

**First 5 LA Annual Reporting Project
Request for Qualifications (RFQ)
Questions and Answers (Q&A)**

Date Q&A Posted: March 11, 2024

ELIGIBILITY

1. Is the desire that the contractor/firm is local to L.A.?

First 5 LA does not require the contractor to be local to Los Angeles. First 5 LA is seeking a contractor with a “general understanding of the conditions First 5 LA will address [in LA County] as described in the 2024-2029 Strategic Plan.” (See **Section VI. Desired Qualifications** (page 9 of RFQ))

Additionally, please reference **Section V. Eligibility** of this solicitation (page 8 of RFQ) for all other requirements.

SELECTION PROCESS

2. What is the date companies will be notified if they receive an interview?

As of now, First 5 LA anticipates inviting applicants who qualify to interview in early-April. Interviews are anticipated to take place in mid-April in accordance with **Section I. Timeline for Selection Process**. Dates are subject to change at First 5 LA’s sole discretion.

BUDGET

3. Are there any budget guidelines that can be provided for this project?

Instructions on how to complete a proposed budget are included in **Appendix F – Deliverable Based Budget Instructions**. Please develop a budget organized by activity using the budget template provided (**Appendix G – Proposed Budget Template**). The proposed budget should include costs for deliverables, as specified in **Appendix H - Scope of Work Template**, and be reflective of the initial 12-month agreement period (July 1, 2024-June 30, 2025).

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4. Is there a not to exceed amount allocated for this project?

No, there is no established “not-to-exceed” amount for this project. First 5 LA will negotiate an annual Scope of Work and Budget with the selected contractor that is aligned with First 5 LA’s business needs (see **Section VIII. Terms of Project**).

5. What is the maximum budget per year?

There is no established maximum budget per year. First 5 LA will negotiate a final Scope of Work and Budget with the selected contractor that is aligned with First 5 LA’s business needs (see **Section VII. Terms of Project**). Note: In fiscal year 2023-24, First 5 LA expended approximately \$37,000 for consultant support with annual reporting. First 5 LA anticipates similar expenditures for fiscal year 2024-25.

SCOPE OF WORK

6. Are the annual reporting guidelines publicly available – where and when? Do we expect they will change greatly from the previous period?

The First 5 CA Annual Report guidelines for fiscal year 2023-24 are available and can be found on **Appendix A – First 5 CA Annual Report Guidelines FY23-24**. In previous years, there have been minimal changes to these guidelines. First 5 California releases updated guidelines every year, and First 5 LA does not know whether there will be any significant changes to the reporting guidelines in the future.

7. How often are grantees required to submit their fiscal year data? Quarterly? Biannually?

Currently, First 5 LA collects Annual Reporting data from grantees and contractors on an annual basis. Grantees submit fiscal year data once the fiscal year has ended. Typically, this occurs in July and August.

8. How big is the total pool of grantees and contractors? How many folks external to F5LA would we be expecting to collect responses from?

In fiscal year 2023-24, First 5 LA collected Annual Reporting data from 86 grantees and contractors. We anticipate collecting data from a similar number of grantees and contractors in fiscal year 2024-25.

9. If a grantee is non-compliant with reporting, who will be responsible for continued efforts to gain compliance: F5LA or the eval contractor?

The Annual Reporting Project contractor is responsible for efforts to collect data. If grantees are non-responsive to requests for data, the Annual Reporting Project contractor is expected to send reminders and conduct follow-up outreach as part of **Activity 1.3: Provide support to First 5 LA grantees and contractors** of the fiscal year 24-25 Scope of Work (see **Appendix H – Scope of Work Template**). First 5 LA is responsible for ensuring a grantee is in compliance with reporting requirements. First 5 LA staff may assist the Annual Reporting Project contractor with follow up to ensure compliance as the deadline nears.

10. During the information session for the First 5 LA Annual Reporting Project RFQ, the speaker indicated that First 5 LA wants to focus on achieving Goal 1 in the first year of the project, and that Goal 2 activities will begin at a later time. We wanted to clarify if we should plan and budget for development of some research products and visualizations in addition to the Annual Reporting Final Report and data submission in the first year of the project (July 2024 - June 2025) or not. We have the same question about co-designing and supporting efforts related to sensemaking, data use, and dissemination of research products and findings to key stakeholders.

The proposed Scope of Work and Budget should be reflective of the 12-month agreement period for fiscal year 2024-25 (July 1, 2024- June 30, 2025), which will focus on achieving Goal 1 only. **Section IV. Scope of Work** (page 7-8 of the RFQ) outlines all activities that contribute to achieving Goal 1. This includes developing research products such as *Deliverables 2.2A & 2.2B: Draft and Final findings memo with summary statistics*. In the Scope of Work for FY 24-25, there is no specific activity related to co-designing and supporting efforts related to sensemaking, data use, and dissemination of research products and findings to key stakeholders. The proposed budget should include costs for activities and deliverables, as specified in **Appendix H - Scope of Work Template**.

As mentioned in **Section VIII. Terms of Project** (page 10 of the RFQ), the final Scope of Work and Budget will be negotiated with the selected contractor.

11. Applicant Question: Clarify what was said on slide 23 [of the informational webinar slides] – the Data collection tool(?) Will be complete by 7/1/24? Is that not part of the SOW?

In order to facilitate timely data collection, First 5 LA will develop the data collection tools for FY 23-24 Annual Reporting by the time the contract begins on July 1, 2024. In March through June 2025, the contractor will be responsible in developing the data collection tools for FY 24-25 Annual Reporting related to Activity 3.1.

12. Could you confirm that the data collection tool for 2023-24 will ALREADY be developed by July 1. So we should keep that in mind when developing the budget for deliverable 1.1C (which would then be different than for deliverable 3.1E as it wouldn't include development of data collection tool).

Please see response to Question 11.

First 5 LA will develop the data collection tools for FY 23-24 Annual Reporting by July 1, 2024. *Deliverable 1.1C: PDF of [FY 23-24] AR Survey* will be an output from the activity of setting up and testing the Annual Reporting Survey for fiscal year 2023-24 in Qualtrics, such as confirming that the skip logic is functioning properly.

Contractors are expected to update the Annual Reporting data collection tools for FY 24-25 Annual Reporting. Deliverables associated with updating the FY 24-25 Annual Reporting data collection tools in March through June 2025 are: *Deliverable 3.1A & 3.1B: Draft & Final [FY 24-25] Annual Reporting data collection tools* and *Deliverable 3.1E: PDF of [FY 24-25] AR Survey*, which will be an output of setting up and testing the Annual Reporting Survey for fiscal year 2024-25 in Qualtrics.

13. Is the report being reviewed and approved in a commission meeting? If so, is it expected that we need to present at the commission meeting?

First 5 LA staff will present the FY 23-24 Annual Report to the Board of Commissioners in September and October 2024. The Annual Reporting Project contractor is not expected to present at either commission meeting.

14. Can you please clarify the 9/15 deadline? I thought the slides said final report was due to First 5 CA but the RFQ says draft report must be reviewed by Board during mid September.

There are two deadlines: September 15, 2024, and October 31, 2024.

Per First 5 LA's bylaws and governance guidelines, the Executive Committee of the Board of Commissioners must review a draft of the Annual Report before the full Board of Commissioners gives approval to submit the Annual Report to First 5 California. As such, analyses and supporting materials related to state reporting requirements (Deliverable 2.3B) must be completed by **September 15th**.

In order for First 5 LA to maintain compliance with Proposition 10 reporting requirements, the completed reporting must be submitted to First 5 California by **October 31**. This is a non-negotiable deadline.

15. Wasn't there also a 10/31 non-negotiable deadline?

Please see response to Question 14.

16. If I'm a firm of one, do I enter my name in all the "Staff Assignment" cells in the SOW and then indicate "lead" for them all?

In the "Staff Assignment" column, please indicate the staff, consultant(s), or subcontractor(s) responsible for the respective activity or subtask and include their respective roles (lead, analyst, etc.). If there is only one person assigned, then indicate that person's role as "lead" for all the activities.

17. Do you anticipate any challenges in the project that consultants should keep in mind when developing proposals?

One potential challenge that First 5 LA anticipates is completing the work necessary to submit the Annual Reporting data to First 5 California, considering the timeline and due dates. Due to state reporting deadlines, all activities related to planning, data collection, and data analysis must be completed by mid-September.