

BEST START LEARNING AGENDA RESEARCH TEAM 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

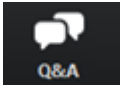
What high school did you go to?

MG Marilu Guzman (Yo... 08:15 AM

Type your question here...

☒ Send anonymously

Cancel Send

- **This webinar is being recorded.**
- **Questions:** Please submit questions via the Q&A  throughout the presentation.
- **This webinar's slides and recording will be posted on F5LA's website**

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Communities Team



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Contract Administration & Purchasing Department



1. About First 5 LA
2. Project Overview:
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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

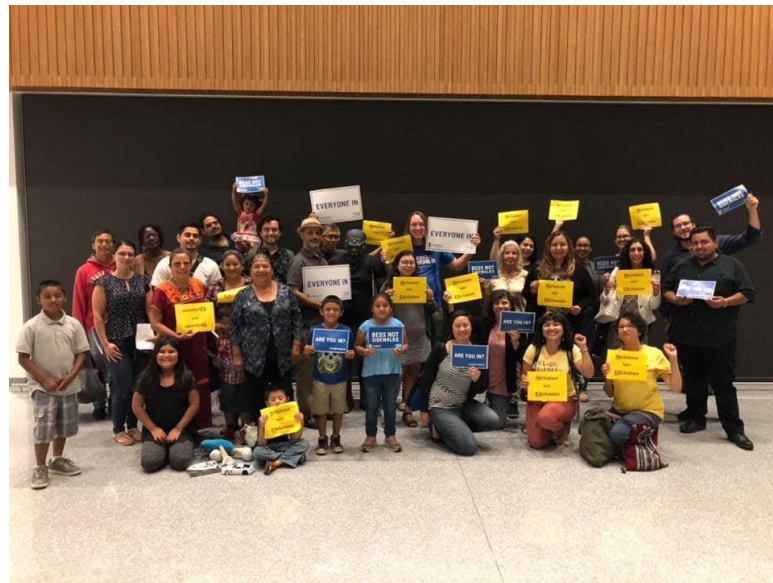
- Families optimize their child's development.
- Children receive early developmental supports and services.
- Children are safe from abuse, neglect, and other trauma.
- Children have high-quality early care and education experiences.

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**
 - Integrity
 - Learning
- **Diversity, Equity and Inclusion**

- First 5 LA Communities Team is responsible for **advancing community-identified solutions** that make progress on population-level results aligned with First 5 LA's North Star and long-term results for families and children in the 14 Best Start geographies.
- Consistent with the first long term result – *Families have the resources, opportunities and relationships to optimize their child's development* – the Communities Team believes that progress toward the North Star requires **additional community conditions of wellbeing** for families with children including:
 - Economic security
 - Housing security
 - Environmental health
 - Food Security
 - Transportation access
 - Access to parks and open space
- The primary ways Communities Team supports improving these community conditions of wellbeing is through: (1) Supporting the emergence of P-5 movements & (2) Field building.

- Since 2010, First 5 LA has worked to strengthen community leadership and infrastructure in 14 geographic areas, situated in 5 regions in Los Angeles County through the Best Start Initiative, an approach that emphasizes the critical role of “place” and its impacts on a child’s development.
- The Best Start initiative strengthens community voice, leadership and power in the Best Start geographies by strengthening the network of partners committed to achieving results for children and families.
- Best Start is cultivating networks of parents, residents, community-based organizations, public systems, advocates, funders, key leaders, and other partners that collectively act towards shared results and continue to be powerful catalysts for change.



Best Start Regions and Communities

12

REGION 1

East LA
Metro LA
Southeast LA
South El Monte/El Monte

REGION 2

Broadway-Manchester
Compton
Watts-Willowbrook
West Athens

REGION 3

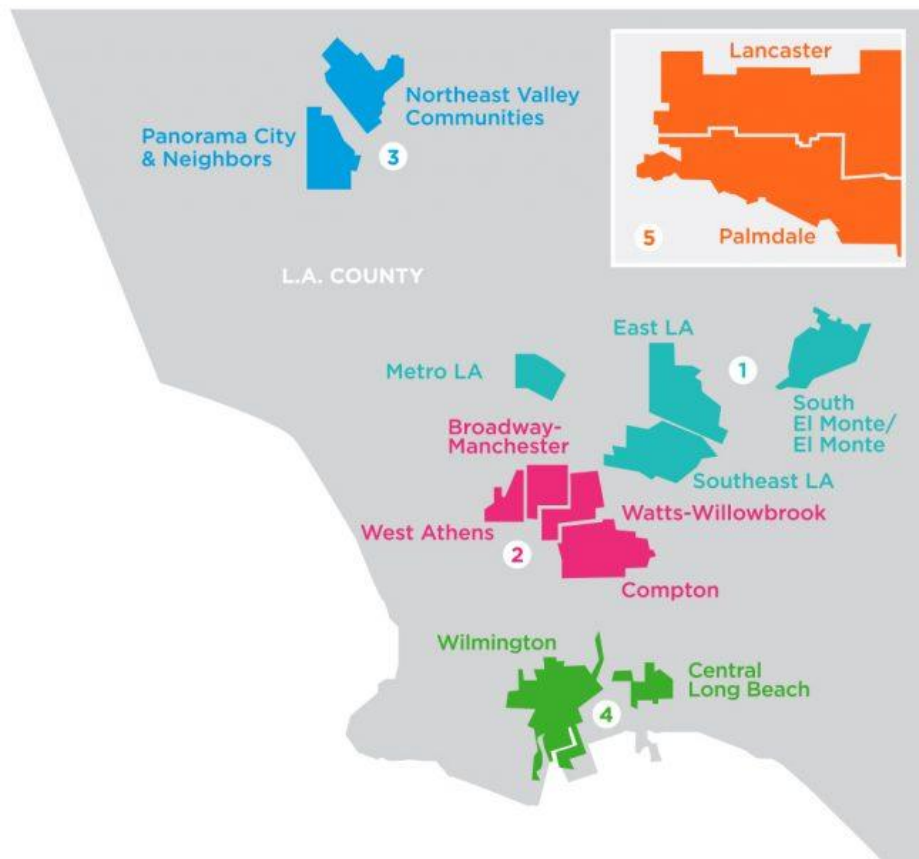
Northeast Valley Communities
Panorama City & Neighbors

REGION 4

Central Long Beach
Wilmington

REGION 5

Lancaster
Palmdale



2. Project Overview

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Through this RFP, First 5 LA seeks proposals from entities interested in leading the Best Start Learning Agenda Research Team (BSLA Research Team) that will drive the conceptualization and execution of the Best Start Learning Agenda (BSLA) and serve as a strategic thought partner, primary architect and implementer of the BSLA.

The purposes of the Best Start Learning Agenda (BSLA) is to:

- ✓ Help First 5 LA and key stakeholders **document and communicate initiative-level results** emerging from the Best Start investment;
 - ✓ Understand and describe the **components, connections and emergent strategies** that enable those results;
 - ✓ **Generate learning** for ongoing improvements; and
 - ✓ **Uplift promising practices** of the regional network approach as proof of concept for complex, community-driven, systems change initiatives.
-
- The BSLA will provide a comprehensive framework for guiding and improving First 5 LA community-level systems change strategies, as well as describing how First 5 LA's work is unfolding within the five Best Start regions and contributing to the long-term systems outcomes and results for children and families.

The selected proposer will work in partnership with First 5 LA and key stakeholders to achieve the following objectives:

1. Develop, support and lead the refinement of the Best Start Learning Agenda (BSLA).
2. Develop and implement a research strategy, including the collection and analysis of primary and secondary data, to answer the learning questions.
3. Design and implement engagement structures and processes that support participation of stakeholders in the development and implementation of the BSLA.
4. Inform and strengthen First 5 LA's efforts to compile and disseminate findings through a variety of presentations, technical and non-technical research products, and communication tools to facilitate learning with First 5 LA, our grantees, contractors and the broader field.



Background

- First 5 LA has embraced learning as a primary way to improve impact and effectiveness for our investments and inform strategy.
- A learning agenda has been developed for Best Start to focus our inquiry and to craft a plan to investigate, collect, and analyze information to derive insights, improve our work and help understand our progress.
- The BSLA is an integral component to develop proof of concept for the Best Start effort and is expected to adapt and evolve as the field changes and new learnings emerge.

- First 5 LA has developed an initial set of learning questions for the BSLA with input from stakeholders and the First 5 LA Board of Commissioners.
- Over the last two years of implementation, early findings from the BSLA identify strengths, areas of improvement, and opportunities for adaptation.
- No formal study was completed to answer the learning questions.
- Upon engaging with stakeholders, BSLA Research Team may propose entirely redesigned questions. There is not an expectation that the current learning questions remain.

BSLA Areas of Inquiry	Current BSLA Questions
Approach & Structure	<ol style="list-style-type: none">1. How is the approach to building the capacity of Best Start networks to engage in policy and systems change being implemented?2. How are community partnerships, evolving into networks and connecting with advocates, leaders, and organizations?
Positioning & Systems Change	<ol style="list-style-type: none">3. To what extent does the approach position the Best Start networks to drive a change agenda?4. To what extent do policy, systems, and community changes occur through Best Start networks efforts?
First 5 LA Adapting & Evolving	<ol style="list-style-type: none">5. How is First 5 LA adapting and evolving as an agent of policy and systems change as a result of its work with the communities?



Scope of Work

Develop, support and lead the refinement of the BSLA

- BSLA Research Team will serve as primary project manager of the BSLA.
- BSLA Research Team will be responsible for leading the refinement of the learning questions, learning priorities, and parameters for the efforts.
- The selected proposer will work with First 5 LA and Best Start partners including grantees, contractors and community leaders, in order to reflect the interests of the multiple stakeholders in the BSLA.
- The first objective is broad and is supported by the subsequent objectives.

Develop and implement a research strategy, including the collection and analysis of primary and secondary data, to answer the learning agenda questions.

- BSLA Research Team will develop a research strategy that will answer the learning questions.
- The research design should reflect the complexity of the Best Start initiative and should be able to capture and support the dynamic, evolving nature of the work, while centering community.
- The research design should reflect an understanding of the role of evaluation and measurement in broader learning and accountability efforts for placed-based setting work, which will be evident in how the approach integrates various levels of primary and secondary data sets.

Design and implement engagement structures and processes that support participation of stakeholders in the development and implementation of the BSLA.

BSLA Research Team will convene, design and facilitate engagement efforts to:

1. **Codesign BSLA Refinement:** BSLA Research Team will, early in the project, design an engagement approach to help maximize participation and inclusion of Best Start partners in the BSLA question refinement and will work with F5LA to establish a body of stakeholders that will play a critical role in shaping the BSLA over the life of the project.
2. **Answer the BSLA Questions:** Reengage with the established body of stakeholders who assisted in BSLA question refinement to help answer the BSLA questions. Additional stakeholders may be engaged as needed.
3. **Learn from the Findings:** BSLA Research Team will be responsible for engaging a broader audience of stakeholders in the Best Start network in reflective sessions to make sense of the learnings uncovered through the BSLA.

Inform and strengthen First 5 LA's efforts to compile and disseminate findings through a variety of presentations, technical and non-technical research products, and communication tools to facilitate learning with First 5 LA, our grantees, contractors, and the broader field.

- BSLA Research Team will support F5LA in sharing project findings with Best Start partners and key stakeholders to catalyze critical conversations that lead to collective and coordinated action.
- BLSA Research Team will support F5LA in sharing best practices and project findings with the field broadly through presentations, research products, and other field building activities.

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Terms of the Project

- The total project term is estimated to be up to **2 years (24 months) and an amount not to exceed \$1.5 million**. First 5 LA expects to enter a **2-year contract** with an anticipated start date of September 10, 2021
- Based on learnings and performance, this project **may be extended through 2028**. While there is no guarantee of an extension, First 5 LA is seeking proposer's that can potentially continue beyond the estimated project term.
- **This will be a cost-reimbursement contract**

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3. Eligibility Requirements and Desired Qualifications

Regional Network Grantees are not eligible to apply for this funding opportunity. Proposers must meet the following criteria:

- (1) Availability of key staff to attend virtual and in-person meetings in Los Angeles County, and a capacity to conduct virtual and in-person research and learning activities throughout Los Angeles County.
- (2) Minimum of five (5) years of experience in leading community-based projects or research and evaluation projects Proposers that do not meet the requirements above will not pass the first level of review (see Section VIII. Selection Process and Review Criteria).

The ideal proposer will demonstrate the following qualifications:

- Research Experience
- Research Knowledge
- Research Dissemination
- Facilitation
- Diversity, Equity and Inclusion Experience and Knowledge
- Project Management



4. Required Documents and Selection Process



Appendix E Proposal Checklist

The following checklist outlines all items to be provided in response to the RFP. This checklist is for proposer use only and does not need to be submitted to First 5 LA. If any of the following items are omitted from the proposal, the proposal will be considered incomplete and will not be reviewed. Please review all documents carefully and check off each item before submitting your proposal.

- ☐ Online Application
- ☐ Scope of Work (Appendix H)
- ☐ Proposal Narrative (12 pages max, double space, font 10, 1" margins)
- ☐ Resumes or Curricula Vitae: *Maximum of three (3) pages per resume or CV*
- ☐ Work Samples (Appendix I)
- ☐ Detailed Budget Form (Appendix J: Detailed Budget Form)
- ☐ Budget Narrative

Online Application: In order to respond to this RFP, proposers must complete an online application form and submit all required documents 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 on F5LA's website where the RFP is posted.



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 May 25, 2021, by taking the following steps:

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

Step 2: Once a user account has been created, click [here](#) to access the application.

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](#).

Scope of Work: Complete the Scope of Work Template (Appendix H) and describe key activities to carry out the objectives for the 2-year (24 month) agreement period. Refer to Section IV for Scope of Work.



Appendix H – SCOPE OF WORK

Agency Name:

Project Length: **2 years**

Project Description: *The primary objective of this project is to examine the present organizational structure of the Department of Children and Family Services and then construct an optimized flow of collaboration, teamwork, and decision making. The organizational structure is intended to align with ongoing prevention initiatives like FFPSA implementation and Thriving Families Safer Children.*

Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
Include who, what, when, where, how and how much for each objective.	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 Date Due.

Proposal Narrative: (12 pages max, double space, font 10, 1" margins): In your narrative, please address the following elements:

- a. Please detail your overall approach to achieve the BSLA 4 (four) objectives outlined in Section IV, Scope of Work. Please include what you plan to achieve in the initial 6 months of the project, and a high-level map outlining the progress you would make on the objectives by the end of the 2-year agreement period.
- b. Please include your views on the role of evaluation and measurement in broader learning and accountability efforts for complex, systems change work.
- c. Please detail your approach to DEI (Diversity, Equity and Inclusion) for this project. Share your perspective on the potential challenges, trade-offs and opportunities of engaging the key stakeholders listed in Objective 3 on page 10.
- d. To illustrate your responses to narrative elements a-c, please reference at least three examples of prior work that demonstrate your team's ability to the meet the objectives.
- e. If entities applying for this project intend to partner with subcontractors, it is the expectation that the submitted proposal will include proposed subcontractors Please identify key project team members, including subcontractors, and their qualifications to perform the work described in this RFP. Include descriptions of the role(s) each member would serve on the project team.

Resumes or Curricula Vitae: Maximum of three (3) pages per resume or CV – Include resumes or curricula vitae for any project team members and any proposed subcontractors who will exercise a major role in carrying out the project.

Work Samples: Proposers must provide two (2) samples of no more than five (5) pages each of completed projects that demonstrate your agency's strategy, approach, experience and expertise. Please use the Cover Pages located in Appendix I – Work Sample Submission, for each sample.



APPENDIX I WORK SAMPLE SUBMISSION

Proposers must provide two (2) samples of no more than five (5) pages each of completed projects that demonstrate your agency's strategy, approach, experience and expertise. Proposers must provide:

- a) a brief description of the work sample, including the strategy and approach taken for said work sample;
- b) identify: the team member(s) described in the Narrative of Qualifications and Relevant Experience, if any, were involved in the creation of the work sample by: 1) name and 2) their role in the creation of the work sample; and
- c) the approved budget for the work sample.

Instructions: Please use the **Cover Pages below** for each sample: provide a) a brief description of the work sample, including the strategy and approach taken for the work sample; b) identify team member described in the Narrative of Qualifications and Relevant Experience, if any, were involved in the creation of the work sample by: 1) name and 2) their role in the creation of the work sample; and c) the approved budget.

Detailed Budget Form: Please provide an estimated budget breakdown for all activities and tasks using the template provided as Appendix J: Detailed Budget Form. Please explain the component costs in the budget narrative. Please refer to Appendix G: Instructions for Detailed Budget Forms and Budget Narrative for instructions on how to complete the Detailed Budget Form.



Appendix J

Budget Summary

Agreement # 00000
Page: 1 of 9

Agency: _____

Project Name: BSLA Research Team


Agreement Period: 2 years

Cost Category		First 5 LA Funds	Matching Funds	Total Costs
1	Personnel	0	0	0
2	Contracted Svcs (Excluding Evaluation)	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

Budget Narrative: Please provide a narrative that briefly explains the assumptions and reasoning used to calculate the estimated budget. No additional budget figures are needed in this section, although they may be presented if desired. Please refer to Appendix G: Instructions for Detailed Budget Forms and Budget Narrative for instructions on how to complete the Budget Narrative.

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

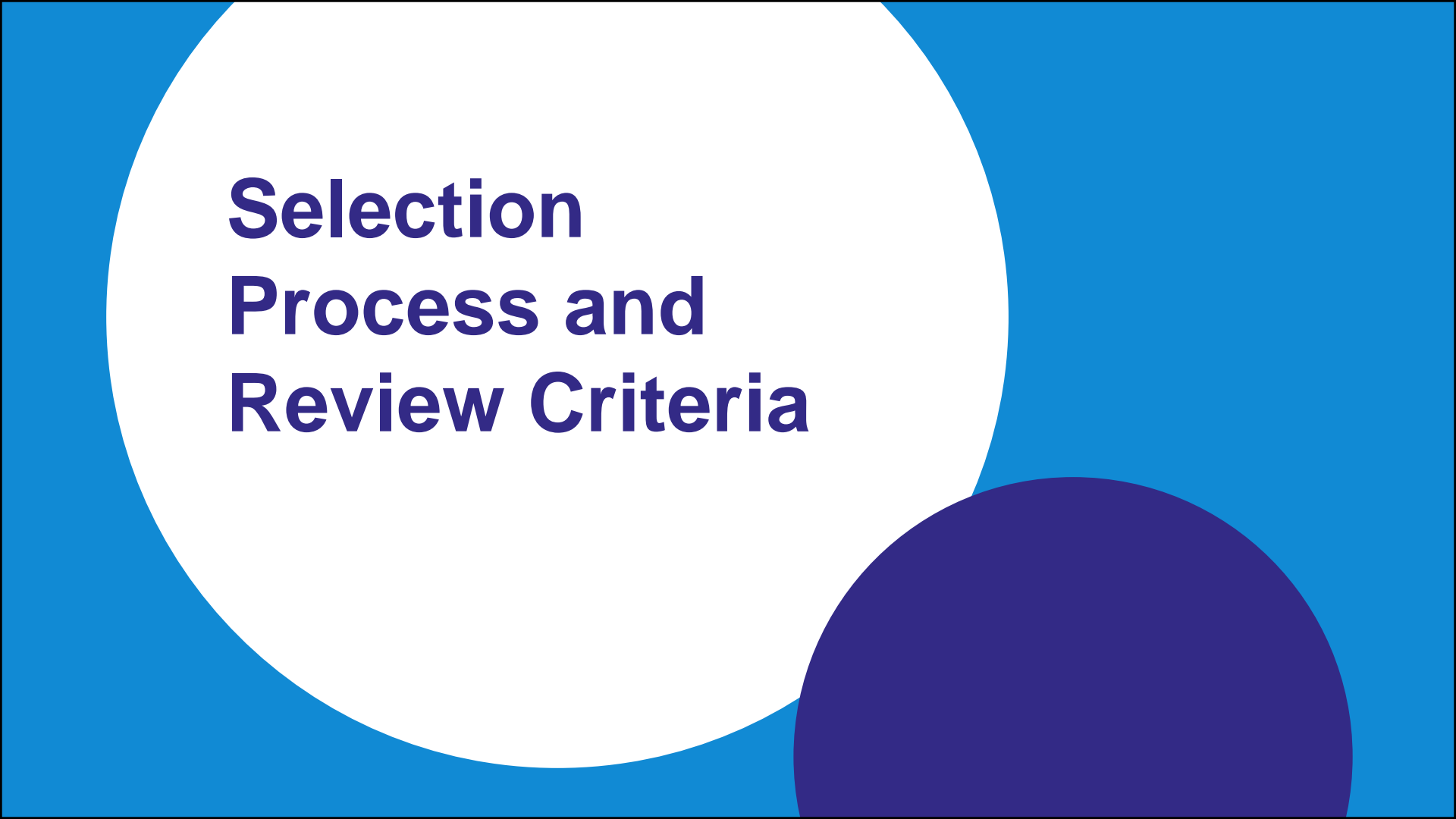
Signature: _____ Date: _____
(Must be signed by an Authorized Signatory)

Printed Name: _____ Title: _____

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 (if applicable) no older than 2018

Please submit your organization's Business License if applicable.

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Selection Process and Review Criteria

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

- Level 1 Administrative Review
- Level 2 Financial Review
- Level 3 Proposal Review
- Level 4 Interview

Award of Contract: The highest scoring proposer based on combined Level 3 and Level 4 scores will be recommended to First 5 LA's Board of Commissioners for award of the contract.

- Proposals 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 – May 25, 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.

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 RFP requirements.



5. Timeline

ACTIVITY	DATE
RFP Released	April 20, 2021
Information Session	April 27, 2021
Final date to submit questions and requests for additional information	May 13, 2021
Posting of responses to questions	May 19, 2021
Proposal Due	May 25, 2021
Interviews	Week of June 14, 2021
Contractor Selected	June 28, 2021
Board of Commissioners Approval	September 9, 2021
Contract Start Date	September 10, 2021

We are here

Save the Date

A woman with long dark hair and sunglasses is lying on her stomach on a green lawn, smiling broadly. She is holding two young children. One child, a boy in a plaid shirt, is sitting up and looking to the side. The other child, a younger boy in an orange shirt, is lying down and looking towards the camera with a wide smile. The background is a soft-focus green field.

Q&A

smorales@first5la.org

