

May 24, 2023

# TRANSLATION/INTERPRETATION/ AMERICAN SIGN LANGUAGE

## REQUEST FOR VENDORS (RFV)

**\*THIS WEBINAR WILL BE RECORDED\***



- **Questions:** Please submit questions via the chat box to **Kevin Proff** during the presentation.
- Answers to all questions will be released according to timeline detailed in RFV.

Question and Answer

All questions (1) My questions (1)

HA Hannah Allen (You) 04:55 PM

Hi how is your day?

Type your question here...

☐ Send anonymously Cancel Send

Who can see your questions?

**Kevin Proff**, Contract Compliance Officer  
Contract Administration and Purchasing

**Daisy Ortiz**, Contract Compliance Manager  
Contract Administration and Purchasing

**Anastasia Howard**, Manager, Internal Communications  
Office of Communications

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# About First 5 La



- Public agency created by voters in 1998, funded by a tax on cigarettes.
- Focused on young children prenatal to age 5-years old.
- Prioritizing kids because 90 percent of the brain develops in the first 5 years of life.
- First 5 LA pivoted from a funder of direct services to an agent of systems change in 2015.
- Funder, advocate, convener, collaborator, catalyst, and communicator of child and family needs and strategies that make a difference in their lives.
- First 5 LA supports programs and services for children prenatal to age 5 and their families through a competitive and open solicitation process.





On November 10, 2022, First 5 LA's Board of Commissioners approved the refined 2020-28 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 Strategic Plan Reset. The Reset will be finalized by November 2023.



# Project Overview



- First 5 LA is seeking applicants via this Request for Vendors (RFV) for the purposes of establishing a Qualified Vendor(s) List (QVL) to support First 5 LA's written translation, oral interpretation with cultural nuance, and American Sign Language (ASL) needs.
- The QVL will serve as a source of pre-qualified vendors who may be asked to provide support in one or more of the following areas: Translation, Interpretation and American Sign Language (ASL).
- Admittance into the QVL will allow members to receive solicitations for Task Order opportunities with First 5 LA. First 5 LA will issue a solicitation to QVL members on a project-by-project basis based on need, area(s) of expertise and location.



# Scope of Work



Through written translation and/or oral interpretation with cultural nuance, vendors are required to provide services in one or more of the following languages:

- American Sign Language, Spanish, Chinese (*e.g., Mandarin and/or Cantonese for oral; Simplified and/or Traditional for written*), Arabic, Hindi, Japanese, Russian, Thai, Tagalog, Korean, Armenian, Vietnamese, Farsi, Khmer/Cambodian and English.

Vendors may be required to provide more than one interpreter for meetings that exceed two (2) hours. Interpretation vendors must be able to provide the following:

- Dual-language capabilities
- Cultural nuance interpretation
- Simultaneous interpretation

While not required, it is encouraged that Interpretation vendors have the following:

- Isolation booths
- Transmitters and/or headsets (if requested and available)
- Technician to provide onsite support, if equipment is provided.

Applicants may sub-contract.



# Terms of the Project



- Vendors accepted into the pool will enter into a contract with First 5 LA. However, acceptance into the Qualified Vendor List (QVL) does not guarantee work with First 5 LA.
- For those who are accepted into the QVL, work will be solicited based on First 5 LA needs. Staff will select a vendor from the pool based on First 5 LA's business needs and will issue a Task Order to the selected vendor.
- The selected vendor and First 5 LA staff will negotiate a Task Order identifying the scope of work and final budget before work can begin using the rates negotiated by the parties upon entry into the QVL.



- Vendor(s) may be selected for work based on project need, rotation, and/or solicitation by email. Applicant is responsible for providing a valid e-mail address during the application process and communicating any changes to First 5 LA during the term of pool membership. **If a valid e-mail address is not on record**, First 5 LA may deem the applicant ineligible for the opportunity.
- The initial term of membership in this pool is for a **12-month period**. Vendors in the pool will be offered the opportunity to renew their membership upon expiration at the sole discretion of First 5 LA. Additionally, applications will be accepted for additional applicants to the pool on an as-needed basis.

- Vendors may withdraw from the pool at any time by mailing a signed letter to First 5 LA or via email. Accepted vendors are not bound to accept work solicited by First 5 LA. However, vendors in the pool will be required to abide by the contractual considerations in this RFV.
- First 5 LA reserves the right to amend the pool as needed to best meet the needs of all parties. At First 5 LA's discretion, vendors in the pool may be removed from the pool at any time.
- The QVL shall be refreshed at least once every two years. This will be an Indefinite-Quantity Contract - where work will be issued by First 5 LA through a Task Order. Mileage will be reimbursed in accordance to First 5 LA policy.



# Eligibility Requirements

Applicants must submit the application in English. Applicants may submit one application for multiple language services being offered. Applicants must meet the following minimum requirements:

- Applicants must be able to provide translation and/or cultural-nuanced interpretation services in at least one of the languages detailed here: American Sign Language, Spanish, Chinese (e.g., Mandarin and/or Cantonese for oral; Simplified and/or Traditional for written), Arabic, Hindi, Japanese, Russian, Thai, Tagalog, Korean, Armenian, Vietnamese, Farsi, Khmer/Cambodian, and English.
- Applicants must have a minimum of three (3) years of paid experience in the language services they are offering to provide.
- Applicants must be based in California; preferred but not required in Los Angeles County and/or Sacramento County.

- Eligibility requirements are the minimum requirements to apply. If your entity is required to register with the California Secretary of State's website, First 5 LA will verify an "active" status via California Secretary of State's website: <https://bizfileonline.sos.ca.gov/search/business>.
- Applicants that do not meet the requirements above or do not have an "active" status via California Secretary of State's website (if applicable) will not pass the first level of review (see RFV Section VII. Selection Process).



# Required Documents



## Proposal Checklist

The following checklist outlines all items to be provided in response to the Translation/Interpretation/American Sign Language Request for Vendors (RFV). This checklist is for proposer use only and does not need to be submitted to First 5 LA.

**Please note that First 5 LA will only review the information submitted on the application.**

Required Items
Online Application
Application Cover Page ( <b>Appendix D</b> )
Experience and Qualifications Narrative (no page limitation, but do not embed hyperlinks)
Work Summary List (1 Page Maximum)
Litigation and Contract Compliance Form ( <b>Appendix E</b> )
Conflict of Interest Form ( <b>Appendix F</b> )
Business License (if applicable)



**Online Application:** In order to respond to this RFV, 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 [TRANSLATION/INTERPRETATION/AMERICAN SIGN LANGUAGE REQUEST FOR VENDORS \(RFV\) - First 5 Los Angeles \(first5la.org\)](#)

To access the online application:

[https://www.grantrequest.com/SID\\_725?SA=SNA&FID=35372](https://www.grantrequest.com/SID_725?SA=SNA&FID=35372)

[Contact Us](#) | [Help](#) | [Exit](#)

**Applicants may submit one application for multiple language services being offered. Applicants must submit the application in English. Please answer the following questions:**

Applicant must be able to provide translation and/or culture-nuanced interpretation services in least one of the languages detailed here: American Sign Language, Spanish, Chinese (e.g., Mandarin and/or Cantonese for oral; Simplified and/or Traditional for written), Arabic, Hindi, Japanese, Russian, Thai, Tagalog, Korean, Armenian, Vietnamese, Farsi, Khmer/Cambodian, and English.

-Select One- ▼

Applicant must have a minimum of three (3) years of experience in the language services they are offering to provide.

-Select One- ▼



Organization Information | Attachments | Review My Application

Organization Information

Printer Friendly Version | E-mail Draft

\* Required before final submission

Translation/Interpretation/American Sign Language Services Request for Vendors (RFV)

\* Organization Name

\* Address

\* City:

\* State:

\* Zip Code:

California Secretary of State Requirement:  
If your entity is required to register with the California Secretary of State's website, please provide the name your agency is registered under. First 5 LA will verify an "active" status via California Secretary of State's website:  
<https://bizfileonline.sos.ca.gov/search/business>

Organization Primary Contact Information

\* Prefix  
- Select One -

\* First Name

\* Last Name

\* Title

\* Office Phone Number

\* E-mail

Website:

Proposal Primary Contact Information

☐ Same as Organization Primary Contact

\* Prefix  
- Select One -

\* First Name:

\* Last Name:

\* Title:

\* Office Phone Number:

\* E-mail:

Save & Finish Later | Next



Contact Us | Help | Exit

Organization Information | **Attachments** | Review My Application

Attachments Printer Friendly Version | E-mail Draft

Please upload the following documents (PDF, Word or Excel files accepted). Required documents that consist of multiple pages must be combined into one document and then upload. For example, if you are submitting multiple documents you must save all document pages into one file and then upload. This is also the case for excel files (xlsx) with multiple sheets, be sure to upload the document in it entirely. Please note that applicants may submit one application for multiple language services being offered. Applicants must submit the application in English.

- 1. Completed Application Cover Page (Appendix D)
- 2. Experience and Qualifications Narrative (No Page Limitation, but do not embed hyperlinks)
- 3. Work Summary List (Maximum 1 page)
- 4. Litigation and Contract Compliance Form (Appendix E)
- 5. Organizational Conflict of Interest Form (Appendix F)
- 6. Business License (if applicable)

In order to respond to this RFV, an application packet complete with required documents must be received by First 5 LA before the closing of this solicitation.

**Upload**  
The maximum size for all attachments combined is 1,000 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: 1. Completed Application Cover Page (Appendix D)(Required) ▼

File Name: Choose File No file chosen

Upload

Save & Finish Later | Review & Submit

# Required Documents: Application Cover Page

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## Appendix D

### Application Cover Page

Applicant Name: \_\_\_\_\_

#### A. Language Services Offered

Please identify which languages you are interested in applying for by marking an X:		
Languages	Written Translation	Oral Interpretation
American Sign Language		
Spanish		
Chinese (Mandarin)		
Chinese (Cantonese)		
Tagalog		
Korean		
Armenian		
Vietnamese		
Farsi		
Khmer		
English		
Arabic		
Hindi		
Japanese		
Russian		
Thai		
Written Only – Simplified Chinese		
Written Only – Traditional Chinese		

#### B. Geographical Area where services can be provided:

<input type="checkbox"/> County of Sacramento
<input type="checkbox"/> County of Los Angeles
<input type="checkbox"/> Other: _____

#### C. Key Personnel and Proposed Subcontractors, if applicable, Anticipated to Provide Services

Please identify Key Personnel anticipated to provide services for each language you are anticipating providing services for (including professional areas of experience, e.g., health industry, government, marketing/communications):

Language	Key Personnel



If applicable, please identify any proposed subcontractors anticipated to provide services for each language you are anticipating providing services for (including professional areas of experience, e.g., health industry, government, marketing/communications):

Language	Proposed Subcontractor

#### D. Fee/Service Rate Schedule:

- Please attach a fee/service rate sheet for each language, service you are anticipating providing services for. Please identify all identifiable costs including, but not limited to:
  - Written Translation:** translation rate per word, page or hour, overtime rates, reimbursable items, miscellaneous costs, rush jobs rates, etc., and any variations that First 5 LA could expect for specific projects, if applicable, required for the performance of the contract resulting from this RFV.
  - Oral Interpretation (including ASL):** typical staffing rates, video remote (VRI), specialty services, pre-recorded (PRI), video captioning, over-the-phone (OPI), cancellation fees, interpreting equipment (including but not limited to isolation booths, headsets, and transmitters), including a travel budget (Mileage will be reimbursed at a rate of \$0.625 per mile in accordance to First 5 LA policy).

#### E. Media Formats Available for Providing Service, Including Text Documents/Materials, Recorded Audio, Video Subtitling/Dubbing and Transcripts

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**Experience and Qualifications Narrative** (No Page Limitation, but do not embed hyperlinks): applicants should provide the following:

- Any resume, curriculum vitae, or statement of firm or subcontractor qualifications outlining any professional certification, relevant work, education, publications, prior projects, etc. of the proposed individual(s) who will be providing services.
- Qualifications should demonstrate experience relevant to each of the language services being offered by the Applicant submitted on the Application Cover Page (Appendix D).

**Work Summary List:** Applicants should provide a list demonstrating the process used for the language services identified on the Application Cover Page (Appendix D). Narratives should include up to three (3) previous client engagements and be no more than one (1) page:

- A. Project Title
- B. Client/Agency Name
- C. Description of the Project, including your role, any deliverables and/or outcomes of the Project, and tools and/or processes used for editing and quality review.
- D. Dates of Project (including start and end dates)



Please read the information on the required Litigation and Contract Compliance form (**Appendix E**) thoroughly and include a signed copy with your proposal submission by the proposal deadline.

- ✓ If you checked “Yes” to any of the questions on this form, please explain the circumstances for the response and explain whether this will impact the project on this solicitation.

## LITIGATION AND CONTRACT COMPLIANCE FORM



Agency Name:		Agreement Number:	
Agreement Period:			

  

	Yes	No	N/A
Check YES, NO or Not Applicable (N/A) in response to the following questions. If a YES answer is checked, please fully explain the circumstances and include whether it will have a potential impact on each project. Return via U.S. or electronic mail or personal delivery.			
1. Is the organization currently, or within the past three (3) years, involved in litigation, arbitration, or mediation?			
2. Is the Executive Director or Board of Directors currently, or within the past three (3) years, involved in litigation related to the administration and operation of a program or organization?			
3. Are any key staff members unable to be bonded?			
4. Has your agency been placed on, maintained on or removed from probation, suspension, debarment, or another status of non-compliance by a contracting entity in the past three (3) years?			
5. Has there been any negative finding or determination by an auditor or contracting party regarding fiscal management or controls or contract compliance?			
6. Has the agency or agency director ever had public or foundation funds withheld?			
7. Has the agency ever had its non-profit status suspended or revoked?			
8. Has the agency or Executive Director or Board of Directors refused to participate in any fiscal audit requested by a government agency or funding source?			
9. Has the agency been the target or subject of any Federal, State or local law enforcement or administrative investigation in the past three (3) years?			
10. Are there any issues surrounding the agency's license, certification or accreditation?			

**Explanation:** For any questions marked YES, please fully explain the circumstances and include whether it will have a potential impact on the project. Use additional pages if necessary.

As part of the contract process the Commission, at its own discretion, may implement additional procedures to validate or further investigate any of the proposed Contractor/Grantee's responses. The Commission reserves the right to terminate the contracting process without entering into an agreement if the proposed Contractor/Grantee submits false or incorrect information.

By signing this form, I certify, on behalf of agency named above that the responses contained herein are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be signed by an Authorized Signatory)

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST – PROPOSITION 10 COMMISSION  
LITIGATION AND CONTRACT COMPLIANCE FORM REV 03-19

For First 5 LA Internal Use Only:  
Staff: \_\_\_\_\_  
CAP: \_\_\_\_\_

## Organizational Conflict of Interest Form: Please read the information on the required Organizational Conflict of Interest Form (Appendix F) thoroughly and submit a signed completed form.

Appendix F	
Organizational Conflict of Interest	
<b>Prohibited Conflicts of Interest</b>	
First 5 LA shall not contract with, and shall reject any responses submitted by, the persons or entities specified below unless First 5 LA finds that special circumstances exist which would allow for the award of such contract:	
<ol style="list-style-type: none"><li>1. First 5 LA employees;</li><li>2. Profit-making firms or businesses in which First 5 LA employees serve as officers, principals, partners, or major shareholders;</li><li>3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:<ol style="list-style-type: none"><li>a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract or</li><li>b. Participated in any way in developing the solicitation or contract or its service specifications/scope of work; and</li></ol></li><li>4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.</li></ol>	
<input type="checkbox"/> By checking this box, you, the proposer, _____, hereby represent that you ARE NOT any of the persons or entities specified above.	
Name: _____	Date: _____
Title: _____	
<b>Organizational Conflict of Interest Disclosure Statement or Representation</b>	
It is First 5 LA's policy to avoid situations that place a proposer (or any of its affiliates or proposed consultants or subcontractors of any tier) in a position where its judgment may be biased because of any past, present, or currently planned interest (financial, contractual, or otherwise), the proposer may have that relates to the work to be performed or services to be provided pursuant to this RFP, or where the proposer's performance of such work or services may provide it with an unfair competitive advantage (collectively, "actual or potential organizational conflicts of interest").	
Any proposer with an actual or potential organizational conflict of interest shall review the instructions below and attach a statement disclosing such actual or potential organizational conflicts of interest. If a proposer has determined that it has no actual or potential organizational conflict of interest to report, please complete and sign the representation below.	
The refusal to provide the disclosure statement or representation shall result in the proposer's disqualification for award. The nondisclosure or misrepresentation of any relevant interest may also result in the proposer's disqualification for award, or if such nondisclosure or misrepresentation is discovered after award, First 5 LA may terminate the contract for default, and the proposer may be disqualified by First 5 LA from subsequent contracts.	
First 5 LA will not make an award until First 5 LA has evaluated the proposer's disclosure statement or representation. Failure to provide a disclosure statement or representation will be deemed to be a minor informality and the proposer or contractor shall be required to promptly correct the omission.	
<b>Disclosure Statement</b>	
The proposer shall attach a signed and dated statement that describes in a concise manner all relevant facts concerning any actual or potential organizational conflicts of interest that may prevent the proposer from being able to render impartial, technically sound, and other objective assistance or advice, or that has given the proposer an unfair competitive advantage.	
The proposal shall provide enough information to allow First 5 LA's meaningful evaluation of the potential effect of the actual or potential conflict of interest in the performance of the work or services.	
The proposer may also provide relevant facts that show how the proposer intends to avoid or mitigate an actual or potential organizational conflict of interest.	
First 5 LA will review each proposer's submitted disclosure statement and may require additional relevant information from the proposer. All such information, and any other relevant information will be used by First 5 LA to determine whether an award to the proposer may create an actual or potential organizational conflict of interest. If found to exist, First 5 LA may (1) impose appropriate conditions that avoid such conflict(s), or (2) disqualify the proposer if no conditions can be imposed to avoid such conflict(s).	
Depending on the nature of the contract activities, the proposer may, because of actual or potential organizational conflicts of interest, propose to exclude specific kinds of work or services from the proposal, unless the RFP specifically prohibits such exclusion. Any such proposed exclusion by a proposer shall be considered by First 5 LA in the evaluation of proposals, and if First 5 LA considers the proposed excluded work to be an essential or integral part of the required work or services, First 5 LA may reject the proposal as nonresponsive even if the RFP did not specifically prohibit such exclusion.	
<b>Representation</b>	
In the absence of any relevant interest referred to above, the proposer shall certify below that to its best knowledge and belief no such facts exist relevant to possible organizational conflicts of interest.	
<input type="checkbox"/> By checking this box, you, the proposer, _____, hereby represent that you ARE NOT aware of any actual or potential organizational conflicts of interest relating to the work or services to be performed under the contract resulting from the RFP/Q titled _____ that will prevent your ability to render impartial, technically sound, and objective assistance or advice or that will result in you being given an unfair advantage. This representation applies to all your affiliates and your proposed consultants and subcontractors of any tier.	
Name: _____	Date: _____
Title: _____	
<input type="checkbox"/> By checking this box, you, the proposer, _____, hereby represent that you ARE aware of actual or potential organizational conflicts of interest relating to the work or services to be performed under the contract resulting from the RFP/Q titled _____, and have attached an Organizational Conflict of Interest Disclosure Statement to your proposal.	
Name: _____	Date: _____
Title: _____	

- **Business License, if applicable** (e.g., Business license, if required by the City or County in which your organization operates)



# Evaluation Criteria



**Please note that First 5 LA will only review the information submitted on the application.**

## **EVALUATION CRITERIA**

Proposals will be reviewed based on the following evaluation criteria.

- **Competitive Rate Commensurate with Experience** – 0-2 Points
- **Qualifications Narrative Assessment** – 1-2 Points
- **Work Summary List Assessment** – 1-2 Points

Total Possible Points: 6

Threshold for QVL Entry: 3 Points

*Minimum Score of 1 in Each Category Required*





# Selection Process

First 5 LA will review the proposers 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 Administrative Review
- Level 2 Proposal Review

## Level 1: Administrative Review

First 5 LA will evaluate all applications for completeness and minimum requirements. Basic requirements include timely receipt of application, submission of all required documents listed in Section VIII. Required Documents, and adherence to eligibility requirements described in Section V. Eligibility Criteria. Applications 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 E: Litigation & Contract Compliance Form), a review of whether applicants (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 minimum requirements.

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

## Level 2: Application Review

Applicants that pass Level 1 Review will proceed to Level 2 Application Review.

Reviewers will score applications using the Review Tool listed as Appendix B.

Reviewers may participate in a calibration session prior to finalizing scores.

### **Acceptance into Qualified Vendor List:**

The applicant(s) from Level 2 Application review process scoring a minimum of 3 out of 6 points and a minimum score of 1 in each category will be accepted into the Qualified Vendor List and will be awarded a contract. Please review Section VI. Terms of Project for terms of the Qualified Vendor List and note that acceptance into the Qualified Vendor List does not guarantee work with First 5 LA.



# How to Apply





For more information on how to apply, please visit:

[TRANSLATION/INTERPRETATION  
/AMERICAN SIGN LANGUAGE  
REQUEST FOR VENDORS \(RFV\)](#)

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## HOW TO APPLY

To respond to this RFV, please submit your proposal and all required documents through the online application system designated by First 5 LA by no later than **5:00 PM on June 2, 2023**:

*Step 1:* Create a user account by clicking [here](#).

*Step 2:* Once a user account has been created, click [here](#) to access the application.

*Step 3:* Once an application has been started, click [here](#) to modify and/or submit your application. Please do not create a new application once you have started your application.

For help with the online application click [here](#).

Proposers must submit all required documents specified in the RFV through this online form. It is highly recommended that you print a copy of your application for your records prior to clicking "Submit." To do this, click "Printer-Friendly Version." You should review the printed copy prior to submitting the application electronically. In addition, you should ensure that the attachments were successfully uploaded by reviewing the list of attachments included.

NOTE: Once the online application had been submitted proposers cannot make edits.

- Proposals that fail to adhere to 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 Proposal Review. The removed page(s) will not be made available to reviewers.
- **Failure to submit all required documents will constitute an incomplete proposal and may be grounds for disqualification.**
- Proposers are responsible for any errors and omissions in their proposals and applications. It is the responsibility of the proposer to ensure, prior to submission, that its proposal reflects the requirements of this solicitation.
- **Proposals received after the deadline will not be considered – June 2, 2023 - 5:00 pm PT.**
- 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.

**Please check the Funding Center 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 RFV requirements.



# Timeline



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

ACTIVITY	DATE
RFV Released on First 5 LA's Funding Center	May 22, 2023
Informational Webinar	May 24, 2023
Final date to submit questions regarding the solicitation	May 30, 2023
Posting of responses to questions regarding the solicitation	June 1, 2023
Application Due	June 2, 2023
Notice of Acceptance	June 13, 2023



We are here



Save the Date

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



A woman with long dark hair and sunglasses is lying on her stomach on a grassy field, smiling broadly. She is holding two young children. The child on the left is a boy with short dark hair, wearing a blue and orange plaid shirt, looking off to the side with a smile. The child on the right is a younger child with curly hair, wearing an orange and white striped shirt, looking towards the camera with an open-mouthed smile. The background is a soft-focus green field.

# Q&A

[kproff@first5la.org](mailto:kproff@first5la.org)

