



First5LA.org

**HOME VISITING AND COMMUNITY
HEALTH WORKER PILOT
REQUEST FOR QUALIFICATIONS (RFQ)**

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

RELEASE DATE: September 07, 2023

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	09/07/2023
Informational Webinar	09/18/2023
Final date to submit questions regarding the solicitation	09/20/2023
Posting of responses to questions regarding the solicitation	09/22/2023
Proposal Submission Deadline	09/29/2023
Interviews	10/12/2023- 10/13/2023
Contractor Selected	10/18/2023
Contract Start Date	11/13/2023

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. PST on 09/29/2023. 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 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:

Daisy Ortiz, Contract Compliance Manager
E-mail: dortiz@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 09/20/2023.** 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.

Informational Webinar

Potential proposers are highly encouraged to participate in the Informational webinar from **10 a.m. PST on 09/18/2023** to learn more about the RFQ requirements. Please register for the webinar at:

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

https://first5la.zoom.us/webinar/register/WN_E-7CbdlQcKJqqmoG7YEVg. After registering, you will receive a confirmation email containing information about joining the webinar.

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 [Funding Center - First 5 Los Angeles \(first5la.org\)](#). 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

First 5 LA is an independent public agency in Los Angeles County with a legal mandate to promote, support, and improve the early development of children from the prenatal stage to five years of age in Los Angeles County. The organization, established as a result of the voter-approved California Children and Families Act (Proposition 10) of 1998, is not part of county government.

Since February 2023, First 5 LA has been conducting a new strategic planning process in response to the lingering effects of the pandemic on children and families, our declining revenue, learning from our work to date, and evolving role within the early childhood ecosystem. We are currently working with strategic planning, organizational restructure and communications consultants, through December 2023, to develop our vision, mission, values, goals, objectives, strategies and to develop a strategic plan document that is easily understood by our Board, staff, and the public. We will present the final draft of our new strategic plan to the Board in November 2023.

III. PROJECT OVERVIEW

Early childhood home visiting is a service delivery strategy that matches expectant parents and caregivers of young children with a designated support person. Although not an exhaustive list, the designated support team consists of a trained nurse, social worker, or early childhood specialist responsible for guiding the parent/caregiver through the early stages of raising a family. Home visiting services are voluntary, may include parent/caregiver coaching or connecting families to needed services, and provided in the family's home or another location of the family's choice. One of the program models funded by First 5 LA includes Welcome Baby, a lighter touch, universal program with up to nine engagement points including prenatal, hospital bed-side and postpartum engagements.

Welcome Baby (WB) is a free, voluntary program intended to be offered universally to all families at participating hospitals in LA County. As a home visiting program, it includes visits with the family by a home visiting professional/home visitor, a nurse, and hospital-based staff at up to nine key points in time: three times prenatally, once at the hospital, and up to five times postpartum. The purpose of Welcome Baby is to provide primary health prevention and parent education

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information, and to invite and welcome families into an array of services and support elements developed in their community. As part of a community-wide, universal system, the program provides parents with an opportunity to learn about such topics as parenting and early child development, and to obtain assistance on issues such as basic health care, insurance coverage, nutrition, breastfeeding, interpersonal violence, maternal depression, and improving home safety. The primary goals of WB are:

- Increased breastfeeding (initiation, duration and exclusivity).
- Families receive appropriate health and developmental care (higher immunization rates; Higher rates of health insurance coverage; increased number of mothers screened for post-partum depression; ensure medical home; increased numbers of parents administering high quality developmental screens).
- Families experience improved connections to support, resources, and services in their community.

The California Department of Health Care Services (DHCS), the State's Medicaid (Medi-Cal) agency, added Community Health Workers (CHWs) as a new provider type effective July 2022. CHWs provide a range of supports, including culturally appropriate health education and information, helping people get the care they need, providing informal counseling and guidance on health behaviors and advocating for individual and community health needs. The WB home visitors bring services to families that are like that of a Community Health Worker. Like CHWs, home visitors bring healthcare and other resources directly to families in an accessible, comfortable environment that supports positive healthy child and family outcomes. Although home visitors are not currently classified as CHWs, the work of HV encompasses duties that are listed under CHW role. Furthermore, based on the guidance that DHCS has issued to date on CHWs as an eligible Medi-Cal provider population, there appears to be notable overlap between the work that CHWs and home visitors conduct. Given the overlap between the work of home visitors and CHWs, First 5 LA seeks a consultant to develop a proof of concept to pilot CHW reimbursement utilizing the Welcome Baby Program.

First 5 LA is exploring sustainability strategies for its largest, direct service investment of home visiting services and envisions CHWs as one potential strategy. While the CHW benefit is still in an early stage of implementation, First 5 LA is encouraged by the potential alignment of home visiting programs and sustainable funding it could create for early childhood services. As an example, the LA County Center for Strategic Partnerships is developing a proof of concept and business plan to draw down new Medi-Cal reimbursement for CHWs at the Los Angeles County Department of Health Service's Strong, Healthy and Resilient Kids (SHARK) Program. The SHARK CHW pilot expanded the clinic services by incorporating CHWs to work alongside mental health clinicians and medical teams to provide culturally responsive supports, ensure timely connection to resources (both developmental and for family stability) and enhance parental and child capacity to manage toxic stress. This work mirrors the role of Welcome Baby home visiting staff, who provide primary health prevention, parent education information, as well as linkages to resources and supports within their community (such as mental health providers, regional center, food banks and shelters). This CHW Pilot project will inform the potential infrastructure gaps and needs to draw down Medi-Cal funding via the CHW benefit utilizing the Welcome Baby program model and establish a proof of concept for sustainable funding for home visiting programs. First 5

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LA will share the findings from this project to inform sustainability strategy across home visiting programs county-wide.

Specific Project Goals:

- Establish a proof of concept for drawing down Medi-Cal funding through Community Health Workers (CHWs) in a non-clinical setting utilizing the Welcome Baby home visiting program to inform sustainability planning and strategies countywide by June 30, 2024
- Implement Community Health Worker Home Visiting Pilot with Welcome Baby Programs to test and learn from the Medi-Cal reimbursement process in a non-clinical setting to inform systems coordination and apply learnings to home visiting sustainability strategies countywide by June 30, 2025

IV. SCOPE OF WORK

First 5 LA is seeking proposals from qualified organizations and/or consultants for the period between November 13, 2023, through June 30, 2025. Applicants may represent an organization, individuals, or team of consultants. At minimum, the selected consultant will be tasked with the following:

- FY 23-24:
 - Complete a crosswalk of Welcome Baby and CHW requirements.
 - Consultation and interviews with Welcome Baby providers and local/national stakeholders and experts.
 - Development of Pilot infrastructure.
 - Development of Pilot Proposal Report.
 - Connect with SHARK Clinic pilot and CHW project via the Center for Strategic Partnerships leads to discuss respective pilot progress, insights, and practices that could be implemented into work moving forward.
 - Presentation of findings and recommendations in both written report and in oral presentations to the First 5 LA Commission, Home Visitation Consortium, and other key stakeholders.
- FY 24-25:
 - Provision of guidance in the selection of pilot sites.
 - Oversee Pilot implementation and provision of technical assistance.
 - Development of Pilot Final Report.
 - Presentation of findings and recommendations in both a written report and in oral presentations to the First 5 LA Commission, Home Visitation Consortium, and other key stakeholders.

V. ELIGIBILITY

Applicants must meet the following minimum requirements:

- 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

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Secretary of State’s website: Search | California Secretary of State. Proposers 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 *Section IX. Selection Process and Review Criteria*).

VI. DESIRED QUALIFICATIONS

The following qualifications are desired:

- Foundational level of knowledge of California’s Medi-Cal and Managed Care landscape.
- Familiarity/experience with:
 - maternal and pediatric health-related programming
 - understanding field of CHWs and roll out of benefit
 - Home visiting implementation
 - And LA County Medi-Cal/ Managed Care landscape.
- Expertise in engaging providers and gathering information via methods such as focus groups and/or interviews for the purpose of gathering data.
- Experience/expertise in synthesizing and communicating the results of a project and applying lessons learned.
- Excellent oral and written communication skills.
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VII. EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria.

Criteria:	Maximum Points Possible:
Consultant Qualifications and Experience	20
Proposal Narrative	10
Proposed Scope of Work	5
Proposed Budget	5
Total Possible Points	40

VIII. TERMS OF PROJECT

First 5 LA expects to enter into a 19-month agreement for a total project cost not to exceed \$110,000 with the selected contractor with an anticipated start date of 11/13/2023, subject to approval by the Executive Director or her designee. 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 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.

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This will be a fixed-price contract. Payments will be based on a fixed price that is not subject to any adjustment by reason of costs experienced by the contractor in the performance of the contract. A final budget will be negotiated with the selected proposer.

IX. SELECTION PROCESS

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 X. Required Documents, and adherence to eligibility requirements described in Section V. 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 minimum requirements.

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

Proposers that fail to submit requested additional information will be reviewed based on documents provided at the time of application. Proposers will not advance to the next level of review if the documents submitted demonstrate administrative and/or financial issues that would indicate an inability to effectively manage funds or implement the project awarded under this RFQ.

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 their scores.

Level 3 Interview

Highly scoring proposals from Level 2 Proposal Review will proceed to Level 3 Interview. Only key personnel identified on the Project Team of 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 virtually on an online meeting platform or via telephone. The Interview Panel will be comprised of First 5 LA staff. Members of the Interview Panel will be assessed for conflicts of interest with proposers, including subcontractors, and sign a Conflict-of-Interest form to certify that there are no conflicts of interest. Members of the Interview Panel will participate in a calibration session prior to finalizing scores. Further written materials may be requested prior to or after the interview. First 5 LA reserves the right to schedule additional interviews or meetings.

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Award of Contract

Highly scoring proposals from Level 2 Proposal Review will proceed to Level 3 Interview. The highest scoring combined from Level 2 Proposal Review plus Level 3 Interview will be awarded 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 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 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 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 [Home Visiting and Community Health Worker Pilot Request For Qualifications \(RFQ\) - First 5 Los Angeles \(first5la.org\)](https://www.first5la.org/home-visiting-and-community-health-worker-pilot-request-for-qualifications)

To access the online application:

<https://us.grantrequest.com/application.aspx?sid=725&fid=35375>

- **Proposal Narrative (6 pages maximum):** Provide a narrative, not to exceed six (6) pages single-spaced, size 12 Arial font, 1-inch margins, identifying the proposed strategy to achieve the deliverables outlined in Section IV. Scope of Work within the specified timeframe, including the process for planning and implementing the project. It is expected that the proposer will use their expertise and offer suggestions to identify processes, methods, activities and deliverables to fulfill the activities.
- **Consultant Qualifications and Experience (5 pages maximum):** Provide a narrative, not to exceed five (5) pages single-spaced, size 12 Arial font, 1-inch margins, providing the following:
 - 1) A description of relevant work experience(s) that specifically illustrates how proposer has been successful with project(s) of similar scope and scale.
 - 2) A description of the proposer’s qualifications to perform the activities listed under Scope of Work.
- **Resumes or Curricula Vitae** Include resumes or curricula vitae for key personnel including proposed subcontractors, if applicable, who will exercise a major policy, administrative, or consultative role in carrying out the work described in Section IV. Scope of Work. *Do not embed hyperlinks in resumes.*

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- **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 19-month period. The Proposed Scope of Work should also include a short description identifying subcontracted work, if any, and how it will be controlled, monitored, & evaluated during the project.
- **Proposed Budget/Pricing and Narrative (Appendix D):** Please add description of anticipated costs and expenditures using Appendix D – Budget Template and Narrative. Maximum four (4) pages single-spaced, size 12 Arial font, 1-inch margins.
- **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 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 F: Organizational Conflict of Interest Form thoroughly and submit a signed completed form.
- **Business License, if applicable** (i.e., If a Business License is 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. 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 PM PST on 09/29/2023.** **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

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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 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.

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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.

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

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- 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)

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 XIII. Appeals for more information.

XIV. APPENDICES

For Informative Purposes:

- Appendix A - Sample Contract
- Appendix B - Application Checklist

For Submission:

- Appendix C - Scope of Work Template
- Appendix D - Budget Template and Narrative
- Appendix E - Litigation and Contract Compliance Form
- Appendix F - Conflict of Interest Form

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