

**Questions and Answers  
Data Strategy Request for Proposals (RFP)  
Date Posted: August 12, 2021**

Please note that:

- The final date to submit questions and requests for additional information was **August 9, 2021**.
- To respond to this RFP, please complete and submit your proposal and all required documents to First 5 LA **no later than 5:00 PM PT on August 20, 2021**.

**PROPOSAL ELIGIBILITY & RFP REQUIREMENTS**

- 1. Is it acceptable for graphics and tables to be single-spaced and smaller than 11-point font?**

First 5 LA requires proposers to submit proposals in conformance with the formatting requirements outlined in Section IX: Required Documents. Graphics and tables, are not required, but if used by proposer, must be legible.

- 2. We are planning to subcontract with a local organization on our submission. The local organization is currently a First 5 LA program grantee. Are they an eligible partner on this project or would there be a conflict of interest that would make them ineligible?**

The RFP does not prohibit the use of subcontractors that are current First 5 LA grantees in good standing. As detailed in Section VIII. Selection and Review Criteria, First 5 LA will conduct a conflict of interest review for proposers including subcontractors during Level 1 review. Proposers (including subcontractors) whose financial interests, or prior contractual relationships to First 5 LA, would constitute either a conflict of interest under California's Political Reform Act, or a prohibited financial interest in the making of a First 5 LA contract as prohibited by Government Code Section 1090, are ineligible to receive this funding and will be disqualified from review.

If the proposer has a conflict of interest, the proposal will be deemed ineligible and will be disqualified and will not move forward in the review process. Any questions related to conflict of interest should be directed to Christopher Stephens, Contract Compliance Officer at [cstephens@first5la.org](mailto:cstephens@first5la.org).

**REQUESTS FOR ADDITIONAL INFORMATION/EXAMPLES**

- 3. I have a program we just started that I think will fit First 5 LA's needs. Are there additional resources where can I find more information about First 5 LA's data needs?**

This RFP seeks proposals from entities interested in leading the Project Team that shall provide expertise, process design and implementation, facilitation, product development and project management services to First 5 LA in support of Data Strategy development and implementation planning.

As detailed in Section II, the overarching purpose of the First 5 LA's Data Strategy is to ensure we have the data needed to (a) optimize our organizational effectiveness, (b) inform system change efforts and (c) measure the progress of our strategic plan. First 5 LA's goal is to develop an organization-wide data strategy that inspires a shared commitment to prioritized data needs.

First 5 LA encourages interested entities to review all the requirements of First 5 LA's Data Strategy RFP and submit a complete proposal that addresses the Data Strategy purpose and goal. For more information, please access the Data Strategy RFP site here: <https://www.first5la.org/article/data-strategy-request-for-proposals-rfp/>.

#### **QUESTIONS FROM THE 8/3 WEBINAR**

**4. Will the webinar slides and recording be shared after the webinar concludes?**

Yes, the webinar slides and recording have been posted to the Funding Center section of the First 5 LA's website, which can be accessed here: <https://www.first5la.org/article/data-strategy-request-for-proposals-rfp/>.

**5. When is a Business License applicable or required?**

If a business license is required by the City or County in which your organization operates, then please include it along with your proposal.

**6. Will the Data Strategy be integrated with or replace an existing organizational performance management program?**

First 5 LA does not have an existing organizational performance management program.

**7. Does First 5 LA have a platform such as SharePoint?**

Yes, First 5 LA uses SharePoint.

**8. Does First 5 LA intend to integrate elements of data strategy with existing data software or systems, including grantee reporting systems.**

First 5 LA would be open to proposals that integrate elements of the data strategy with grantee reporting. Currently, First 5 LA does not have an existing software system for grantee reporting.

**9. Do all participants need to be in Los Angeles County?**

Proposers must meet all eligibility requirements listed in Section V. Eligibility. The eligibility requirements are the minimum required to apply. Proposers that do not meet the requirements above will not pass the first level of review (see Section X. Selection Process and Review Criteria).

The scope of work detailed in this RFP is targeted on Los Angeles County, and therefore proposers must have availability of key staff to attend virtual and in-person meetings in Los Angeles County as detailed in Section V. Please see response to Question #11 in terms of the number of in-person meetings.

**10. Can you share any specific scoring information for this RFP?**

First 5 LA will review Proposals based on the multi-stage review process detailed in Section VIII. Selection and Review Criteria. Proposals 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.

Potential proposers are encouraged to review Appendix A of the Data Strategy RFP. Appendix A is a Level 2 proposal review tool, which details how our internal review team will review and score the proposals.

**11. How many in-person meetings does First 5 LA expect to have for this project?**

First 5 LA does not have any expectations on the number of in-person meetings we would expect to have. Given that this is an RFP, it is the expectation that proposers detail the number of in-person, telephonic, or webinar meetings needed in their proposal to complete the work.

**12. Is there an anticipated cost for phase?**

First 5 LA does not have an anticipated cost per phase. First 5 LA expects proposers to provide this information in their proposed budget and budget narrative.