



First5LA.org

**EARLY CHILDHOOD POLICY AND ADVOCACY FUND  
(ECPAF) – INTERMEDIARY REQUEST FOR PROPOSAL  
(RFP)**

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

RELEASE DATE: November 10, 2021

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**I. TIMELINE FOR SELECTION PROCESS<sup>1</sup>**

ACTIVITY	DATE
RFP Released	November 10, 2021
Information Webinar Session	November 18, 2021 at 4 p.m.
Final date to submit questions and requests for additional information	December 6, 2021
Posting of responses to questions	December 9, 2021
<b>Proposal Due</b>	<b>December 14, 2021</b>
Interviews	January 25-27, 2022
Contractor Selected	February 2, 2022
Anticipated Board of Commissioners Approval	April 14, 2022
Anticipated Contract Start Date	April 18, 2022

In order to respond to this Request for Proposals (RFP), the proposer must submit all required documents through the online application system designated by First 5 LA no later than **5 p.m. PT (Pacific Time) on December 14, 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 on December 14, 2021 may constitute an incomplete proposal and may be grounds for disqualification.**

Questions and requests for additional information must be submitted in writing to:

Christopher Stephens, Contract Compliance Officer  
E-mail: [cstephens@first5la.org](mailto:cstephens@first5la.org)

All questions and requests for additional information regarding this RFP must be received in writing by First 5 LA via email before **5 p.m. PT on December 6, 2021**. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions, including proposer specific conflict of interest questions,<sup>2</sup> and requests for additional information. First 5 LA may respond to individual inquires and then post replies to all questions by the posting date.

<sup>1</sup> Dates are subject to change at First 5 LA’s sole discretion.

<sup>2</sup> 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. Any proposer specific questions related to conflict of interest should be directed to Christopher Stephens at [cstephens@first5la.org](mailto:cstephens@first5la.org).

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Potential proposers are highly encouraged to participate in an informational webinar at **4 p.m. PT on November 18, 2021** to learn more about the RFP requirements. Please register for the webinar at: <https://first5la.zoom.us/meeting/register/tJlkdeGqqzMjHdH0bmsg9899gCdM7L-szBK9>.

**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 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.

## 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 <https://www.first5la.org/2020-2028-strategic-plan/> that articulates the organization's bold "North Star" – that by 2028, all children in Los Angeles County will enter kindergarten ready to succeed in school and life. The 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 (DEI)**: 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 revenue:

- **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 systems 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.

#### **D) Whole Child and Whole Family Framework**

The Whole Child and Whole Family framework, which First 5 LA is working to fully develop and implement as an approach to policy and advocacy, recognizes the interconnection of the multiple domains of child development, especially during the first five years of life, including physical well-being/motor development, social emotional development, language and literacy development, and cognition. A whole child approach recognizes that a child cannot fully learn and develop without addressing and understanding the context in which the child lives, grows, and develops. Health and well-being are critical to successful academic learning; trauma and adverse experiences negatively impact a child's ability to learn. Whole family approaches must center the care and development of a growing child as well as the stability and strength of the family, including income supports and employment policy, and the physical and behavioral well-being of all members of the household. This framework also takes into consideration the community, as built environments affect a family's and child's health and health prospects. Clean open spaces, walkable streets and access to healthy food are also central to the consideration of whole child and whole family policymaking.

The Whole Child and Whole Family framework also recognizes the overarching impact and pervasiveness of structural racism that disrupts children's health and well-being and family stability. Children of color, for example, endure higher rates of low birth weight, asthma, hospitalizations, homelessness, racism, and poverty, all of which have devastating impacts on health. The inequitable health outcomes that have plagued children of color and their communities are rooted in oppression from racist or xenophobic systems, laws and policies. Overall, Whole Child and Whole Family policymaking must account for and work to overcome the pre-existing discrimination and racism woven within institutions and structures across society that only compound the challenges children and families of color face, and that negatively impact optimal developmental and family success.

#### **E) First 5 LA Policy Agenda**

The 2021 First 5 LA Policy Agenda guides organizational policy efforts and advocacy at the local, state and federal levels. The agenda is centered on the Whole Child and Whole Family framework, and features specific goals and priorities related to Family Supports, Health Systems, Early Learning and Communities as mutually interconnected components. As such, the Policy Agenda seeks to uplift key interdependencies across systems, critical because First 5 LA exists at the intersection of systems change and policy change. See <https://www.first5la.org/our-mission/policy-agenda/> for more information. Supporting achievement of the adopted 2020-2028 Strategic Plan's Results for Children and Families, the agenda is grounded in First 5 LA's unique experiences and expertise, rooted in learnings from local investments, and informed by community- and family-priorities. Foundational to the agenda is an understanding that children ages prenatal to 5-years old represent a special population,

because the brain develops more rapidly during the earliest years of life than at any other time.<sup>3</sup> Due to this, the Policy Agenda emphasizes an upstream approach to care, and the need to reduce barriers and increase flexibilities in how families access services, so that young children can receive supports as early as possible. The current 2021 agenda features four overarching policy priorities.

**1. Promote a comprehensive system of family supports to advance positive outcomes for the whole child and whole family.**

- Build systems that strategically layer effective evidence-based, innovative and community-responsive resources of family strengthening supports, prioritizing home visiting and early intervention services.
- Promote and protect family supports to ensure families with young children and pregnant women are economically secure.
- Improve capacity and coordination across early identification, early intervention and family strengthening systems.

**2. Improve systems to promote the optimal development of children through early identification and supports that are family responsive.**

- Ensure children receive early and periodic validated developmental and behavioral screenings, and coordination to appropriate interventions.
- Strengthen child and family serving systems to prevent, anticipate, and respond appropriately to adverse experiences, trauma, and toxic stress.
- Incentivize preventative care to close maternal and pediatric health disparities through disaggregated data.

**3. Expand access to affordable, quality early care and education.**

- Increase public investment in early care and education systems prioritizing mixed delivery and family choice.
- Align an equitable and responsive early care and education quality support structure.
- Increase compensation and funded professional supports for the early care and education workforce.

**4. Ensure communities have the resources and environment to optimize their child's development.**

- Increase opportunities for community voices to shape resources, services and other critical issues affecting young children and families.
- Promote local flexibility in policies and systems that directly impact families and neighborhoods.
- Elevate and utilize disaggregated population level and integrated service data for effective system delivery and improvement.

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<sup>3</sup> First 5 LA annually refines and updates its Policy Agenda and will alert the selected Intermediary of all changes in subsequent versions, upon development.

## F) Diversity, Equity and Inclusion

First 5 LA embraces the diversity of L.A. County, advocates for justice, and promotes systems that advance the full participation of young children and families. Furthermore, First 5 LA grantmaking intends to serve the broader goals of dismantling structural racism in public and community systems, and promoting equity across the full spectrum of health, well-being and opportunity.

### III. PROJECT OVERVIEW

#### A. Historical Context

First 5 LA currently operates two distinct Policy and Advocacy Funds (PAF), and a PAF expansion pilot. These launched between 2017 and 2020, and broadly intend to strengthen and amplify First 5 policy, advocacy and systems change work (See **Appendix A: First 5 LA Policy and Advocacy Background**). Current PAF projects include:

- Early Childhood Education Policy and Advocacy Fund (ECE PAF): ECE PAF seeks to support advocacy for improved access to affordable, quality, sustainable ECE through greater public investment (See **Appendix B: First 5 LA ECE PAF Year 1 Evaluation Report 2017-2018** and **Appendix C: First 5 LA ECE PAF Years 2 and 3 Engagement & Expansion Report 2018-2020**).
- Built Environment Policy and Advocacy Fund (BEPAF): BEPAF's goals are to maximize advocacy toward improving child and family access to high-quality parks, open spaces, and recreation facilities; promoting safe and reliable transportation/ opportunities for mobility; and increasing food security (See **Appendix D: First 5 LA BEPAF Progress Report May-Sept 2020**).
- Health PAF Expansion: Pilot grants support advocacy for policies and practices that better ensure public systems provide maternal health services and early identification and intervention services, inclusive of home visiting supports, as well as the expansion of family-centered practices, including trauma-informed approaches in systems that serve children and families.

The current PAFs share major goals around supporting the capacity of funded organizations; cultivating diverse voices to advocate for early childhood; building the child and family serving advocacy fields toward an understanding of the importance of prioritizing the needs of young children; and generating progress toward achievement of First 5 LA strategic plan goals and objectives. Each of these PAFs will sunset by June 2022, making way for the next iteration of this work. First 5 LA expects that the next iteration of PAF will bring the three funds into alignment through a Whole Child/ Whole Family framework described in this RFP. See *Section II: Background* for more information on First 5 LA's 2020-2028 Strategic Plan, Policy Agenda, Whole Child and Whole Family Framework and previous PAF work).

#### B. Overview of the Early Childhood Policy and Advocacy Fund (ECPAF)

First 5 LA is seeking to evolve its PAFs to promote more aligned and holistic advocacy through a Whole Child and Whole Family lens as detailed in the First 5 LA Policy Agenda (See <https://www.first5la.org/our-mission/policy-agenda/> for more information), by integrating existing efforts into the ECPAF. This fund will feature differing strategies but shared outcomes across those strategies, **especially around prioritizing children ages prenatal to 5-years old as a special population**. It will also bring together diverse advocacy voices whose work occurs and operates at the intersection of

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systems; support achievement of First 5 LA strategic and sustainability priorities; and reflect commitment to diversity, equity and inclusion.

C. Lobbying Compliance

First 5 LA is not permitted to participate in “grassroots lobbying” activities, and as such, cannot take any action to ask, persuade, encourage, or elevate to others the opportunity to take any action on a new or existing public policy proposal. The selected Intermediary will ensure funded grantees follow all lobby compliance rules and regulations. Upon award, First 5 LA will share the full set of lobby compliance guidelines with the selected Intermediary. Specific prohibited activities include, but are not limited to, the following:

- Funded grantees cannot ask others to ask policymakers to take any action on new or existing public policy proposals.
- Funded grantees cannot ask others to take official support or oppose positions on new or existing public policy proposals.
- Funded grantees cannot pay for another organization to ask or persuade their clients to take any action on new or existing public policy proposals.
- Funded grantees cannot communicate to others the opportunity to sign-on to “coalition letters” or participate in any “call to action” activities to support or oppose new or existing public policy proposals (e.g. forwarding email requests for sign-on’s or taking action on a public policy proposal, or promoting sign-on’s on websites or social media platforms).

D. Desired objectives and outcomes.

The ECPAF objectives below refer to the results ECPAF will seek to achieve within the project’s life cycle, given its level of resources and funding. The ECPAF outcomes below are the longer-term policy, practice and systems change effects and impacts that will result from ECPAF efforts, given achievement of the project’s objectives. Together, the objectives and outcomes described in this section represent the overall goals of ECPAF.

ECPAF includes the following **objectives**:

- 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.
- 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.
- Close disparities, and guide resources to communities that would most benefit.
- Ensure participation of a diversity of organizations, including those that represent community priorities.
- Advance advocacy across multiple domains of policymaking, including administrative, legislative and budget platforms.

The primary **outcomes** that ECPAF will work to achieve include:

- 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 systems

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- Building and strengthening the intersections of public systems that impact the full spectrum of child health and development, including the ability of young children to receive early identification and intervention supports, access early learning resources, and grow up in safe and nurturing environments.
- Promoting effective family engagement with public systems and ensuring delivery of services and supports to children and families.
- Creating self-sustaining policy changes and supporting movements that benefit children and families beyond the life cycle of ECPAF grantmaking.

#### IV. SCOPE OF WORK

First 5 LA is seeking proposals from qualified organizations (with or without subcontractors) to serve as the Intermediary for First 5 LA's ECPAF. Specifically, this solicitation seeks proposals from organizations interested in serving as an Intermediary to manage ECPAF through the following roles:

- **Co-designing and implementing** the ECPAF's grant programs and fund guidelines, in collaboration with First 5 LA. ECPAF's approved Fund Guidelines document (Fund Guidelines) will include, but is not limited to, details of the ECPAF's purpose, requirements for interested grantees, a description of First 5 LA and the selected intermediary, eligibility criteria for interested grantees for available funding, grantee expectations and timelines for funding, and information to interested grantees on how to apply for these grants. First 5 LA expects the selected proposer to present the co-designed ECPAF fund guidelines to our Board of Commissioners during the first quarter of First 5 LA's Fiscal Year 2022-23.
- **Providing grant administration and monitoring** of the ECPAF, such as providing fiscal management of the available funding, issuing solicitations to disburse funding, establishing policies and control measures within grant solicitations and agreements, monitoring grant agreements, and being a partner to First 5 LA in the competitive grantee selection process.
- **Coordinating and convening ECPAF grantees** to promote peer learning by offering a space for grantees to share perspectives and best practices, with the intention of increasing connections amongst grantees.
- **Providing technical assistance, guidance and access to knowledge and resources** to ECPAF grantees, individually and collectively, to help strengthen advocacy capacity in support of achieving ECPAF objectives and outcomes.
- **Achieving the objectives and primary outcomes** of the ECPAF, as detailed above.
- **Evaluating the outcomes of ECPAF.** Evaluation criteria measuring the outcomes of ECPAF will be co-designed with the selected Intermediary throughout the project. Additional evaluation criteria may be considered by First 5 LA and the selected Intermediary on an as needed basis. Proposers may conduct the evaluation or subcontract to conduct the evaluation. The co-designed evaluation criteria and implementation should include, but is not limited to, the development of an evaluation platform and approach, measuring progress toward the ECPAF's primary objectives and outcomes, and providing reporting on grantee performance and use of awarded funds.

The following primary roles and responsibilities outline one possible approach to organizing the work of this project and identifying potential tasks that could be carried out in each phase. Proposals submitted in response to this RFP should detailed Proposer's proposed approach as identified in

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*Section IX. Required Documents.* Ultimately, the approach including the combination and sequencing of phases and tasks will be determined collaboratively by First 5 LA and the Project Team. Please see below for information on First 5 LA's expectations for the selected ECPAF Intermediary.

**Primary Roles and Functions:**

The selected Intermediary is anticipated to serve in the following roles and functions to support early childhood advocacy and promote a whole child and whole family frame across the field of advocates. The selected Intermediary will work closely with First 5 LA to ensure alignment with the ECPAF's objectives and primary outcomes, as detailed in the Project Overview section. Additional functions and deliverables may emerge as the ECPAF co-design is finalized and implementation occurs. First 5 LA has final approval of all strategy, deliverables, design, and selection of ECPAF grantees.

**1. Co-designing and implementing:** The Intermediary serves as a strategic thought partner to First 5 LA, and as the primary implementer of the ECPAF. This includes partnering with First 5 LA staff to refine initial thinking around the co-design and implementation of the components of ECPAF as well as developing and/or further developing grant objectives, strategies, fund guidelines, timelines and evaluation and learning strategy. First 5 LA has final approval of design, implementation strategy and grant programs of the ECPAF. **The Intermediary may not subcontract the role of Co-Designing and Implementing. The Intermediary may subcontract for the role evaluator.**

Functions

- Co-designing and advising ECPAF's grant programs and fund guidelines in collaboration with First 5 LA.
- Co-designing timelines, project management strategies, procurement strategies, and public outreach methods.
- Managing the development of communications materials to publicize ECPAF in accordance with First 5 LA Style Guide (See <https://www.first5la.org/article/branding/> for more information).
- Supporting First 5 LA in fulfillment of its roles by facilitating communication with ECPAF grantees as well as arranging meetings between grantees and First 5 LA staff or its contractors.
- Learning will be required for all involved throughout the life cycle of ECPAF. Evaluation criteria measuring the outcomes of ECPAF will be co-designed with the selected Intermediary throughout the project. Additional evaluation criteria may be considered by First 5 LA and the selected Intermediary on an as needed basis. Proposers may conduct the evaluation or subcontract to conduct the evaluation. If the selected Intermediary does not serve in the evaluator capacity, they will be required to collaborate with the subcontracted evaluator. Evaluation efforts may include continual learning for individual grantee organizations and among grantees participating in ECPAF; compile feedback and lessons learned from ECPAF grantees; and evaluate experiences working with grantees, in order to help inform the philanthropic field towards investing in the Whole Child and Whole Family principles.

**2. Lobbying Compliance:** First 5 LA funds cannot be used for the purposes of grassroots lobbying. As a result, Grantees receiving funds from First 5 LA, whether provided directly by First 5 LA or indirectly through an Intermediary, cannot utilize those First 5 LA dollars to participate in "grassroots lobbying" activities, and cannot take any action to ask, persuade, encourage, or elevate to others the opportunity

to take any action on a new or existing public policy proposal. **The Intermediary may not subcontract this role of Lobby Compliance.**

#### Functions

- Ensure grantee compliance with all lobbying requirements, rules and regulations.
- Develop materials to ensure funded grantees understand and comply with lobbying guidelines.

**3. Grant administration and monitoring:** The Intermediary will assume direct responsibility for the oversight of ECPAF grantees and compliance to the contract with First 5 LA. Tasks include, but are not limited to: fiscal management, reporting, invoicing, subcontracting, re-granting and monitoring. The Intermediary is responsible for ensuring that public funds are properly monitored and distributed in a timely manner and subcontractors (if applicable) and grantees deliverables are being met, including adherence to First 5 LA lobbying requirements. **The Intermediary may not subcontract this role of Grant Administration and Monitoring.**

#### Functions

- Manage grant redistribution, including issuing solicitations and partnering with First 5 LA on the competitive grantee selection process, and monitor project implementation.
- Provide fiscal management of ECPAF.
- Oversee all subcontracts and grants, including
  - Reporting to First 5 LA to reflect fulfillment of reporting requirements and timely invoicing.
  - Establishing policies and controls to administer grant solicitations and funds.
  - Overseeing budgetary and programmatic requirements.
  - Ensuring adherence to First 5 LA values and Funding Guidelines (See <https://www.first5la.org/article/funding-guidelines/> for more information).

**4. Coordination and convening:** The Intermediary will work with First 5 LA to determine when and how often to convene grantees, provide recommendations for how best to facilitate meetings and how to measure the meetings' usefulness and success, including collection and analysis of grantee feedback, and other relevant metrics to determine meeting success to be determined, and implement of all meeting improvement measures. Through its role as convener and coordinator, the Intermediary will provide all logistical support needed to plan, facilitate and hold grantee meetings and events. In the event physical meetings are appropriate and safe, this includes everything from arranging facilities, interpretation, translation, food, attendance tracking and note taking as needed. In the event of virtual meetings, the Intermediary will be responsible for setting up appropriate virtual services (e.g. Zoom, Cisco Webex, etc.), translation, ensuring all grantees have the software and Internet access necessary to attend, attendance tracking and note taking as needed. This role can be done by the Intermediary and/or through subcontractors, as necessary, for specific needs that may emerge.

#### Functions

- Coordinating and convening ECPAF grantees, to increase collaboration and cross-organization learnings.
- Organize and host in-person and/or virtual group convenings.

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**5. Technical assistance, guidance and access to guidance and resources:** The Intermediary is responsible for supporting ECPAF grantees in developing the capabilities they need to successfully advocate for early childhood related policies and systems that impact children and families. The timeline and type of support for technical assistance will be determined jointly by First 5 LA and the Intermediary. The role of Technical Assistance can be done by the Intermediary and/or through subcontractors, as necessary, for specific needs that may emerge.

Functions

- Providing technical assistance to ECPAF grantees to help strengthen their organizational capacity and effectiveness, toward the specific achievement of ECPAF objectives and outcomes. For example: staff and board development, sustainability, policy advocacy, communications, and leadership coaching. Activities not supported include assistance on capital projects or fundraising (See <https://www.first5la.org/article/funding-guidelines/> for more information).
- Providing technical assistance to ECPAF grantees to ensure achievement of ECPAF objectives and outcomes.

Performance of the intermediary will be measured by the ability to fulfill the primary roles and functions outlined above. A schedule of regular progress reports will be jointly determined by First 5 LA and the selected Intermediary. The roles and functions of the Intermediary described in this RFP will be reviewed and may be revised annually based on lessons learned.

**V. ELIGIBILITY**

Proposers must meet the following minimum requirements:

- Must have a minimum of 5 years of operation as a legal entity.
- Must have the capacity to work throughout Los Angeles County and statewide, as needed.
- Must have 5 years' experience in grant administration (e.g. developing and managing fund guidelines, solicitations, grant processes, awarding and distributing grants).
- Must have the capacity and financial infrastructure to receive and distribute grants on a timely basis. At a minimum, Proposers must be able to provide the following as part of their proposal:

For Non-Profit Organizations:

- One (1) Financial Audit Report completed by an independent firm of certified public accountants OR two (2) consecutive years of Form 990. Audit and Form 990s should be no older than 2019, and;
- A current organization-wide Annual Operating Budget that covers the proposer's current operating year (e.g., January 1-December 31, July 1-June 30, etc.).

For Profit Organizations

- One (1) Financial Audit Report completed by an independent firm or certified public accountants OR most recently completed tax return. Audit and tax return should be no older than 2019, and;
- Three (3) months of financial statements

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Proposers that do not meet the above referenced eligibility requirement(s) will not pass Level 1a: Administrative Review. See RFP *Section VIII. Selection Process and Review Criteria for more information*. Contractors serving as intermediaries for First 5 LA's existing PAFs are eligible to apply, if all eligibility requirements listed above are met.

## **VI. DESIRED QUALIFICATIONS**

The ideal proposer will have experience in grant administration and monitoring, organizational capacity building, peer learning, providing technical assistance and group training, and promoting Diversity, Equity and Inclusion through grantmaking. The ideal proposer will be familiar with the fields of early childhood policy and advocacy.

### **Experience**

- Experience incorporating community-identified priorities into grantmaking, including methods for understanding and soliciting community priorities and then ensuring those priorities receive prioritization in funding opportunities.
- Experience recruiting and inviting a diverse set of organizations and voices into fund opportunities.
- Experience in grant administration (e.g. developing and managing fund guidelines, solicitations, grant processes, awarding and distributing grants), in the realm of public policy advocacy.
- Demonstrated experience in leadership and organizational capacity building, particularly related to the field of early childhood development, family health, early learning, built environment, etc.
- Experience serving in a technical assistance provider role for a public, private entity or not-for-profit entity – with demonstrated success.
- Experience designing, coordinating, and organizing a group learning curriculum for grantees.
- Experience with planning and operating convenings with key informants such as funders, community leaders, policy and decision makers, especially those in Los Angeles County.
- Experience and ability to coach and train multiple grantees to become effective at growing and cultivating their organizations, and to promote learnings across peer organizations funded within ECPAF. Examples of activities may include strategic planning, and administrative, legislative and budgetary advocacy.

### **Knowledge**

- Knowledge and experience in effective public policy advocacy at the federal, state and local levels.
- Knowledge and expertise in policy advocacy and systems change efforts in Los Angeles County and California related to early childhood development and family success. General understanding of issues related to First 5 LA's 2021 Policy Agenda priority areas, including Family Supports, Early Intervention, Quality Early Learning and Communities.
- Knowledge and expertise of organizational development, organizational change management, including the ability to assess organizational challenges and develop strategies to strengthen organizational capacity, if necessary.

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- Knowledge and expertise in inclusive grantmaking practices to ensure diverse and underrepresented voices in the field of public policy advocacy, including organizations First 5 LA has not traditionally partnered with or funded, as to include these entities in ECPAF.

### **Skills**

- Strong operations and organizational efficiency and staffing.
- Ability to initiate engaging and effective facilitation and technical assistance provision skills.
- Ability to design, manage, and track multiple technical assistance and group training convenings.
- Ability to work effectively with individuals, teams, and networks with diverse strengths and varying backgrounds.
- Ability to galvanize individuals, groups, and communities, with a variety of interests, to create an authentic, inclusive and equitable consensus-building process around a shared vision.
- Ability to communicate complex issues, stimulate creative thinking and negotiate differences to resolve conflicts in a way that can be understood by multiple audiences.
- Strong management and team building skills.

### **DEI:**

- Experience determining optimal investment levels among diverse grantees and promoting inclusiveness around who receives funding.
- Experience incorporating community priorities into grantmaking, and advancing and building on community experience.
- Experience in utilizing grantmaking to advance: 1) equity, including equitable allocation of resources to highest need communities, 2) inclusive decision making amongst underrepresented populations, and 3) practice and policy changes to advance racial justice.

## **VII. TERMS OF PROJECT**

First 5 LA expects to enter into a 12-month initial agreement with the selected contractor for a not-to-exceed amount of \$596,000 for administrative and operating costs, with an anticipated start date in April 2022, subject to approval by the First 5 LA Board of Commissioners. First 5 LA may negotiate an advance payment during the initial 12-month agreement for regranting based on course of the development of co-design and implementation of ECPAF components. The contract will renew annually at First 5 LA's sole discretion for a total project term of up to five years. Subsequent budgets will be determined by the scope of work and needs of this project. Contract renewal will be based on contractor performance and contingent upon approval by the First 5 LA Board of Commissioners. First 5 LA reserves the right to terminate the contract if the quality of services is not to First 5 LA's satisfaction. It is the intent that approaches will be sustainable after First 5 LA's investment is complete. It is expected that approaches and outcomes that this project achieves will be sustainable beyond the scope of ECPAF grantmaking, regardless of its ultimate life cycle. In the context of ECPAF, First 5 LA defines sustainability as achieving lasting policy change, particularly that builds and strengthens the intersections of family serving systems; developing the early childhood advocacy field; ensuring children prenatal to 5-year are broadly acknowledged as a special population; and supporting movements that benefit children and families.

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This will be a cost-reimbursement contract. In a cost-reimbursement contract, the contractor will be reimbursed through monthly invoices based on services rendered and actual expenses incurred. A final budget will be negotiated with the selected proposer. Therefore, contractor must anticipate a sufficient cash flow to support a 90-day billing cycle. First 5 LA may negotiate an advance payment only for regrating needs; all other expenses will be on a cost reimbursement basis.

A schedule of regular reports will be jointly determined by First 5 LA and the selected intermediary. Additional contract management requirements and/or reports will be determined by First 5 LA and selected Intermediary during negotiations. The selected proposer shall have technological capabilities for efficient phone and email communication to facilitate interaction with First 5 LA staff and other partners as necessary.

### **VIII. SELECTION PROCESS AND REVIEW CRITERIA**

First 5 LA will review the proposers based on the multi-stage review process detailed below. Proposer 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 1a Administrative 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, which includes Level 1b Financial Review. 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 form (**Appendix L: Litigation & Contract Compliance 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. If applicable, First 5 LA will evaluate past and current performance under a First 5 LA agreement to inform Level 1a Administrative Review. First 5 LA reserves the right to request additional information, if needed, to validate eligibility and/or and minimum requirements.

Additionally, First 5 LA will conduct a conflict of interest review for proposers including subcontractors.

#### **Level 1b Financial Review**

Proposers that pass Level 1a review will proceed to Level 1b Financial Review. First 5 LA will review the following documents to ensure the financial capacity of proposers:

- **For Non-Profit Organizations:**
  - A. One (1) Financial Audit Report completed by an independent firm of certified public accountants OR two (2) consecutive years of Form 990. Audit and Form 990s should be no older than 2019; and,
  - B. A current organization-wide Annual Operating Budget that covers the proposer's current operating year (e.g., January 1-December 31, July 1-June 30, etc.).



- For Profit Organizations

- A. One (1) Financial Audit Report completed by an independent firm of certified public accountants OR most recently completed tax return. Audit and tax return should be no older than 2019; and,
- B. Three (3) months of financial statements.

As a public entity, First 5 LA has a responsibility to the public to ensure that the organizations that receive the funds are financially stable to provide the contracted services. Further written materials regarding the financial stability of the agency may be requested during or prior to the financial review. Proposers that fail to submit requested additional information will be reviewed based on documents provided at the time of application. Proposers will not advance to the next level of review if the documents submitted demonstrate administrative and/or financial issues that would indicate an inability to effectively manage funds awarded under this RFP.

#### Level 2 Proposal Review

Proposers that pass Level 1 review will proceed to Level 2 Proposal Review. Reviewers will review and score submissions using the Level 2 Review Tool (**Appendix E: ECPAF Level 2 Proposal Review Tool**). The Proposal Review Panel will be comprised of First 5 LA staff. Prior to beginning their review, the reviewers will be assessed for conflicts of interest with proposers, including subcontractors, and sign a Conflict-of-Interest form to certify that there are no conflicts of interest. Reviewers will participate in a calibration session prior to finalizing their scores.

#### Level 3 Interview

Highly scoring proposals from Level 2 Proposal Review will proceed to Level 3 Interview. Only key personnel identified in the proposer's submission to the RFP can participate in the interview. Tentative interview dates are included in Section I: Timeline for Selection Process and are subject to change at First 5 LA's sole discretion. Interviews will be held virtually through Zoom or a similar platform. 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. Reviewers will participate in a calibration session prior to finalizing scores. Further written materials may be requested prior to or after the interview. First 5 LA reserves the right to schedule additional interviews/meetings.

#### Reference Checks

Reference checks may be conducted. If reference checks are conducted, proposers will be notified by email and will be required to submit three references. Information obtained through reference checks will complement the results of Level 3 Interview. First 5 LA must be able to contact two (2) references provided by the proposer. If two (2) references cannot be reached, First 5 LA may deem the proposer ineligible for this opportunity.

#### Award of Contract

The highest scoring proposer from the Level 3 Interview, in combination with information obtained through reference checks if conducted, will be recommended to First 5 LA's Board of Commissioners for award of the contract.

## IX. REQUIRED DOCUMENTS

The documents listed in this section are required to respond to this RFP. The Proposal Checklist (**Appendix F: ECPAF Proposal Checklist**) is available to assist in proposal completion. Omission of any document/form will constitute an incomplete proposal and may be grounds for disqualification.

Unless explicitly requested in this Section IX. Required Documents, please **do not** attach additional cover pages to the required documents. Proposals that exceed First 5 LA's page limits will be adjusted by the removal of page(s) from the proposal. Pages will be removed before the Level 2 Proposal Review. The removed page(s) will not be made available to reviewers.

Unless explicitly requested in this Section IX. Required Documents, please **do not** embed hyperlinks in your proposal documents. Any hyperlink included in proposal documents will be deactivated before the Level 2 Proposal Review and will not be made available to reviewers.

- **Online Application:** In order to respond to this RFP, 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 form. Instructions on setting up the account and access the online application may be found at <https://www.first5la.org/article/first-5-la-online-application-help/>

To access the online application:

[https://www.GrantRequest.com/SID\\_725?SA=SNA&FID=35359](https://www.GrantRequest.com/SID_725?SA=SNA&FID=35359)

- **Proposal Approach Narrative (Maximum 15 pages single-spaced, 11-point Arial or Times New Roman font with 1" margins):** Proposers should provide a narrative describing the following:
  - A) Given the information presented in this RFP, interested parties are asked to submit a narrative that responds to the following:
    - 1) **Knowledge, Skills, & Experience:** Please describe your team's qualifications, skills, and experience and explain how they are aligned with the Project Overview, the Scope of Work, and the Desired Qualifications in Sections III, IV, & VI, respectively.
    - 2) **Proposed Project Approach:**
      - a) Provide a high-level approach to your grantmaking process, how you monitor and select grantees, and your process for distributing and administering grants.
      - b) Provide an approach to the proposed Scope of Work that, at a minimum, discusses a high-level timeline, your plan for developing ECPAF fund guidelines, and disbursing an initial round of funds following co-design and implementation of fund guidelines. Please include in your response what portion of the work will be performed by a subcontractor, if applicable.
      - c) Describe the general or high-level process you would utilize for developing the ECPAF fund guidelines. In your response, demonstrate how First 5 LA, in collaboration with the selected Intermediary could co-design fund

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guidelines that meet the goals, objectives and primary outcomes of the ECPAF.

- d) Describe any anticipated challenges with your proposed project approach and how these challenges will be addressed or mitigated. Anticipated challenges may include, but are not limited to, the following:
  - What grantee needs are expected to arise?
  - What is the timeline for a resolution to any anticipated challenges?
  - What assistance will be provided by the proposer or a selected subcontractor, if applicable, to remedy any challenges?
- e) Describe your approach to developing the ECPAF's fund guidelines 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.

3) **DEI:** How the proposer would incorporate DEI into ECPAF (See RFP Section II.A. First 5 LA's Values):

- a) Describe how First 5 LA's value of DEI would be embedded throughout the co-design and implementation of ECPAF's fund guidelines, and how the proposer would ensure all DEI goals are met.
- b) Describe your experience with promoting DEI through grantmaking, incorporating community priorities into grantmaking, and recruiting and inviting a diverse set of organizations and voices into fund opportunities, as well as ensuring optimal investment levels among diverse grantees and promoting inclusiveness around who receives funding. Explain how these experiences would complement and/or advance the DEI goals of the ECPAF.

4) **Lobbying Compliance:** How the proposer would incorporate First 5 LA lobbying guidelines (See Section III, subsection C. and Section IV, subsection 2):

- a) Describe how you would ensure grantee compliance with First 5 LA lobbying requirements, rules and regulations, 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.

- **Primary Project Objectives and Primary Outcomes Narrative (Maximum 10 pages, single-spaced, 11-point Arial or Times New Roman font with 1" margins):** Proposers should provide a thorough description of how they would achieve all ECPAF primary objectives and outcomes (See Section III, subsection D for more information about First 5 LA's Desired Objectives and Outcomes).

- **Proposed Scope of Work (Appendix I)**

- Proposers must submit a Proposed Scope of Work using **Appendix I: ECPAF Scope of Work Template**. The Proposed Scope of Work should detail the proposed objectives, key activities and related deliverables for the initial 12-month period and should align with the Proposal Approach Narrative & Proposed Budget. The Proposed Scope of Work should also include a short description identifying subcontracted work,

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if any, and how it will be controlled, monitored, & evaluated during the project. *This Proposed Scope of Work may serve as the starting point for contract negotiations with the selected proposer.*

- **Organizational Chart (Maximum 1 page)**
  - Provide a single page document showing the proposed project team. Please include each team member's name and title and illustrate the team's overall organizational structure. If subcontractors are contemplated, identify those persons or firms on the organizational chart as well.
- **Resumes or Curricula Vitae (maximum of 3 pages per team member):** Include resumes or curricula vitae for key personnel including proposed subcontractors, if applicable, who will exercise a major policy, administrative, or consultative role in carrying out the work described in Section IV. Scope of Work. Do not embed hyperlinks in resumes.
- **Proposed Budget:** Proposer must submit a completed budget for the administrative and operating costs for the initial contract term of 12 months using **Appendix J: ECPAF Budget Template**. This should exclude the regrating amount.
- **Budget Narrative (maximum of 8 pages single-spaced, 11-point Arial or Times New Roman font with 1" margins):** Proposer must provide a budget narrative describing each line items of the budget. Please see **Appendix J: ECPAF Budget Template** and **Appendix H: ECPAF Budget and Narrative Instructions** for guidance on how to complete the budget narrative.
- **Two (2) Work Samples (maximum of 6 pages for each sample not including the work sample cover page):** First 5 LA is requesting two (2) work samples from proposers. Please see details below:
  - **Work Sample #1:** Please provide a work sample detailing the policy development, coordination, and implementation that the proposer has developed for a previous project or client and describe the final product as well as the process utilized to achieve lasting, sustainable policy change. ECPAF defines sustainability as building and strengthening the intersections of family serving systems; developing the early childhood advocacy field; ensuring children prenatal to 5-year are broadly acknowledged as a special population; and supporting movements that benefit children and families. Please use the cover page included in **Appendix K (Work Sample Cover Page)** with your submission.
  - **Work Sample # 2:** Please provide a work sample of either of the following:
    - A work sample detailing the development, coordination, and implementation for fund guidelines that proposer has developed for a previous project or client and describe the final product as well as the process utilized to develop those guidelines. Please use **Appendix K: Work Sample Cover Page** with your submission
    - A work sample detailing a framework for developing, coordinating and implementing draft fund guidelines, and describe the potential final product as well as a proposed process for developing those guidelines. Please, or; use **Appendix K: Work Sample Cover Page** with your submission.

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- **Litigation and Contract Compliance Form (Appendix L):** 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.
- **Financial Documents:** Proposers must submit the following financial documents:

For Non-Profit Organizations:

- A. One (1) Financial Audit Report completed by an independent firm of certified public accountants OR two (2) consecutive years of Form 990. Audit and Form 990s should be no older than 2019; and,
- B. A current organization-wide Annual Operating Budget that covers the proposer’s current operating year (e.g., January 1-December 31, July 1-June 30, etc.).

For Profit Organizations

- A. One (1) Financial Audit Report completed by an independent firm of certified public accountants OR most recently completed tax return. Audit and tax return should be no older than 2019; and,
- B. Three (3) months of financial statements.

- **Business License** (if applicable)

**Failure to submit all required attachments 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 RFP, please complete and submit your proposal and all required documents to First 5 LA no later than **5 p.m. PT on December 14, 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.

## **X. TERMS OF THE RFP**

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 RFP requirements. Addenda to this solicitation, if any, will be posted on First 5 LA’s website at <https://www.first5la.org/news-resources/funding-center/>.

First 5 LA reserves the right to reject all bids and re-advertise for bids, and that failure to comply with bid specification may be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of ninety (90) calendar days following submission of the bid unless otherwise approved by First 5 LA. First 5 LA may waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders

or proposers. First 5 LA also reserves the right to cancel this RFP, 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 RFP. Any cover letters, résumés and curriculum vita, including attached materials, submitted in response to this RFP 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.

First 5 LA may, at its discretion, request that the Contractor undertake additional, unanticipated, activities that are aligned to the project objectives of this RFP and incorporate such activities into the final Scope of Work/Performance Matrix and Budget, if applicable.

## **XI. CONTRACTUAL CONSIDERATIONS**

The successful proposer must sign and adhere to the provisions of the First 5 LA Contract (**Appendix G: First 5 LA Sample Contract**). 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. If a satisfactory agreement cannot be negotiated within 30 days of award, First 5 LA may, at its sole discretion, begin negotiations with the next qualified proposer, as determined by First 5 LA. 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 RFP. First 5 LA may deem a proposer ineligible to respond to this RFP 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 RFP;

(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 <https://www.first5la.org/article/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 RFP 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.

First 5 LA, in its sole discretion, may conduct an evaluation of this project. Contractors will be required to comply with First 5 LA's evaluation and any requests for information arising out of such evaluations within the timeframe specified by 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 (See 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 award. First 5 LA may revise the proposed effective date prior to final execution of the awarded contract.

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 RFP 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

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- 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.

## **XII. 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 the solicitation. Appeals challenging First 5 LA's decisions on the merits or qualifications of bidders or proposers, or the scoring of proposals shall not be permitted. Appeals regarding First 5 LA's decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed within ten (10) business days following the date the notification of decision is made by First 5 LA. The appeal must be filed by email to the designated contact person on the solicitation or other method described in the solicitation. An appeal shall be deemed filed on the date it is received by First 5 LA. Any appeal received by First 5 LA after the close of business on the tenth (10th) business day following the date the notification of decision is issued shall be rejected. Please be advised that your agency has the right to appeal the decision. First 5 LA's Appeals Policy can be found at <https://www.first5la.org/wp-content/uploads/2021/10/Procurement-Policy-2021.pdf>. Please refer to Section XI. Appeals for more information.

## **XIII. APPENDICES**

### **For Informative Purposes:**

- Appendix A: First 5 LA Policy and Advocacy Background
- Appendix B: First 5 LA ECE PAF Year 1 Evaluation Report 2017-2018
- Appendix C: First 5 LA ECE PAF Years 2 and 3 Engagement & Expansion Report 2018-2020
- Appendix D: First 5 LA BEPAF Progress Report May-Sept 2020
- Appendix E: ECPAF Level 2 Proposal Review Tool
- Appendix F: ECPAF Proposal Checklist
- Appendix G: First 5 LA Sample Contract
- Appendix H: ECPAF Budget and Narrative Instructions

### **For Submission:**

- Appendix I: ECPAF Scope of Work Template
- Appendix J: ECPAF Budget Template
- Appendix K: Work Sample Cover Page
- Appendix L: Litigation and Contract Compliance Form

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