



First5LA.org

Provider Advisory Group Consultant REQUEST FOR PROPOSALS (RFP)

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

RELEASE DATE: April 27, 2023

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFP Released on First 5 LA’s Funding Center	April 27, 2023
Final date to submit questions regarding the solicitation	May 9, 2023
Posting of responses to questions regarding the solicitation	May 11, 2023
Proposal Submission Deadline	May 17, 2023
Contractor Selected	June 13, 2023
Contract Start Date	July 1, 2023

First 5 LA will accept proposals responding to this Request for Proposals (RFP) from proposers through First 5 LA’s online application system. First 5 LA will accept proposal submissions from the date of the release of this RFP through **5:00 p.m. PT on May 17, 2023. Proposals submitted after 5 p.m. will not be considered.** 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 as identified by Section IX. Required Documents by 5:00 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:

Hannah Allen, Contract Officer
 E-mail: hallen@first5la.org

All questions and requests for additional information regarding this RFP must be received in writing by First 5 LA via email before **May 9, 2023 5 p.m. PT.** 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 inquiries and then post replies to all questions on F5LA’s website by the posting date.

Updates and Addenda

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/article/provider-advisory-group-consultant-request-for-proposals-rfp/> .

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

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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 Refined Strategic Plan

On November 10, 2022, First 5 LA's Board of Commissioners approved the refined 2020-28 Strategic Plan (<https://www.first5la.org/2020-2028-strategic-plan/>) that articulates the organization's "North Star" – that all children in Los Angeles County will reach their full developmental potential throughout the critical years of prenatal to age 5. The refined North Star grounds First 5 LA's focus on the importance of the prenatal to age 5 window for strengthening connections, building resilience, and closing disparities.

First 5 LA also identified an overarching systems change goal as a critical step to reaching its North Star: Public systems most critical to children's development prenatal to 5 advance belonging and justice for communities which experience significant inequities. First 5 LA will undergo a new Strategic Plan Reset. The Reset will be finalized by November of 2023.

III. PROJECT OVERVIEW

Home-based child care (HBCC) is often defined using two categories: Family Child Care (FCC) and Family Friend and Neighbor (FFN) care. FCCs provide child care from their homes through licensed, regulated services in exchange for payment, while FFNs provide child care that is informal, or license-exempt, and can be paid or unpaid. HBCC settings are able to provide unique, flexible, child care environments that can include non-traditional hours for working parents, cultural and linguistic connections with the families they serve, and close attention and care for infants and toddlers. These strengths position the HBCC system to serve families who face some of the greatest barriers to accessing high-quality, affordable child care. However, HBCC providers often do not have equitable access to resources, early childhood investments, or recognition as professionals in their field. As the primary setting of non-parental care in Los Angeles County, home-based child care is a vital component to achieving First 5 LA's goal of ensuring all children reach their full developmental potential between the years of prenatal to 5.

In response to this knowledge, First 5 LA's Early Care and Education (ECE) team launched a home-based child care landscape analysis in 2021 to better understand home-based child care in Los Angeles County, the families who utilize it, and the providers serving in the field. This effort has generated a full report (to be released in 2023) that details and expands upon the information gathered from community participation in surveys, focus groups, and sense-making sessions. The ECE team also recognized a need to intentionally and directly involve providers in developing an HBCC systems change strategy

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that is grounded in the lived experience of those most impacted by the work—a reflection of power sharing, one of First 5 LA’s desired long-term systems outcomes.

In May 2022, the ECE team launched the Provider Advisory Group (PAG): a panel of 10 experienced home-based child care providers who serve as partners for the ECE team in the emerging HBCC strategy. The group convenes monthly and has worked to determine its structure, vision, and goals, as well as continuously build capacities as a group to participate in emerging opportunities to partner with the ECE team as the HBCC strategy develops.

IV. SCOPE OF WORK

The ECE team seeks a consultant that will primarily serve to design, support, and facilitate the regular convening of the Provider Advisory Group. The selected proposer will also provide guidance for the ECE team in effectively incorporating provider feedback into its programmatic strategy. The current composition of the Provider Advisory Group includes only FCCs; the team seeks to expand the Provider Advisory Group to include FFNs through the assistance of the selected proposer. It is anticipated that the FCC and FFN subsets of the Provider Advisory Group will meet separately for most activities.

The successful execution of this project will result in: 1) a Provider Advisory Group that is expanded to include both FCC and FFN providers; 2) co-development of goals with the ECE team and Provider Advisory Groups (FCC and FFN subsets) that are met throughout the course of the project; 3) continuous collection of feedback from the FFN and FCC Provider Advisory Group subsets to measure the level of engagement amongst participants; 4) Clear recommendations made to the ECE team towards home-based child care system improvement in LA County based on the selected proposer’s assessment of the PAG (FCC and FFN subsets) and other relevant information 5) increased capacity of PAG (FCC and FFN subsets) to participate in systems change work.

First 5 LA is seeking proposals from qualified organizations (with or without subcontractors) to serve as the consultant and facilitator for the FCC and FFN Provider Advisory Groups. The following duties shall be performed by the selected proposer:

- **Launch and Onboarding:** Aid in the recruitment of 4-6 FFN child care providers and create an onboarding plan for these new members; this includes establishing a refined charter, group agreements, and distinct goals and activities that may differ from the original (FCC) PAG goals and activities, as appropriate.
- **Design and Strategy Development:** Work with the ECE Team and Provider Advisory Groups (both FCC and FFN) to co-develop and execute activities, goals, and strategies.
- **Meeting Facilitation:** Facilitate and coordinate Provider Advisory Group (both FCC and FFN) meetings and develop all necessary materials (i.e. pre-reading, agendas, presentations, etc.), anticipating separate meetings, goals, and development requirements for the FCC and FFN group.
- **Capacity Building:** Continuously work with the ECE Team and other key partners (this may include partners such as the Child Care Alliance of Los Angeles or the California Child Resource Center) to identify discussion topics and actions steps for FCC and FFN Provider Advisory Groups. Based on this assessment and resulting discussions, provide appropriate support to group members and appropriate recommendations to ECE Team for programmatic strategy development. Through ongoing relationship-building and observation, assess the capacity needs of both the FCC and FFN Provider

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Advisory Groups subsets in relation to leading systems change. This may include identifying and establishing connections to other organizations that can help foster capacity building capabilities for the Provider Advisory Groups.

- **Continuous Development:** Participate in regular de-briefing/strategy development meetings with the ECE Team and other partners to continuously assess and determine the PAG’s evolving next steps and plan for upcoming monthly PAG convenings. Attend other programmatic strategy development meetings or workgroups as needed. Continuously collect feedback from Provider Advisory Group members and other stakeholders to course-correct if necessary.

The following table summarizes the above Scope of Work categories as they pertain to the Provider Advisory Group FCC and FFN subsets.

Provider Advisory Group Consultant Scope of Work	
FCC PAG subset	FFN PAG subset
<ul style="list-style-type: none"> • Continuous Development • Capacity Building • Monthly Meeting Facilitation • Design and Strategy Development 	<ul style="list-style-type: none"> • Launch and Onboarding • Continuous Development • Capacity Building • Monthly Meeting Facilitation • Design and Strategy Development

V. DESIRED QUALIFICATIONS

The ideal contractor should have the following qualifications:

- Experience with facilitating and/or guiding groups through planning and successful completion of goals, particularly goals aimed at capacity-building efforts.
- Experience of LA County ECE system
- Experience working closely with child care providers preferred.
- Experience leading culturally, ethnically, linguistically and socio-economically diverse groups in Los Angeles County
- Knowledge of best practices in building relationships and an understanding of the role these relationships can play in meaningful systems change work.
- Fluency in English is required. Fluency in Spanish and/or Mandarin Chinese is strongly preferred.

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VI. EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria:

Criteria:	Maximum Points Possible:
Qualifications and Experience	50
Proposal Approach and Scope of Work	40
Proposed Budget	10
Total Possible Points	100

VII. TERMS OF PROJECT

The selected contractor must be able to commit to approximately 20-25 hours per month to working on the project as described by Section IV. Scope of Work– this includes meeting facilitation, check-ins with ECE Team, preparing meeting materials, and attending events or presenting at meetings as requested.

First 5 LA expects to enter into a 12-month initial agreement with the selected contractor for a not-to-exceed amount of \$100,000, with an anticipated start date 7/1/2023, subject to approval by the First 5 LA’s Executive Director or her signatory designee. The contract may renew annually at First 5 LA’s sole discretion for a total project term of up to 3 years and for a total not to exceed \$250,000. Subsequent contracts will be determined by the scope of work and needs of this project. Contract renewal will be based on First 5 LA business need, contractor performance and may be 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. The project will be subject to annual review and renewal based on business need, contractor performance and compliance with the terms of the contract. Contract renewals and annual budgets are subject to approval by First 5 LA. Nothing in this RFP shall be construed as a continuing entitlement or right to contract renewal beyond First 5 LA’s discretion.

A schedule of regular reports will be jointly determined by First 5 LA and the selected proposer. Additional contract management requirements and/or reports will be determined by First 5 LA and selected proposer 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. The selected contractor will be required to have access to a reliable internet connection with knowledge of video conference platforms (Zoom, Microsoft Teams), and other basic software programs.

This will be a fixed-fee deliverables-based contract based on negotiated rates per deliverable between First 5 LA and the selected Contractor. Payments will be based on a fixed price that is not subject to any adjustment by reason of costs experienced by proposer in the performance of the contract. First 5 LA will negotiate a final budget after the selected proposer is awarded. Travel expenses, if any, should not exceed 5% of the total project’s budget. The selected proposer is responsible for supplying all business equipment needed to carry out its duties (e.g., computer, printer, fax, internet access, etc.).

VIII. SELECTION PROCESS

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First 5 LA will review proposals based on the multi-stage review process detailed below. 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.

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 sought in Section IX. Required Documents. 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 G: Litigation & Contract Compliance Form), 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 and verify an “active” status via California Secretary of State (if applicable). 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. Proposers that pass Level 1 will proceed to Level 2.

Level 2 Proposal Review

Reviewers will score proposers using the Evaluation Criteria set forth in Section VI. Evaluation Criteria. Reviewers may participate in a calibration session prior to finalizing scores.

Award of Contract

The highest scoring proposer from Level 2 (Proposal Review) will be awarded the contract or recommended to First 5 LA’s Board of Commissioners for award of the contract or grant agreement.

IX. REQUIRED DOCUMENTS

The documents listed in this section are required in proposer’s response to this RFP to be considered a responsive proposal. Appendix B – Application Checklist is available to assist in application completion. Omission of any document/form will constitute an incomplete proposal and may be grounds for disqualification. Proposals 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.

Unless explicitly requested below, 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. *If applying with a Fiscal Sponsor, all information requested in the on-line application for the applicant organization must be that of the Fiscal Sponsor.* 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/provider-advisory-group-consultant-request-for-proposals-rfp/>

To access the online application:

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https://www.grantrequest.com/SID_725?SA=SNA&FID=35371

- **Proposed Project Plan:** *Maximum of five (5) pages single-spaced, size 12 font, 1-inch margins*
 - For the initial 12-month project period, provide a narrative that addresses the following:
 - A. A proposed approach to the project that considers the purpose and objectives of the Provider Advisory Group (FCC and FFN subsets) as outlined in Section III and the Scope of Work tasks as outlined in Section IV. The proposed approach should elaborate upon proposed facilitation and relationship-building methods, mechanisms through which to evaluate and address the levels of engagement of PAG participants, and how the development and implementation of the project will be rooted in First 5 LA’s equity and power-sharing values. Proposers are encouraged to revise, expand and otherwise edit the tasks in the proposed Scope of Work to enhance the project as long as the rationale remains consistent with the overall project purpose, goals and terms including cost and duration.
 - B. Any anticipated contextual, logistical or methodological challenges and how they will be addressed or mitigated to achieve the project purpose and goals.
 - C. Project organization chart that presents the name, job title, and role for each key member of the proposed Project Team, including any proposed subcontractors, as well as the reporting relationships between the members of the team.

- **Proposed Scope of Work (Appendix E):** Proposers must submit a Proposed Scope of Work using **Appendix E: Scope of Work Template**. The Proposed Scope of Work should detail the proposed objectives, key activities and related deliverables for the 12-month period and should align with the scope of work outlined in Section IV. Scope of Work. The Proposed Scope of Work should also include a short description identifying subcontracted work, if applicable, 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.*

- **Proposed Budget (Appendix F):** Proposers must submit a Proposed Budget using the **Appendix F: Budget Sheet Template** to be considered for the work. **Appendix F** should include a list of deliverables and other reimbursable expenses, etc., to support the scope of work.

- **Experience and Qualifications Narrative (Maximum 5 pages single-spaced, 11-point Arial or Times New Roman font with 1” margins):** Proposers must submit an Experience and Qualifications Narrative that addresses the following:
 - A description of your/your team’s experience and skills and how they are aligned with Section IV. Scope of Work and Section V. Desired Qualifications above.
 - Examples of past strategy development to successfully design and reach shared goals within and between groups of stakeholders.
 - Any other information that demonstrates why the proposer is uniquely positioned to support this work.

- **Résumés or Curricula Vitae (maximum of 3 pages per team member):** Interested proposers must submit resumes for all key members of the proposed Project Team, including proposed subcontractors (if applicable). All resumes should be submitted as one PDF document. Do not embed hyperlinks in your resumes.

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- **Litigation and Contract Compliance Form (Appendix G):** 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.
- **Organizational Conflict of Interest Form (Appendix H):** Please read the information on the required Appendix H: Organizational Conflict of Interest Form thoroughly and submit a signed completed form.
- **Business License (if applicable):** Interested proposers should provide a copy of their business license (e.g., Business license, if required by the City or County in which your organization operates).

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 via online portal no later than **May 17, 2023, 5:00 p.m. PDT/PST. Proposals received after this deadline will not be considered and will be automatically disqualified.**

It is the responsibility of the proposer to ensure, prior to submission, that its proposal reflects the requirements of this solicitation, including any addenda First 5 LA may have issued. Proposers should not wait to submit documents through the online application system minutes before the submission deadline. First 5 LA will not be responsible for any delays proposers may encounter with the online application system.

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 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 proposers. First 5 LA also reserves the right to cancel this RFP, in its sole discretion, at any time before execution of a contract.

The Fiscal Sponsor is considered the Contractor/Grantee and therefore it is responsible for all legal aspects of the contract/grant. As the Contractor/Grantee, the Fiscal Sponsor agrees to be accountable to First 5 LA for the programmatic and financial outcomes of the contract/grant. All information requested in the on-line application for the applicant organization is that of the Fiscal Sponsor.

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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 an application proposal, the proposer authorizes First 5 LA to verify any or all information and/or references submitted in the proposal.

False, misleading 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 waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders or proposers.

XI. CONTRACTUAL CONSIDERATIONS

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

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.

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;

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(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 (<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.

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 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 \$150,000 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 prior to final execution of the contract.

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
- Signature Authorization Form and supporting documents as described in form

If Applicable:

- By-laws
- Articles of Incorporation
- Board of Directors or List of Partners
- Annual Independent Audit for prior fiscal year or calendar year
- Appropriate business licenses
- IRS Determination Letter for non-profit status
- Completed IRS Form W-9

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- Memorandums of Understanding and Subcontracts (for any sub-contractors, collaborators, and/or partners)

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 Information Purposes

- Appendix A – Sample Contract
- Appendix B – Proposal Checklist
- Appendix C – Provider Advisory Group Charter
- Appendix D – Sample PAG Meeting Agenda

For Submission

- Appendix E- Proposed Scope of Work
- Appendix F - Proposed Budget
- Appendix G– Litigation and Contract Compliance Form
- Appendix H– Organizational Conflict of Interest Form

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