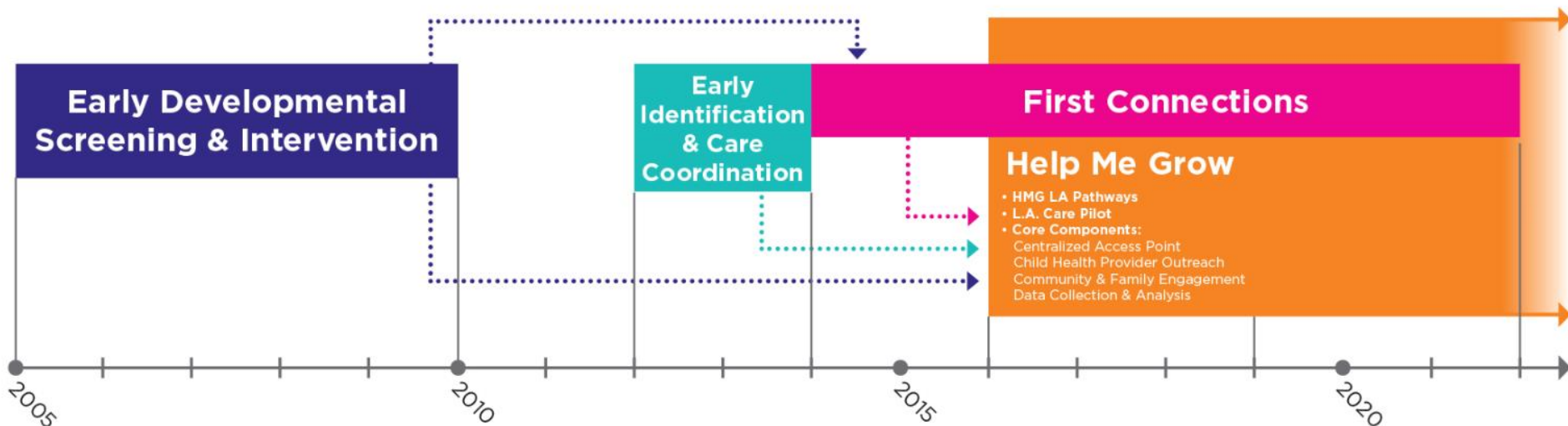
Toddlers ineligible for early  
intervention\* can still benefit  
from other supports.

One-quarter  
of 2 year olds  
ineligible for early  
intervention\* are  
not school ready.

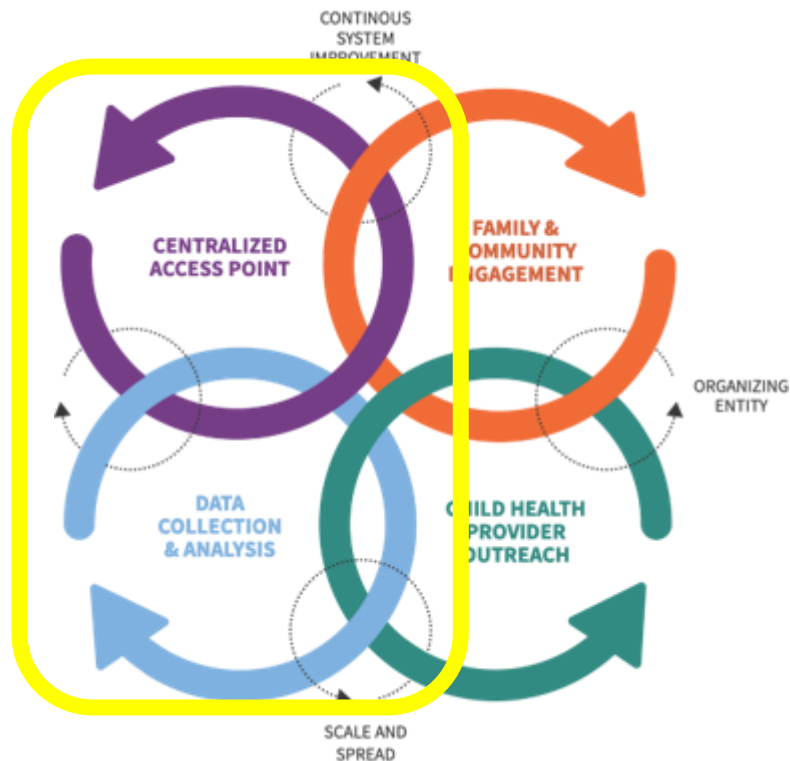


CALIFORNIA RANKS  
43rd for screening  
infants and toddlers



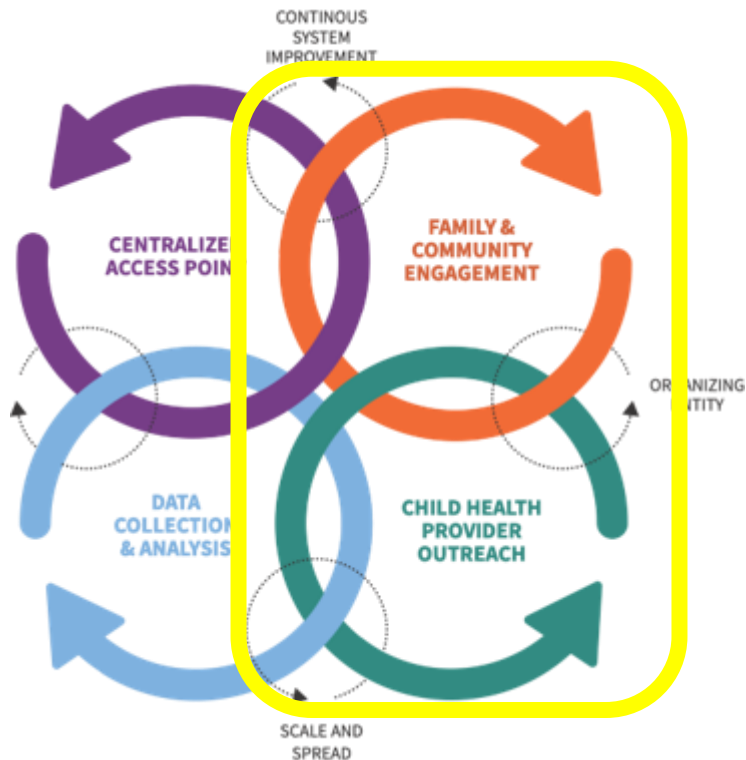






A system that **promotes early identification** and **connects young children** at risk for and with developmental-behavioral delays to intervention services

- 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



## Live polling:

### Early Identification & Intervention Continuum

#### Screening & Surveillance

- Developmental delays
- Behavioral delays

#### Assessment (post-screening)

#### Prevention Services

- Developmental delays
- Behavioral delays

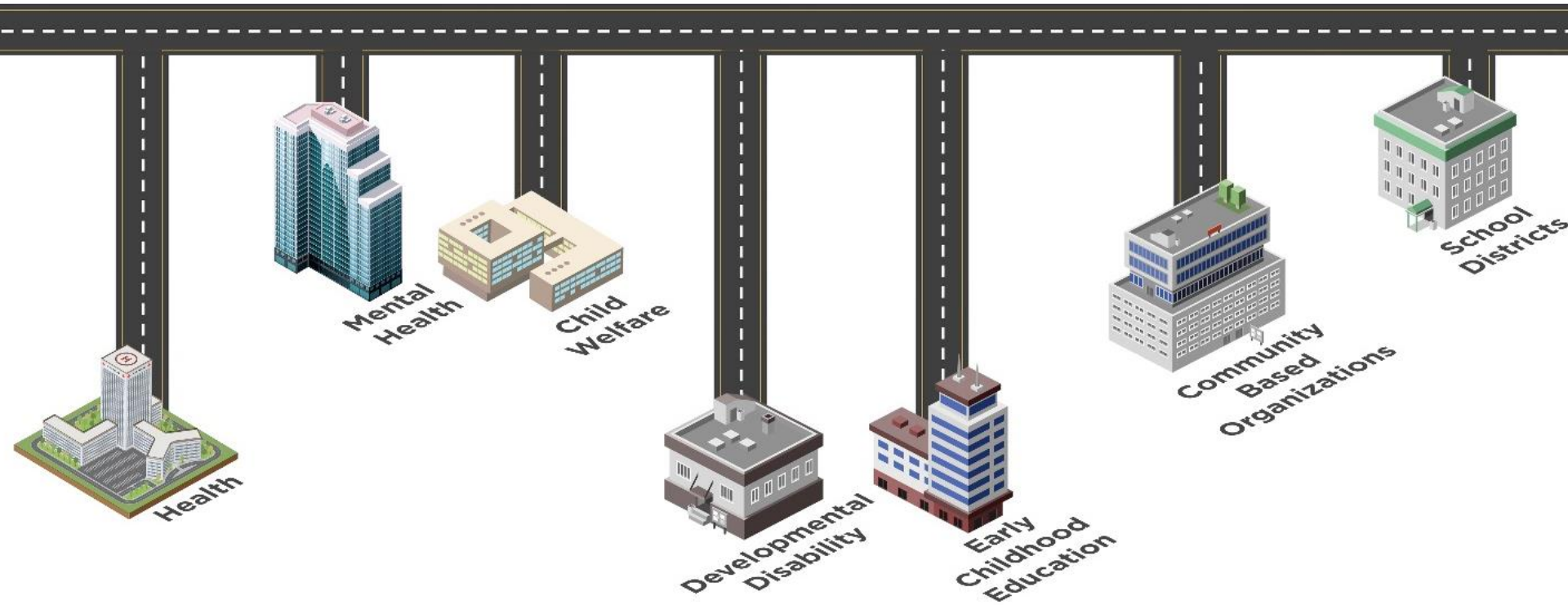
#### Intervention Services

- Developmental delays
- Behavioral delays

Care Coordination

# The Need: Moving Away from Fragmentation

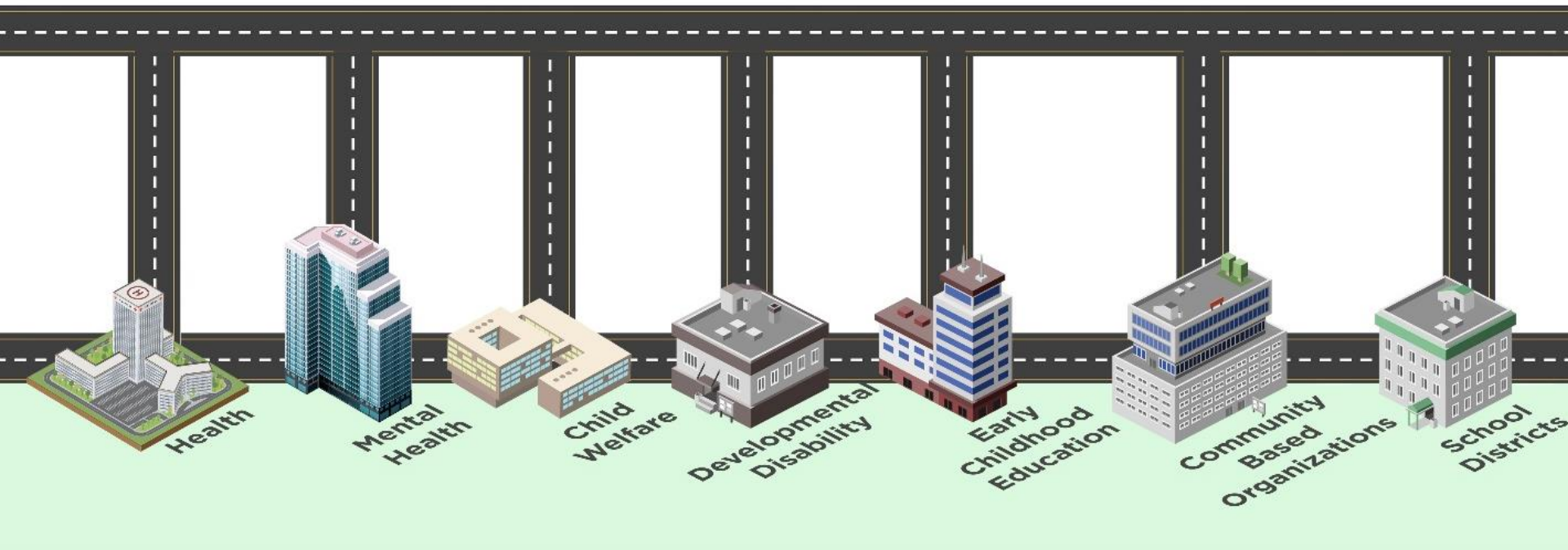
20





# The Solution: Coordination, Integration and Multidirectional

21



**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
- ✓ Standardizing referral processes/criteria across agencies
- ✓ Utilizing electronic resource platforms (e.g., One Degree, Aunt Bertha, Unite Us, etc.)
- ✓ Expanding referral capacity for at-risk/mild to moderate delays or between programs (e.g., IDEA Part C to IDEA Part B)

## 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





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

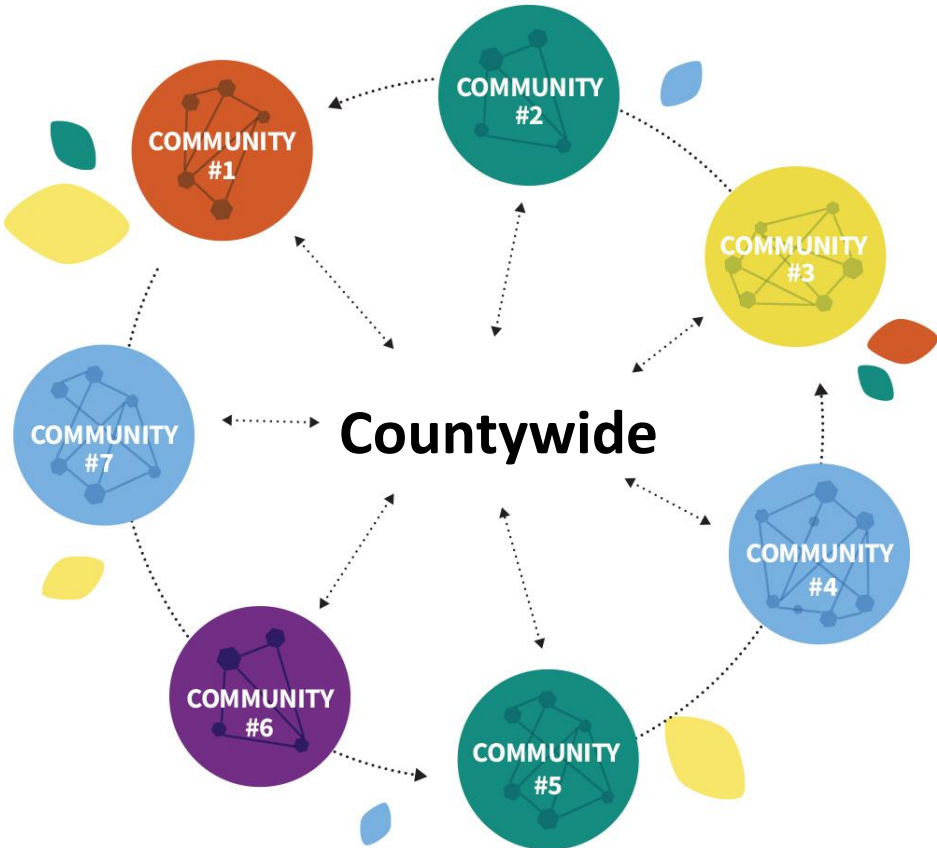


- To gather information on parties interested in participating in the RFP process, enter your information by May 25<sup>th</sup>:

<https://forms.office.com/Pages/ResponsePage.aspx?id=7T7CqwCMmUqJKgkhmpURnp3xFoBSfmJCkE-Xfe1SdftUQTZHNDY1Ukk4VkdNMUZaS1dDS1ZVUDI&ZMS4u>

- **PHASE 1:** Convening & Planning
- **PHASE 2:** Implementing Innovative Approaches to Strengthen Referral Pathways
- **PHASE 3:** Refinement of Approaches

# HMG LA: Countywide & Community Approach



# **3. Scope of Work**



- **First 5 LA and LAC DPH**
- **Technical Assistance Provider – VIVA Social Impact Partners**
- **HMG LA Pathways Grantees**

## Unifying Agencies (Funded) Roles

- ✓ Administrative oversight
- ✓ Multi-level community coordination
- ✓ Communication & outreach
- ✓ Regional learning
- ✓ Resource mobilization
- ✓ Pilot collaborative identified strategies
- ✓ Strategy design partners

## Collaborative Agencies (Funded) Roles

- ✓ Communication & outreach
- ✓ Regional learning
- ✓ Resource mobilization
- ✓ Pilot collaborative identified strategies
- ✓ Strategy design partners

## Supporting Partners (Non-Funded) Roles

- ✓ Strategy design partners

## **4. 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).

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

## **5. Summary of Desired Qualifications**

The following qualifications are desired for the proposed Unifying Agency:

- Experience working with culturally and linguistically diverse groups including parents of young children and community-based programs, particularly groups with the greatest disparities in accessing EII.
- 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 specifically 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.

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 EII 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.



## **6. Terms of the Project**

- Initial 9-month agreement with selected Unifying Agencies.
- Anticipated start date – October 1, 2021
- 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)**
- 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
- 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.

# **7. Required Documents**

- Online Application
- Executive Summary
- Proposal Narrative
- Letters of Commitment
- HMG LA Pathways Community Organizational Chart (**Appendix J**)
- Scope of Work (**Appendix K**)
- Qualifications Narrative
- Budget (**Appendix L**)
- Budget Narrative
- Litigation and Contract Compliance Form (**Appendix M**)
- Financial Statements
- Business License (if applicable)





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.

**COMMUNITY 7:** Please access the application for Community 7 [here](#)



Please answer the following questions:

1) This application is for Community 2.

-Select One- ▼

2) Please identify at least one of the services along the EII continuum that the primary proposer provides:

-Select One- ▼

3) Has the primary proposer been in operation as a legal entity for a minimum of five (5) years?

-Select One- ▼

4) Does the primary proposer have a minimum of five (5) years of experience managing contracts (e.g., administration of contracts awarded to agency)?

-Select One- ▼

5) Does the primary proposer have three (3) or more years of experience managing subcontracts (e.g., overseeing the work that the agency has contracted with another agency or individual to perform)?

-Select One- ▼

6) 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.

-Select One- ▼

7) ACCOUNTABILITY ACKNOWLEDGEMENT: 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.

-Select One- ▼

8) FUNDING ACKNOWLEDGMENT: First 5 LA funding for this project is not intended to support direct services, rather funding is focused on planning and developing processes, infrastructure, etc. to strengthen and expand referral pathways. Additionally, First 5 LA funding will not supplant existing services, personnel or maintenance financed by federal, state or local sources.

-Select One- ▼

Submit



Organization Information | Attachments | Review My Application

Organization Information

Contact Us | Help | Exit

Printer Friendly Version | E-mail Draft

Required before final submission

Help Me Grow Los Angeles Pathways Request for Proposals (RFP) - COMMUNITY 2 (Wave 2)

Primary Proposer's Organization Name

Address City State Zip Code

County of Los Angeles Address (if different from above) City State Zip Code

Primary Proposer's Contact Information

Prefix First Name Last Name

Title Office Phone Number

E-mail Website

Proposal Primary Contact Information



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

Attachments

Printer Friendly Version | E-4

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 upload. For example, if you are submitting multiple Letters of Commitment ("LOC") you must save all LOCs into one document and then upload. This is also the case for excel files (xlsx) with multiple sheets, & upload the document in its entirety:

- 1. Executive Summary (Word) (Maximum of 3 pages)
- 2. Proposal Narrative (Maximum of 10 pages)
- 3. Letters of Commitment (no page limitation)
- 4. HMG LA Pathways Community Organizational Chart (Appendix J)
- 5. Scope of Work (Appendix K)
- 6. Qualifications Narrative (Maximum of 8 pages)
- 7. Budget (Appendix L)
- 8. Budget Narrative (Maximum of 8 pages)
- 9. Litigation and Contract Compliance Form (Appendix M)
- 10. Financial Statements (Audited Financial Statements for Fiscal Year 2019-2020 OR Calendar Year 2019 OR Calendar Year 2020; OR Two years of Financial Statements with two (2) years of Form 990s no older than 2018)
- 11. Business License (if applicable)

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

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

Title: 1. Executive Summary (Required)

File Name: 1. Executive Summary (Required)

2. Proposal Narrative (Required)

3. Letters of Commitment (Required)

4. HMG LA Pathways Community Organizational Chart (Required)

5. Scope of Work (Required)

6. Qualifications Narrative (Required)

7. Budget (Required)

8. Budget Narrative (Required)

9. Litigation and Contract Compliance Form (Required)

10. Financial Statements (Required)

Save & Finish Later

Review & Submit

The summary should begin by listing the community catchment area and proposer agency name. Please include a summary of the following:

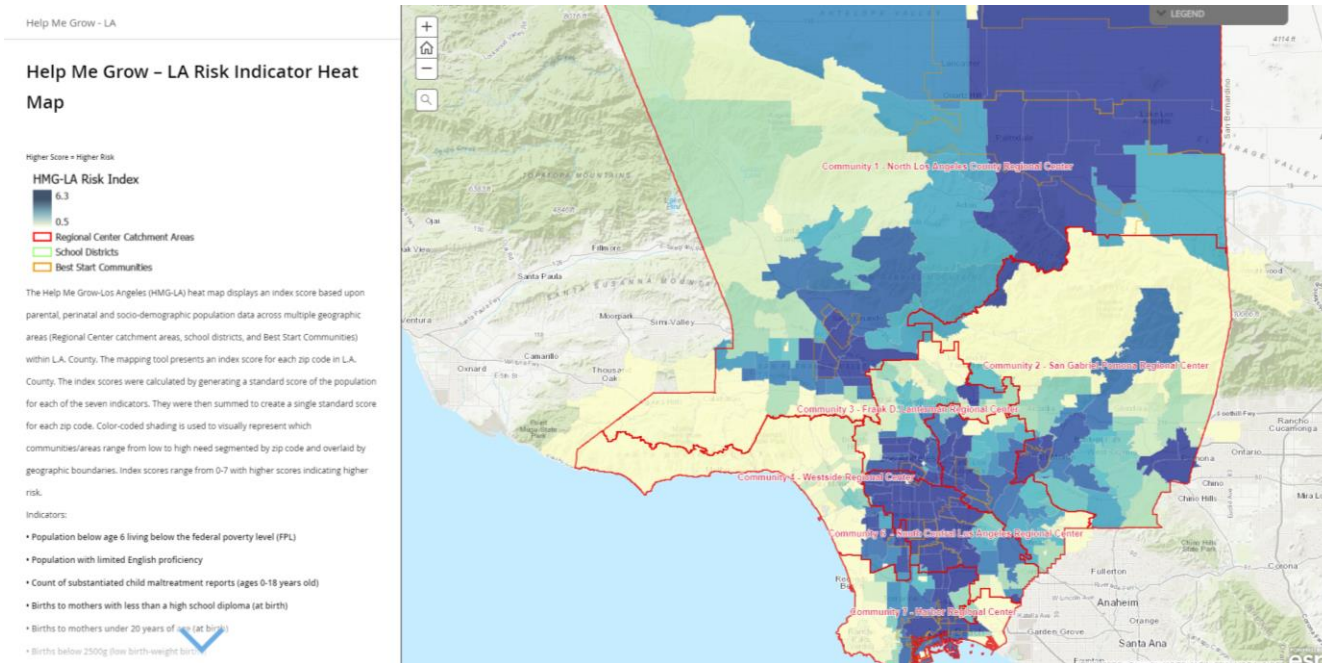
1. Proposal Narrative;
2. Initial (9-month) Scope of Work as discussed in proposer's Scope of Work;  
and
3. Qualifications Narrative.

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: Proposal Narrative

50

- Includes three key components: **Community**; **Approach**; and **Accountability**.



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).

# Required Documents: Organizational Chart

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## Appendix J HMG LA Pathways Community Organizational Chart

**Instructions:** List each agency proposed for the HMG LA Pathways community; for each agency listed, describe their position they will be engaged in during the project, as well as background on the sector(s) they represent and type of EII services they provide. By marking YES, on the "Certify" column, proposers are certifying that the minimum requirements for Collaborative Agencies listed in *Section VIII Summary of Desired Qualifications* have been met.

Agency Name	Position*	Certify	Sector**	EII Continuum Categories Check the category(ies) provided for each listed agency							
				Developmental screening / surveillance	Behavioral screening / surveillance	Assessment	Care coordination	Developmental delay prevention services	Behavioral delay prevention services	Developmental delay intervention services	Behavioral delay intervention services
	<input checked="" type="checkbox"/> UA <input type="checkbox"/> CA <input type="checkbox"/> SP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> CW <input type="checkbox"/> EC <input type="checkbox"/> SD <input type="checkbox"/> MD <input type="checkbox"/> MH <input type="checkbox"/> DD <input type="checkbox"/> Other (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> CA <input type="checkbox"/> SP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> CW <input type="checkbox"/> EC <input type="checkbox"/> SD <input type="checkbox"/> MD <input type="checkbox"/> MH <input type="checkbox"/> DD <input type="checkbox"/> Other (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> CA <input type="checkbox"/> SP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> CW <input type="checkbox"/> EC <input type="checkbox"/> SD <input type="checkbox"/> MD <input type="checkbox"/> MH <input type="checkbox"/> DD <input type="checkbox"/> Other (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> CA <input type="checkbox"/> SP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> CW <input type="checkbox"/> EC <input type="checkbox"/> SD <input type="checkbox"/> MD <input type="checkbox"/> MH <input type="checkbox"/> DD <input type="checkbox"/> Other (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> CA <input type="checkbox"/> SP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> CW <input type="checkbox"/> EC <input type="checkbox"/> SD <input type="checkbox"/> MD <input type="checkbox"/> MH <input type="checkbox"/> DD <input type="checkbox"/> Other (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* UA=Unifying Agency; CA=Collaborating Agency; SP=Supporting Partner.

\*\*CW=Child Welfare (Department of Children and Family Services HUBS and Vendors, etc.); EC=Early Care and Education Site; SD=School District; MD=Health (Federally Qualified Health Centers, Community Health Clinics, Department of Health Service Clinics, etc.); MH=Mental Health Clinics and Programs; DD=Developmental Disability (Regional Centers, Family Resource Centers, etc.); Other.

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.



# Required Documents: Scope of Work

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## Appendix K Scope of Work



Contract Number: **TBD**

Contract Period: **October 1, 2021**

Agency Name:

Revision Date: **N/A**

Project Name: **HMG LA Pathways**

Project Length: **9 months**

(Office Use Only)

Report Period:

Submission Date:

### Project Description

The HMG LA Pathways are community-based collaboratives that will strengthen and expand referral pathways between service sectors to ensure all young children with and at risk of developmental and behavioral delays are linked to and access supportive intervention services as early as possible. HMG LA Pathways will identify redundancies and inefficiencies within current referral pathways and test community-adapted strategies across service sectors to improve referral pathways based on the community's need. Work will be carried out through three phases: Convening and Planning; Implementing Innovative Approaches to Strengthen Referral Pathways; and Refinement of Approaches.

Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
Indicate the overarching purpose and/or goal for work to be performed as it relates to the respective activity and subtasks.	Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.	Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.	Indicate start and end period.	Indicate the deliverable that will be produced and the due date.
<b>Administrative Oversight</b>				
<i>Include one objective per activity. Add rows as needed.</i>	1. <i>Include one activity per row</i> <i>a. List related subtasks as needed</i> <i>b.</i>			1a. <i>Include one or more deliverables for each activity (refer to Roles and Functions)</i> <i>1b.</i>
	2.			2.
	3.			3.
<b>Multi-level Community Coordination</b>				

Complete the Scope of Work template (**Appendix K**) and describe the objectives, methods and related key activities to carry out the major functions for initial 9-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.

# Required Documents: Budget and Budget Narrative

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## Budget

Proposers must submit a detailed budget for Year 1 (initial 9-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 9-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



Agreement # 00000  
Page: 1 of 10

APPENDIX L  
Budget Summary

Agency: \_\_\_\_\_  
Project Name: HMG LA Pathways Agreement Period: 10/12/4/30/22

Cost Category	First 5 LA Funds	Matching Funds	Total Costs
1 Personnel	0	0	0
2 Contracted Services (including franchise)	0	0	0
3 Equipment	0	0	0
4 Printing/Copying	0	0	0
5 Space	0	0	0
6 Telephone	0	0	0
7 Postage	0	0	0
8 Supplies	0	0	0
9 Employee Mileage and Travel	0	0	0
10 Training Expenses	0	0	0
11 Evaluation	0	0	0
12 Other Expenses (including franchise)	0	0	0
13 Indirect Costs	0	0	0
TOTAL:	+	+	+

Fiscal Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

\*Indirect Cost CANNOT exceed 10% of total contract amount (excluding subcontractors, capital expenditures, equipment and depreciation expense)  
Additional supporting documents may be requested

## 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.



### Appendix H Budget Instructions

The Budget Form and a Budget Narrative are only required for the Unifying Agency proposers and must clearly describe how the requested funds will successfully and comprehensively support proposed activities. Prior to submission, please review and verify that the contents included in the Budget Form and accompanying Budget Narrative match.

DETAILED  
BUDGET  
FORM

### Budget Summary

The required fields to be completed are:

Agency Name Agreement/Contract #  
Project Name Agreement/Contract Period  
Fiscal Contact Person Phone Number (Fiscal Contact)

\* First 5 LA Funds, Matching Funds (if applicable), Total Cost for each line item cost category are linked from the individual worksheets.

- Prior to submission, compare cost per category on the budget summary against individual worksheet.
- Review formulas to ensure their validity.
- Include the fiscal contact name, phone number, and email address.
- Note that signatures are no longer required on the Budget Summary.



## APPENDIX M

### 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: \_\_\_\_\_

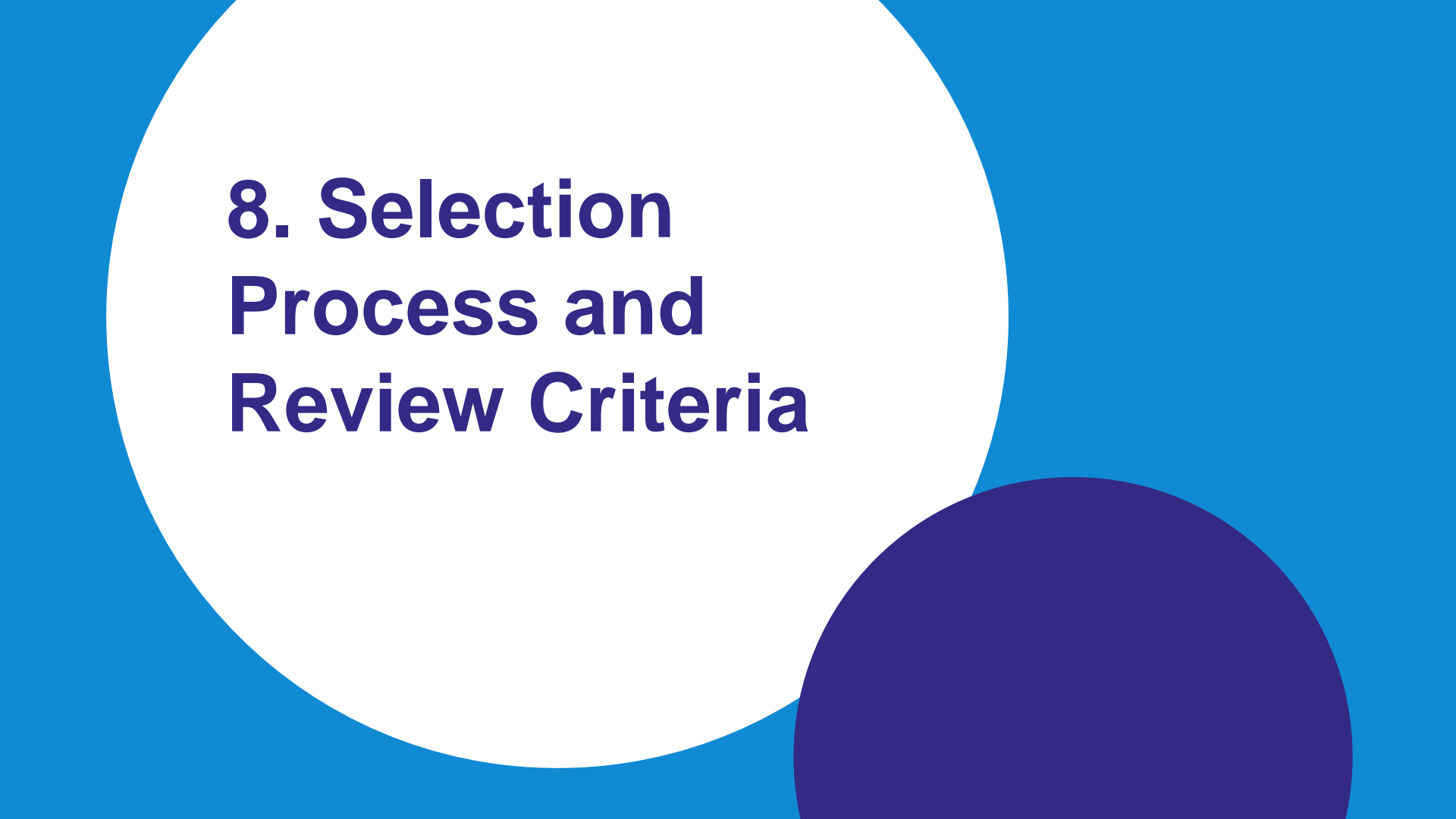
Please read the information on the required Litigation and Contract Compliance form (**Appendix M**) thoroughly and include a signed copy by the proposal deadline.

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:

- Audited Financial Statements for Fiscal Year 2019-2020  
OR Calendar Year 2019 OR Calendar Year 2020;  
OR
- Two years of Financial Statements with two (2) years of Form 990s no older than 2018.

**Business License** (if applicable)



## **8. 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 that 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 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 minimum requirements.

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

## Level 2 – Financial Review

Proposers that pass Level 1 review will proceed to Level 2 review. First 5 LA will review the following documents to ensure the financial capacity of proposers:

- Audited Financial Statements for Fiscal Year 2019-2020 OR Calendar Year 2019 OR Calendar Year 2020; OR
- Two years of Financial Statements with two (2) years of Form 990s no older than 2018

If First 5 LA identifies concerns as a result of reviewing the proposer's financial documents, the proposer may be required to submit additional information. Proposers that fail to submit requested additional information will be reviewed based on documents provided at the time of application.

Proposers will not advance to the next level of review if:

1. **Proposed budget is over the 20% allocated for Phase 1 (cannot exceed \$90,000).**
2. **Proposed budget is more than 30% of the proposer's annual budget.**
3. Financial documents submitted demonstrate significant administrative and/or financial issues that would indicate an inability to effectively manage funds awarded under this RFP.

For proposers that advance to Level 3, the information collected during Level 2 may inform negotiations if recommended for award of the agreement.

Level 3 – Proposal Review	Level 4 – Interview	Reference Checks
<p>Proposers that pass Level 2 review will proceed to Level 3 review. Prior to beginning their review, 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. Proposal Reviewers will score proposers using the review tool listed as Appendix E – Level 3 Review: Proposal Scoring Criteria. The Proposal Review Panel will be comprised of staff from First 5 LA and LACDPH, the HMG LA Organizing Entity. Reviewers will participate in a calibration meeting before finalizing scores.</p>	<p>Highly scoring proposals from Level 3 review will proceed to Level 4 review. Only key personnel who will be implementing the proposed RFP can participate in the interview. 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 will be comprised of First 5 LA and LACDPH staff, community representatives from each HMG LA Pathways community catchment area. First 5 LA reserves the right to conduct interviews without the community representatives if the representatives do not attend the training and/or interview. 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 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 interviews/meetings should additional questions arise.</p>	<p>If necessary, reference checks will be completed. If conducted, information obtained through reference checks will complement the results from Level 4 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.</p> <p>In addition, past and current performance under a First 5 LA agreement, if applicable, will inform the final decision of award. The highest scoring proposers based on combined Levels 3 and 4 scores, in combination with information obtained through reference checks, if conducted, will be recommended to First 5 LA's Board of Commissioners for award of the agreement.</p>





## Appendix E Level 3 Review: Proposal Scoring Criteria

APPLICANT NAME:

DESIRED COMMUNITY:

TIMELINE PROPOSED:

REVIEWER ID:

### SUMMARY SCORES:

Score (max)

I. Proposal Narrative and Scope of Work \_\_\_\_\_ (80)

II. Qualifications Narrative \_\_\_\_\_ (80)

III. Budget \_\_\_\_\_ (40)

TOTAL SCORE: \_\_\_\_\_ (200)

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

## I. PROPOSAL NARRATIVE, SCOPE OF WORK, LETTERS OF COMMITMENT, APPENDIX J

80 points

### RATING SCALE

A	Very strong agreement with criteria					
B	Strong agreement with criteria					
C	Moderate agreement with criteria					
D	Some agreement with criteria					
E	Minimal agreement with criteria					
F	No agreement or no information was provided					
CRITERIA	Circle One					
	A	B	C	D	E	F
1. The selected region is inclusive of communities at higher risk	10	8	6	4	2	0
2. The proposed approach(es) to the project demonstrates the applicant has a clear understanding of the project	15	12	9	6	3	0
3. The proposal set a foundation for an accountability plan	10	8	6	4	2	0
4. The proposed approach's project timeline is appropriate and feasible	5	4	3	2	1	0
5. Letters of Commitment for each proposed Collaborative Agency were submitted and indicate understanding of proposed position in the project; the intent to fulfill that role should the proposer be selected	5	4	3	2	1	0
6. The proposed Collaborating Agencies and Supporting Partners are representative of the diverse sectors that work across the EII continuum; and the proposer has certified that the Collaborative Agency meets minimum requirements	15	12	9	6	3	0
7. The proposed scope of work (SOW) reflects appropriate methods to carry out the major functions	10	8	6	4	2	0
8. The proposed SOW lists appropriate and feasible deliverables	10	8	6	4	2	0

Score: (maximum score = 80)

- 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 (June 4, 2021 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, resumes and curriculum vita, including attached materials, submitted in response to this RFP shall become First 5 LA's property and subject to public disclosure.

For more information on how to apply, please visit:

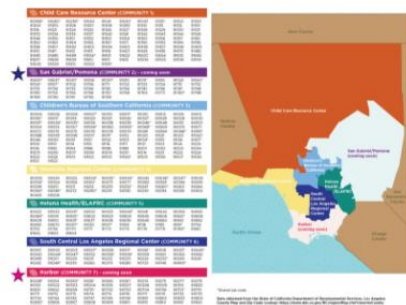
<https://www.first5la.org/article/help-me-grow-los-angeles-pathways-request-for-proposals-rfp-wave-2/>

## HOW TO APPLY

To respond to this RFP, 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 June 4, 2021**.

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

**Step 2:** Once a user account has been created, please select the link corresponding to the Community to which you are applying for:



**COMMUNITY 2:** Please access the application for Community 2 [here](#)

**COMMUNITY 7:** Please access the application for Community 7 [here](#)

**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 RFP 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/article/help-me-grow-los-angeles-pathways-request-for-proposals-rfp-wave-2/>. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFP requirements.

## 9. Timeline

ACTIVITY	DATE
RFP Released	April 5, 2021
Information Session	April 14, 2021
Final Date to Submit Questions and Requests for Additional Information	May 25, 2021
Posting of Responses to Questions	April 30, 2021 and May 28, 2021
Proposal Due	June 4, 2021
Interviews	July 7-8, 2021
Contractors Selected	July 14, 2021
Board of Commissioners Approval	September 9, 2021
Anticipated Contract Start Date	October 1, 2021



We are here



Save the Date

Q&A

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

