



First5LA.org

**QUALITY START LOS ANGELES
FACILITATOR
REQUEST FOR QUALIFICATIONS(RFQ)**

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

RELEASE DATE: May 22, 2023

TABLE OF CONTENTS

I. TIMELINE FOR SELECTION PROCESS3

II. BACKGROUND4

III. PROJECT OVERVIEW4

IV. SCOPE OF WORK5

V. ELIGIBILITY6

VI. SUMMARY OF QUALIFICATIONS7

VII. EVALUATION CRITERIA7

VIII. TERMS OF PROJECT8

IX. SELECTION PROCESS8

X. REQUIRED DOCUMENTS9

XI. TERMS OF THE RFQ 11

XII. CONTRACTUAL CONSIDERATIONS 12

XIII. APPEALS POLICY 14

XIV. APPENDICES 14

I. TIMELINE FOR SELECTION PROCESS

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	May 22, 2023
Final date to submit questions regarding the solicitation	May 30, 2023
Posting of responses to questions regarding the solicitation	June 1, 2023
Proposal Submission Deadline	June 9, 2023
Interviews	July 10-12, 2023
Contractor Selected	July 20, 2023
Board of Commissioners Approval	September 14, 2023
Contract Start Date	October 1, 2023

First 5 LA will accept proposals responding to this Request for Qualifications (RFQ) 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 RFQ through **5:00 p.m. PT on June 9 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 X. Required Documents by June 9, 2023 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:

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

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via email before **5 p.m. PT on May 30, 2023.** 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.

Quality Start Los Angeles (QSLA) Facilitator RFQ

Addenda to this solicitation, if any, will be posted on First 5 LA’s website, which may be accessed by clicking [Funding Center - First 5 Los Angeles \(first5la.org\)](https://www.first5la.org). It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFQ 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

Quality Start Los Angeles (QSLA) is Los Angeles’ county-wide Quality Improvement System (QIS) designed to empower early learning providers to build upon and improve the quality of care they provide to children birth to five.

Beginning in 2015, First 5 LA first convened a group of key stakeholders to spearhead the planning and implementation of its Quality Rating and Improvement System (QRIS). QSLA stakeholders worked collaboratively to develop, refine, and improve LA County’s QRIS into a single, cohesive system to improve the quality of early care and education environments for Los Angeles County’s earliest learners. With support from consultants over the years, QSLA stakeholders established a consortium; developed and implemented a governance structure; developed, evaluated, refined, and enhanced the QSLA model that was implemented; and collected, analyzed, and applied data to inform priorities and policy efforts.

Currently, the QSLA consortium is led by six Los Angeles early learning partners:

- First 5 Los Angeles (F5LA)
- Los Angeles County Office of Education (LACOE)
- Child Care Alliance of Los Angeles (CCALA)

Quality Start Los Angeles (QSLA) Facilitator

- Office for the Advancement of Early Care and Education (OAECE)
- Partnerships for Education, Articulation, and Coordination through Higher Education (PEACH)
- Child Care Planning Committee (CCPC)

The vision of QSLA is that “All children ages birth-5 in Los Angeles County access and benefit from high-quality early learning programs to thrive in school and life.” The mission of QSLA is to “Align and maximize resources to build one county-wide quality improvement system that nurtures the whole child, strengthens families, and elevates excellence in early learning programs.”

QSLA sets high standards for early learning providers and provides them with the quality improvement supports they need to provide high quality programs for the children, families, and communities they serve. QSLA does this by supporting those working in Los Angeles County’s mixed-delivery early learning system, including licensed childcare centers, family childcare homes, and family, friend, and neighbor care providers, through professional development, specialized trainings in multiple languages, individualized program supports, and access to cutting edge resources and funding opportunities. By partnering with providers, we are coming together to ensure all children receive a quality start in life.

QSLA’s partnership with families includes providing them with tools and resources to understand the elements of a quality program for their child, and how to be involved in their child’s early learning journey. QSLA’s Family Engagement staff provide on-going support to early educators in several languages, through live and self-paced trainings, resource newsletters, tips, and activity guides to help them learn how to create a culture of family engagement at their programs where families feel seen, valued, and appreciated for the experience and expertise they bring. QSLA’s website provides resources for families, such as themed booklists and activity guides, a bilingual monthly Family Activity Calendar, read-alouds, and workshops to ensure families have the resources they need to support their children as they prepare for school and life.

QSLA is a part of a larger state and national movement; in California, the QRIS is called Quality Counts California (QCC), with Los Angeles County as one of 58 participating counties. QSLA is funded by local and state dollars, in partnership with QCC. QCC is a collaboration between First 5 California, the California Department of Education, Early Learning and Care Division, and the California Department of Social Services. QCC provides funding and guidance to local and regional agencies implementing QRIS programs across the state of California.

IV. SCOPE OF WORK

First 5 LA is seeking proposals from qualified contractors (with or without subcontractors) to serve as the facilitator and consultant for Quality Start Los Angeles (QSLA) who will support in the achievement of the following goals:

1. Support improved alignment and integration of QSLA with existing LA County early care and education (ECE) quality support programs and systems
2. Facilitate a human-centered design approach to creating a more sustainable and equitable system of supports that meet the needs of all QSLA providers
3. Strengthen QSLA partner dynamics, including their capacity to work together effectively and improve collective problem-solving approaches

Quality Start Los Angeles (QSLA) Facilitator

The following duties shall be performed by the selected contractor:

Project Management: Facilitate and coordinate QSLA partner meetings and develop all necessary materials (i.e., meeting agreements, agendas, presentations, etc.), as well as facilitate the completion of any meeting follow up action items. Other examples of project management duties may include:

- Maintain regular communication with all QSLA partners, as needed, to ensure appropriate input-gathering and information-sharing to maintain strong partner engagement
- Ensure efforts and processes are grounded in principles of equity, inclusion, and access. This includes meeting regularly with QSLA partners to collect feedback, share updates, and work collaboratively to establish project goals and needs to support improved facilitation
- Establish and manage shared online space for meeting notes and resources, project materials, etc.

QSLA Governance: Guide QSLA partners in revisiting, refreshing, and confirming the QSLA Governance Structure on an annual basis, and help develop processes for sustaining group commitment and approaches to self-monitoring. Other examples of duties may include:

- Ensure governance structure meets QSLA partners' needs and is in service of the collaborative implementation of QSLA

Strategy Development: Work alongside QSLA partners to co-develop and execute QSLA's short and long-term goals and strategies.

- Support QSLA partners in identifying and creating opportunities for integrating provider and family input across QSLA

System Integration: Work alongside QSLA partners to create a more integrated, equitable and efficient ECE quality improvement system in LA County. Example of duties may include:

- Mapping existing LA County ECE quality improvement programs, including point of entry, what is offered, and existing connections to other system(s)
- Mapping of ECE system funding streams, including who is served, what program settings they serve (i.e., centers, family child care (FCC), and family, friend, and neighbor sites (FFN) sites), any connections to other system(s), and intent of funding stream
- Identify and make recommendations for integrating programs and data systems into QSLA
- Facilitate the process of integrating systems, including identifying appropriate experts and stakeholders of programs and systems for integration into QSLA

V. ELIGIBILITY

Applicants must meet the following minimum criteria:

- (1) Key staff must be available to regularly attend in-person meetings in Los Angeles, CA for the duration of the project.

Quality Start Los Angeles (QSLA) Facilitator

(2) Technological capabilities for efficient video, phone and email communication to facilitate interaction with First 5 LA staff and other partners as necessary.

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: [Search | California Secretary of State](#).

Proposers that do not meet the requirements above or have an "active" status via California Secretary of State's website (if applicable) will not pass the first level of review (see *Section IX. Selection Process and Review Criteria*).

VI. SUMMARY OF QUALIFICATIONS

The ideal Contractor should have the following qualifications:

Required Qualifications

- Experience bringing together cross-sector stakeholders, building consensus and identifying/achieving the collaborative's goals
- Experience with partnership engagement and relationship building
- Experience with meeting coordination and facilitation, and utilizing efficient communication tools to facilitate workflow, report out and provide timely updates
- Experience using human-centered design thinking to integrate all end-user and consortium feedback to foster comprehensive systems change
- Demonstrate an understanding and commitment of how to integrate principles of diversity, equity and inclusion into groups and work
- Deep knowledge of LA County's ECE system, including programs, funding streams, and differences between local, state, and federal systems
- Demonstrate understanding and competence in system change thinking, and an ability to foster understanding of system change thinking in others
- Demonstrate proficiency of moving ideas from conception to execution within an appropriate timeline
- Experience working directly with strategic planning, design, and implementation

Preferred Qualifications

- Knowledge of and experience with Quality Rating and Improvement System (QRIS) as a systems reform effort in ECE
- Experience collaborating with countywide agencies that develop programs and/or services to achieve measurable impact
- Demonstrate ability to work at the direction of a committee
- Demonstrate capacity to work in both virtual and in-person spaces

VII. EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria.

Quality Start Los Angeles (QSLA) Facilitator

Criteria:	Maximum Points Possible:
Qualifications, Experience & Proposed Team Structure	50
Proposal Approach and Scope of Work	35
Proposed Budget	15
Total Possible Points	100

VIII. TERMS OF PROJECT

The selected contractor’s key staff must be available to attend in-person meetings in Los Angeles, CA for the duration of the project. The selected contractor must also have the technological capabilities for efficient video, phone and email communication to facilitate interaction with First 5 LA staff and other partners as necessary.

First 5 LA expects to enter into a 9-month initial agreement with the selected contractor for a not-to-exceed amount of \$ 400,000, with an anticipated start date October 1, 2023, subject to approval by the First 5 LA Board of Commissioners. The contract may renew annually at First 5 LA’s sole discretion for a total project term of up to four (4) years and for a total not to exceed \$1,600,000. Subsequent budgets 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 RFQ 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 contractor. Additional contract management requirements and/or reports will be determined by First 5 LA and selected proposer during negotiations.

First 5 LA will execute a Task Order contract. First 5 LA will issue task orders for project tasks, with specific scope, schedule and budget as needed. First 5 LA must approve a Task Order prior to starting any of the work identified by the Task Orders. The task orders may be fixed price or time & material at the sole discretion of First 5 LA. Invoices will be paid based upon the negotiated rate per task/assignment. The Contractor shall only perform work under Task Orders when authorized in writing by the designated First 5 LA staff.

A final budget will be negotiated with the selected contractor based on experience and expertise. First 5 LA reserves the right to negotiate hourly rates. The selected proposer is responsible for supplying all business equipment needed to carry out its duties (e.g., computer, printer, internet access, etc.).

IX. SELECTION PROCESS

First 5 LA will review proposals based on the multi-stage review process detailed below. The Review Panel for Level 2 and 3 will comprise of First 5 LA staff, and may include QSLA partners, depending on availability. 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

Quality Start Los Angeles (QSLA) Facilitator

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 X. Required Documents, and adherence to eligibility requirements described in Section V. Eligibility. 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 E: 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.

Proposals must pass Level 1 in order to move to Level 2.

Level 2 Proposal Review

Proposals that pass Level 1 will proceed to Level 2 Proposal Review. Reviewers will score proposers using the evaluation criteria set forth in **Section VII. Evaluation Criteria**. Reviewers may participate in a calibration session prior to finalizing scores. Highly scoring proposers will proceed to Level 3 Interview.

Level 3 Interview

Only key personnel included in the proposal 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 either at First 5 LA or via telephone or a virtual platform (e.g. Zoom or Microsoft Teams). Reviewers may 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

Award of Contract

The highest scoring proposer based on combined Level 2 (Proposal Review) and Level 3 (Interview) scores will be recommended to First 5 LA’s Board of Commissioners for award of the contract.

X. REQUIRED DOCUMENTS

The documents listed in this section are required in proposer’s response to this RFQ to be considered a responsive proposal. **Appendix A. 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 RFQ, 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

Quality Start Los Angeles (QSLA) Facilitator

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 [Quality Start Los Angeles \(QSLA\) Facilitator Request For Qualifications - First 5 Los Angeles \(first5la.org\)](https://www.grantrequest.com/SID_725?SA=SNA&FID=35374)

To access the online application:

https://www.grantrequest.com/SID_725?SA=SNA&FID=35374

- **Proposed Scope of Work (Appendix C):** Proposers must submit a Proposed Scope of Work using Appendix C: Scope of Work Template. The Proposed Scope of Work should detail the proposed objectives, key activities and related deliverables for the initial 9-month period. *This Proposed Scope of Work may serve as the starting point for contract negotiations with the selected proposer.*
- **Proposal Narrative (Maximum five (5) pages single-spaced, 12-point Arial or Times New Roman font with 1-inch margins):** For the initial 9-month project period, provide a narrative that addresses the following:
 - A) A proposed approach to the project that considers the goals and objectives of the QSLA partners as outlined in Section III. Project Overview and Section IV. Scope of Work. The proposed approach should elaborate upon proposed facilitation and relationship-building methods, mechanisms for moving ideas from conception to execution, and philosophy and approaches for developing and implementing Strategy Development and System Integration.
 - B) Any anticipated contextual, logistical or methodological challenges and how they will be addressed or mitigated to achieve QSLA's goals.
- **Proposed Budget:** Proposers must submit a Proposed Budget using the **Budget Sheet Template (Appendix D)** to be considered for the work. Appendix D should include a list of key personnel and their hourly rates, as well as deliverables and other reimbursable expenses to support the scope of work.
- **Experience and Qualifications Narrative (Maximum six (6) pages single-spaced, 11-point Arial or Times New Roman font with 1-inch margins):** Proposers must submit a narrative describing the lead personnel, anticipated supporting personnel, and proposed subcontractors, if relevant, to be employed on the project. The narrative should include:
 - Personnel's qualifications, skills, and experience and explain how they are aligned with the Project Overview, the Scope of Work, and the Desired Qualifications as described in Sections III, IV, & VI, respectively.
 - *Provide an example of strategy development and systems integration your team has supported and/or implemented.*
 - Any other information that demonstrates why the proposer is uniquely positioned to support the work.
- **Resumes or Curricula Vitae (maximum of 3 pages per team member):** Include resumes or curricula vitae for all key members of the proposed Project Team, including proposed subcontractors, if relevant. All resumes should be submitted as one PDF document. Do not embed hyperlinks in resumes.
- **Litigation and Contract Compliance Form (Appendix E):** Please read the information on the required Litigation and Contract Compliance form thoroughly and include a signed copy by the

Quality Start Los Angeles (QSLA) Facilitator

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 F):** Please read the information on the required Appendix X: Organizational Conflict of Interest Form thoroughly and submit a signed completed form.
- **Business License, if applicable** (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 RFQ, please complete and submit your proposal and all required documents to First 5 LA via online portal no later than **5:00 PDT/PST on June 9, 2023.** **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.

XI. TERMS OF THE RFQ

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 RFQ 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 RFQ, 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.

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 RFQ. Any cover letters, résumés and curriculum vita, including attached

Quality Start Los Angeles (QSLA) Facilitator

materials, submitted in response to this RFQ 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, 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.

XII. 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 RFQ 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 RFQ. First 5 LA may deem a proposer ineligible to respond to this RFQ 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 RFQ; (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.

Quality Start Los Angeles (QSLA) Facilitator

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

Quality Start Los Angeles (QSLA) Facilitator

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.

XIII. 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.

XIV. APPENDICES

For Informative Purposes:

- Appendix A – Proposal Checklist
- Appendix B – Sample Contract

For Submission:

- Appendix C – Proposed Scope of Work
- Appendix D – Proposed Budget
- Appendix E – Litigation and Contract Compliance Form
- Appendix F – Organizational Conflict of interest Form

Quality Start Los Angeles (QSLA) Facilitator