

**FIRST 5 LA
AUDITING SERVICES POOL
REQUEST FOR QUALIFICATIONS (RFQ)**

First5LA.org

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

RELEASE DATE: July 15, 2021

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released	July 15, 2021
Information Session	July 21, 2021
Final date to submit questions and requests for additional information	July 23, 2021
Posting of responses to questions	July 27, 2021
Application Due	July 30, 2021
Notice of Acceptance	August 18, 2021
Contract Start Date	September 1, 2021

In order to respond to this Request for Proposals (RFQ), the proposer must submit all required documents through the online application system designated by First 5 LA no later than **5:00 p.m. PT on July 30, 2021**. 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 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:

Marilu Guzman, Contract Operations and Compliance Officer
E-mail: mguzman@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 p.m. PT on July 23, 2021**. 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 Informational webinar from **1:00 p.m. PT on July 21, 2021**, to learn more about the RFQ requirements. Please register for the webinar at: <https://first5la.zoom.us/webinar/register/>. 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/>

Please check the Funding Opportunities 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

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

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 <http://www.first5la.org/article/auditing-services-pool-rfq/>. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFQ requirements. For the purpose of this Request for Qualifications the terms "firm", "consultant", and "contractor" will be used interchangeably.

II. BACKGROUND

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.

The First 5 LA 2020-28 Strategic Plan

In November 2019, First 5 LA's Board of Commissioners approved the [2020-28 Strategic Plan \(See Appendix A- First 5 LA's 2020-28 Strategic Plan\)](#) 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.

A) 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.

B) 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 revenues:

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- **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.

C) What's Needed to Make First 5 LA's North Star a Reality?

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:

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.

First 5 LA will seek these results through policy change, practice change and public-will building. It will do so with diverse partners who share First 5 LA's aspirations for children and bring an intentional focus on equity for children and families facing disparities in outcomes and opportunities.

III. POOL OVERVIEW

This Request for Qualifications is seeking proposals to establish a pool of consultants for auditing services. Proposers admitted into the pool will be issued a Task Order Contract, additional information on the terms of the project are listed in section VIII – Terms of Project. Selected consultants will be

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required to submit additional documentation in order to complete the contracting process. Please see Section VIII - Terms of Project & Section XII Contractual Considerations for more details.

Admittance into the Pool will allow members to receive solicitations. First 5 LA will issue a solicitation to pool members on a project-by-project basis and will assign projects at First 5 LA's discretion. Pool members may respond to the solicitations that fit their areas of expertise and experience while considering availability and capacity to execute the project. Each engagement will be awarded to a member of the pool through a Task Order.

Please note that consultants will be accepted into the pool for the period of one (1) year. However, the consultant pool will be open for new applicants on an as needed basis and at minimum, once every 24 months, with applications accepted at additional times during the year, as determined by the Commission. Consultants will be offered the opportunity to renew their membership in the pool upon expiration at the sole discretion of the Commission. Consultants in the pool may exit at any time.

IV. PROJECT OVERVIEW

First 5 LA is issuing this Request for Qualifications (RFQ) to establish a pool of certified public accountant firms to perform contract compliance audits of grantee organizations, as needed, for the period of August 2021 through June 2022. First 5 LA may continue grantee audits beyond June 2022, if needed. First 5 LA is a component unit of Los Angeles County and operates as an independent public entity charged with directing its primary source of revenue, Proposition 10 tobacco tax, toward issues relating to children from prenatal to age 5 and their families in LA County. In the course of providing these services, organizations are contracted by First 5 LA to support children and families across the region.

First 5 LA has released its 2020-2028 Strategic Plan with a specific goal to heighten organizational performance to enhance our impact in LA County's communities. Part of this goal is promoting efficiency, transparency, and best financial practices. Additionally, strengthening fiscal compliance of grantees and the overall fiscal accountability of the organization is our priority. First 5 LA's Finance Department has developed and standardized a fiscal compliance review process to confirm the accuracy of invoicing and to validate grantee expenses to determine allowability. The selected agreements are reviewed internally on an ongoing basis throughout the fiscal year. For any egregious findings as a result of First 5 LA's in-house fiscal compliance review, grantees may be selected for a limited scope contract compliance audit. Once the need for a limited scope audit is identified, a Notice of Engagement for the limited scope audit is solicited to the auditing firms accepted into the consultant pool. First 5 LA will request additional information from pool members at that time to determine which firm will be selected. Factors to determine which firm will receive the assignment may include turnaround time, costs, and other criteria.

V. SCOPE OF WORK

The selected consultant will conduct fiscal compliance audits as designated by First 5 LA which are subject to the following requirements:

1. Year-round availability to accept an audit engagement and communicate with the audited grantee organization within three (3) weeks of engagement from First 5 LA.
 - a. This includes communicating the audit start date to the audited grantee organization and setting expectations on the provision of supporting documents.

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2. Prepare an engagement letter with First 5 LA at the time of the project assignment encompassing framework, deliverables, and applicable field work needed to carry out the audit engagement.
3. The consultant shall determine and issue a report for each fiscal compliance audit to First 5 LA, containing recommendations. This includes, but is not limited to:
 - a. For the audit period, analysis and documentation indicating if the grantee organization has complied with the procedures and policies set forth in the agreement with First 5 LA. Per the agreement, the grantee shall be evaluated for accuracy of invoicing and monthly reimbursement claims. All expenses will be verified to determine allowability under the contract, approved Scope of Work and accompanying budget. All supporting documentation should align to the invoices submitted to First 5 LA.
 - b. Provide a final report of the audit findings that include the following sections:
 - i. Executive Summary
 - ii. Objectives
 - iii. Scope and Methodology
 - iv. Findings
 - v. Recommendations
 - vi. Auditee Response
 1. The audited grantee organization shall be offered the opportunity to provide comments on the findings and recommendation in the report, including a plan for corrective actions taken.
4. Successful completion of the engagement will be based on analysis and approval of the final work product by designated First 5 LA staff.
5. Provide five (5) copies of the final auditor's report and supporting schedules at conclusion of engagement. The partner or manager in charge of audit shall be available to attend at least two meetings at which the audit report will be discussed. The consultant should retain all working papers for four (4) years and make them available, upon request, to First 5 LA.

VI. ELIGIBILITY

Proposers must meet the following minimum requirements:

- CPA firm with a business license to practice accounting in California.
- Experience with governmental accounting and relevant standards
- Be in good standing with the California Board of Accountancy
- Possess the technical ability to complete field work both on-site and remotely as needed throughout each engagement. This includes any other technological requirements or specifications needed to complete the audit.

The Commission's current CPA firm is ineligible to apply for this RFQ. Proposers that do not meet the requirements above will not pass the first level of review (see *Section IX. Selection Process and Review Criteria*).

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VII. DESIRED QUALIFICATIONS

The following qualifications are desired:

- Proposer's managing staff are properly licensed to practice as certified public accountants in the State of California.
- Proposer with five (5) years experience in providing similar auditing services to comparable publicly funded agencies.

VIII. TERMS OF PROJECT

1. **Acceptance into the consultant pool does not guarantee issuance of a Task Order with First 5 LA.** For those consultants who are accepted into the consultant pool, work will be solicited based on First 5 LA needs. Staff will select a consultant from the pool based on the criteria specified on the notice of engagement, which may include turnaround time, costs, and other criteria. Firms that have disclosed a conflict of interest with a First 5 LA grantee that is later identified for a limited scope audit will be ineligible for that engagement. The selected consultant and staff will negotiate a task order for the engagement.
2. A Notice of Engagement is solicited to the consultant pool via e-mail. Applicant is responsible for providing a valid e-mail address during the application process and communicating any changes to First 5 LA during the term of pool membership. If a valid e-mail address is not on record, First 5 LA may deem the applicant ineligible for the opportunity.
3. The term of membership in this pool is one (1) year. Consultants in the pool will be offered the opportunity to renew their membership upon expiration at the sole discretion of the Commission. Additionally, applications will be accepted for additional applicants to the pool on an as needed basis.
4. Consultants may withdraw from the pool at any time by emailing a signed letter to First 5 LA, which can be sent to the designated Commission staff as noted on this Request for Qualifications. Accepted consultants are not required to accept work solicited by First 5 LA. However, consultants in the pool will be required to abide by the contractual considerations in this RFQ.
5. The Commission reserves the right to amend the Pool as needed to best meet the needs of all parties. At the Commission's discretion, consultants in the pool may be removed from the pool at any time.

The project term is anticipated to be up to six (6) years beginning with the start of the contract. This will be a task order contract.

Per the Commission's Policy and Guidelines for Hiring Consultants, the total composite rate for a consultant may not exceed \$150 an hour, depending on the type of service and commensurate with experience. This means that the total cost of billable hours and other costs associated with a contract

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divided by the total number of hours billed must be equal to or less than the maximum hourly rate. A blended rate is allowable. For example, for a contract totaling \$150,000, a consultant may bill 500 hours for Consultant A at \$200/hour and 500 hours for Consultant B at \$100/hour with a total composite rate of \$150/hour (1,000 total hours divided by \$150,000 in billable hours = \$150/hour). Please note that any other costs (e.g. equipment, travel, and supplies) must be included when dividing the total number of hours.

IX. 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 in order to move on to the next level of review or for final selection, as applicable.

Level 1 Internal Review:

First 5 LA will evaluate all proposals for completeness and minimum requirements. Basic requirements include: timely receipt of proposal, submission of all required documents, 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 (Appendix B) 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. First 5 LA reserves the right to request additional information, if needed, to validate eligibility and/or and minimum requirements.

Level 2 Internal Review:

Proposers that pass Level 1 review will proceed to Level 2 review. Internal reviewers will review and score proposals. Prior to beginning their review, 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. Internal Reviewers will score proposers using the review tool listed as Appendix C.

Please refer to the Review Tool (Appendix C).

Past and current performance under a First 5 LA agreement will inform the final decision of award. The proposer(s) from the Level 2 review process scoring a minimum of 35 out of 50 points will be accepted into the pool and will be awarded a task order contract.

X. REQUIRED DOCUMENTS

The documents listed in this section are required to respond to this RFQ. 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.

- **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

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form. Instructions on setting up the account and access the online application may be found at https://www.GrantRequest.com/SID_725?SA=SNA&FID=35354

- **Proposal: Qualifications and Staffing (Maximum 10 pages, single spaced, 11-point font):**
 - A brief description of the organization, size and structure of your firm including the size and structure of the division that focuses on public entities or related types of organizations.
 - A brief list of comparable engagements that were successfully concluded, with a description of such work. Descriptions should include the agency name, agency type (agency types such as government, not-for-profit, educational institutions, healthcare, etc.) engagement period, and staff involved.
 - A description of the lead personnel and anticipated supporting personnel to be employed during performance and their qualifications to perform the work.
- **Resumes for key personnel who will exercise a major administrative or consultative role in carrying out the services. (Maximum of 2 pages per personnel listed, single spaced, 11-point font)**
 - Proposer shall provide resumes of key personnel. Resumes should highlight information on specific government and other auditing experience of each person assigned, such as listing prior experience supervising governmental or other audits.
 - Include any information of continuing professional education relevant to prospective audits.
 - Managing staff to provide evidence of professional licensure alongside resume, such as a CPA license or certification number.
- **Budget/Pricing:** Provide the hourly rates of staff described in the proposal including anticipated supporting personnel to be employed in the engagement.
- **Appendix C – Litigation and Contract Compliance Form:** Please read the information on the required Litigation and Contract Compliance form thoroughly and include a signed copy by the proposal 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 proposal and may be grounds for disqualification.
- **Appendix D – Conflict of Interest Disclosure:** Provide a summary of any conflict of interest with any First 5 LA grantees (reference **Appendix – E – List of Grantee Organizations**). A conflict of interest is defined as a relationship where the proposer serves or has previously served as the CPA firm for the audited grantee organization. The existence of a conflict of interest does not exclude a proposer from participation in the Auditing Pool.
- **Most recent Peer Review Letter.**
- **Business License**

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Failure to submit all required documents may constitute an incomplete proposal 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 PM PDT/PST on July 30, 2021.** **Proposals received after this deadline will not be considered.** It is the responsibility of the proposer to ensure, prior to submission, that its proposal 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.

XI. 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 proposals and re-solicit for proposals. 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 a proposal 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 proposal or specific parts of the proposal 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.

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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 Contractor undertake additional, unanticipated, activities that are aligned to the project objectives of this RFQ and incorporate such activities into the final Scope of Work/Performance Matrix and Budget, if applicable.

XII. CONTRACTUAL CONSIDERATIONS

The successful proposer must sign and adhere to the provisions of the First 5 LA Contract (see sample Contract - Appendix F). 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. 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.

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/Performance Matrix (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. First 5 LA may revise the proposed effective date prior to final execution of the awarded contract.

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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.

The Contractor shall ensure that the 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:

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

It is First 5 LA's intent to contract with independent contractors as defined under California's AB 5 and not to create an employer/employee relationship.

XIII. 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/>.

XIV. APPENDICES

Below is a list of the corresponding appendices:

- Appendix A – First 5 Los Angeles [2020-28 Strategic Plan \(Information\)](#)
- Appendix B – Litigation and Contract Compliance Form (For submission)
- Appendix C – Level 2 Review: Proposal Scoring Criteria (Information)

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- Appendix D – Conflict of Interest Disclosure (For submission)
 - Appendix E – List of Grantee Organizations (Information)
 - Appendix F – Sample Contract (Information)