

Questions and Answers
Best Start Learning Agenda Research Team
Request for Proposals
May 19, 2021

1. Will you post a list of attendees to this information session?

Yes, the webinar was recorded, and the recording can be found on First 5 LA's Funding Center where the solicitation is posted along with a list of participants who agreed to share their information for partnership opportunities. Please note, while partnership is encouraged, it is not required by First 5 LA.

2. Are we to develop research questions and then those questions will be further developed with the board if we were to be selected?

As detailed in Objective 1 of Section VI. Scope of Work (page 9), the BSLA Research Team will serve as the primary project manager of the BSLA and 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 staff and Best Start partners including grantees, contractors and community leaders, in order to reflect the interests of the multiple stakeholders in the BSLA (as described in Objective 3). First 5 LA's Board of Commissioners will be engaged as critical input in refining the questions.

Upon engaging with stakeholders, the BSLA Research Team may propose entirely redesigned learning questions. There is not an expectation that the current learning questions remain. See Objective 3 for more information.

3. Is First 5 LA looking for an evaluator, or an agency that can provide services?

This solicitation seeks proposals from entities interested in leading the Best Start Learning Agenda Research Team that will drive the conceptualization and execution of the BSLA and serve as a strategic thought partner, primary architect and implementer of the BSLA. An evaluator would be qualified to complete the objectives, but due to the scope of the project, First 5 LA expects that successful implementation of the BSLA will require a team with strong capabilities in designing and implementing engagement structures and processes that support participation of stakeholders in the development and implementation of the BSLA (Objective 3). If proposers intend to partner with subcontractors, it is the expectation that the submitted proposal will include proposed subcontractors. First 5 LA has final approval of the design and implementation of BSLA.

4. On page 3 of Appendix G, can you please clarify this comment: "Executive positions may not exceed 60% of their gross salaries and should be in proportion to the total First 5 LA grant/contract amount in relation to the entire agency's revenue, in which case the lesser will apply." Does executive positions refer to the Principal Investigator on the project? Also, as a university, this contract would represent a small amount in relation to our total revenue, but the PI will be spending significant time on the project given the size and scope of the project. How do you recommend we account for this in our budget?

The Principal Investigator (PI) does not need to be classified as an executive position in a university structure, therefore, the budget form should reflect their monthly salary, estimated percentage of work on this project and monthly amount in relation to the percentage the PI is estimated to be working on this project.

- 5. As a university, some of our staff are funded on soft money which varies from month to month and will not show up on our payroll register as a consistent amount. How do you suggest we report that on the budget form?**

Staff funded with “soft money” should be reported on the budget form with an estimated amount that First 5 LA will reimburse them for this project.

The payroll register is not a required document to be submitted with the budget form, but may be requested by First 5 LA. The payroll register should reflect either the amount that was paid to staff from First 5 LA or a higher amount due to several projects that the staff may be working on and is funded by multiple grants.