

Appendix E
First 5 LA Early Care Policy and Advocacy Fund (ECPAF)
Request for Proposals (RFP)
Level 2 Review Tool

PROPOSER NAME:

REVIEWER ID:

SUMMARY SCORES:

1. **Proposed Project Team & Work Samples** (out of 16)
2. **Primary Project Objectives & Primary Outcomes Narrative** (out of 36)
3. **Proposal Approach Narrative and Scope of Work** (out of 48)
4. **Proposed Budget & Budget Narrative** (out of 12)

TOTAL SCORE: (out of 112)

1. Proposed Project Team, & Work Samples

Evaluate:	Strongly demonstrates	Demonstrates	Adequately demonstrates	Does not demonstrate
The extent to which the proposed project team demonstrates possess the qualifications and skillset identified in the RFP Section VI (Desired Qualifications) and Section IX (Required Documents) of the RFP.	4 points	3 points	2 points	0 points
The extent to which the proposed project team demonstrates the knowledge, experience, and capacity to receive and distribute funds from a public or private philanthropic entity and execute all primary roles and functions in accordance with the RFP Section IV (Scope of Work) and Section IX (Required Documents).	4 points	3 points	2 points	0 points
<i>Work Sample #1:</i> Extent to which the proposer’s work sample identifies opportunities to build and strengthen the intersections of family serving systems; develop the early childhood advocacy field; ensure children prenatal to 5-year are broadly acknowledged as a special population; and support sustainable policy change that benefit children and families.	4 points	3 points	2 points	0 points
<i>Work Sample #2:</i> Extent to which the proposer’s work sample describe the process that the proposer took to develop fund guidelines or an example framework for developing fund guidelines	4 points	3 points	2 points	0 points
Total score (maximum= 16 points):				

Required Document Source(s): Proposal Approach Narrative (Knowledge, Skills, & Experience Section); Organizational Chart; Resumes; Work samples.

Comments:

2. Primary Project Objectives & Primary Outcomes Narrative

A. Primary Project Objectives

Evaluate the extent that the proposer demonstrates that it can meet the <i>Objectives</i> of ECPAF:	Strongly demonstrates	Demonstrates	Adequately demonstrates	Does not demonstrate
Strengthen the capacity of organizations to both incorporate and advocate for a Whole Child Whole Family framework, as well as First 5 LA Policy Agenda and Strategic Plan priorities.	4 points	3 points	2 points	0 points
Catalyze policies that impact intersecting systems to the benefit of children and families, and also that advance greater integration of child- and family-serving systems.	4 points	3 points	2 points	0 points
Close disparities, and guide resources to communities that would most benefit.	4 points	3 points	2 points	0 points
Ensure participation of a diversity of organizations, including those that represent community priorities.	4 points	3 points	2 points	0 points
Advance advocacy across multiple domains of policymaking, including administrative, legislative and budget platforms.	4 points	3 points	2 points	0 points
Total score (maximum= 20 points):				

Required Document Source(s): Primary Project Objectives and Primary Outcomes Narrative.

Comments:

B. Proposal Primary Outcomes

Evaluate the extent that the proposer demonstrates that it can meet the <i>Primary Outcomes</i> of ECPAF:	Strongly demonstrates	Demonstrates	Adequately demonstrates	Does not demonstrate
Activating policy and practice changes at the local, state and federal levels that prioritize children ages prenatal to 5-years old as a special population, and facilitate alignment and promote integration across family serving system	4 points	3 points	2 points	0 points
Building and strengthening the intersections of public systems that impact the full spectrum of child health and development, including the ability of children to receive early identification and intervention supports, access early learning resources, and grow up in safe and nurturing environments.	4 points	3 points	2 points	0 points
Promoting effective family engagement with public systems, and ensuring delivery of services and supports to children and families.	4 points	3 points	2 points	0 points
Creating self-sustaining policy changes and supporting movements that benefit children and families beyond the life cycle of ECPAF grantmaking.	4 points	3 points	2 points	0 points
Total score (maximum=16 points):				

Required Document Source(s): Primary Project Objectives and Primary Outcomes Narrative.

Comments:

3. Proposal Approach Narrative

A. Proposal Approach

<i>Process:</i> Evaluate the extent to which the proposer demonstrates, through responses to the RFP’s Proposal Approach Narrative, its ability to successfully carry out ECPAF:	Strongly demonstrates	Demonstrates	Adequately demonstrates	Does not demonstrate
A high-level description of proposer’s grantmaking process, how proposer plans to monitor and select grantees, & and the process for distributing and administering grants.	4 points	3 points	2 points	0 points

A high-level timeline and plan for developing the ECPAF fund guidelines and disbursing an initial round of funds following co-design and implementation of fund guidelines.	8 points	6 points	4 points	0 points
An explanation of what portion of the work will be performed by a subcontractor.	4 points	3 points	2 points	0 points
A general or high-level process the proposer will utilize for developing the ECPAF fund guidelines and how they will co-design fund guidelines that meet the goals, objectives and primary outcomes of the ECPAF.	4 points	3 points	2 points	0 points
A process for developing fund guidelines for the ECPAF specifically, demonstrating how First 5 LA, in collaboration with the selected Intermediary could co-design fund guidelines that meet the goals, objectives and primary outcomes of the ECPAF.	4 points	3 points	2 points	0 points
An explanation for how anticipated challenges will be addressed, how these challenges will be mitigated, and who will be responsible for mitigating them.	4 points	3 points	2 points	0 points
A high-level description of proposer's grantmaking process, how proposer plans to monitor and select grantees, & and your process for distributing and administering grants.	4 points	3 points	2 points	0 points
Total score (maximum=32 points):				

Required Document Source(s): Proposal Approach Narrative (Proposed Project Approach Section); Scope of Work.

Comments:

B. Diversity, Equity, & Inclusion

<i>Diversity, Equity and Inclusion:</i> Evaluate the extent to which the proposer demonstrates experience in promoting Diversity, Equity and Inclusion (DEI) through grantmaking:	Strongly demonstrates	Demonstrates	Adequately demonstrates	Does not demonstrate
--	------------------------------	---------------------	--------------------------------	-----------------------------

How First 5 LA's value of DEI would be embedded throughout the co-design and implementation of ECPAF's fund guidelines, and that the proposal has identified steps to ensure DEI goals are met.	8 points	6 points	4 points	0 points
Experience promoting DEI through grantmaking, and how the proposer would advance DEI goals of the ECPAF.	4 points	3 points	2 points	0 points
Total score (maximum=12 points):				

Required Document Source(s): Proposal Approach Narrative (DEI Section)

Comments:

C. Lobbying Compliance

<i>Lobby Compliance:</i> Evaluate the extent to which the proposer demonstrates the ability to ensure grantee compliance with all lobbying requirements, rules and regulations:	Strongly demonstrates	Demonstrates	Adequately demonstrates	Does not demonstrate
Grantee compliance, including development of materials to ensure funded grantees understand and comply with lobbying guidelines, and oversight measures to ensure lobby compliance guidelines are being followed.	4 points	3 points	2 points	0 points
Total score (maximum=4 points):				

Required Document Source(s): Proposal Approach Narrative (Lobbying Compliance Section)

Comments:

4. Proposed Budget & Budget Narrative

Evaluate the extent to which the proposed budget and narrative demonstrates:	Strongly demonstrates	Demonstrates	Adequately demonstrates	Does not demonstrate
Substantive cost of the proposal for the initial contract term of 12 months for the administrative and operating costs	4 points	3 points	2 points	0 points

Reasonable costs given the project team's approach, qualifications, expertise and experience.	4 points	3 points	2 points	0 points
The assignment of tasks to appropriate team members so as to minimize costs while also maximizing quality.	4 points	3 points	2 points	0 points
Total score (maximum= 12 points):				

Required Document Source(s): Proposed Budget; Budget Narrative

Comments:

Total Score: ____ / 112. (Please insert total score here and on Page 1: SUMMARY SCORE)