



First5LA.org

**FIRST 5 LA ANNUAL REPORTING
PROJECT
REQUEST FOR QUALIFICATIONS (RFQ)**

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

RELEASE DATE: FEBRUARY 20, 2024

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	2/20/2024
Informational Webinar	2/28/2024
Final date to submit questions regarding the solicitation	3/5/2024
Posting of responses to questions regarding the solicitation	3/11/2024
Application Submission Deadline	3/18/2024 at 5:00 pm PT
Interviews	4/10 – 4/12/2024
Contractor Selected	5/1/2024
Contract Start Date	7/1/2024

First 5 LA will accept applications responding to this **Request for Qualifications (RFQ)** from applicants through First 5 LA's online application system. First 5 LA will accept submissions from the date of the release of this RFQ through **5:00 p.m. PT on 03/18/2024. Applications submitted after 5 p.m. will not be considered.** It is the applicant'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 application 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 03/05/2024.** 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 applicants are highly encouraged to participate in the Informational webinar from **1:00 – 2:00 p.m. PT on 02/28/2024** to learn more about the RFQ requirements. Please register for the webinar at: https://first5la.zoom.us/webinar/register/WN_MAv1Ke7FR6e9nHKYwnmnFg.

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

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 application 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 applicants to ensure, prior to submission, that their application reflects the most recent information and RFP requirements.

II. BACKGROUND

First 5 LA — Giving Kids the Best Start

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10.

The First 5 LA 2024-29 Strategic Plan

On November 9, 2023, First 5 LA's Board of Commissioners unanimously approved the 2024-2029 Strategic Plan (<https://www.first5la.org/wp-content/uploads/2023/11/First-5-LA-Strategic-Plan-2024-2029.pdf>). This new Strategic Plan reaffirms our commitment to creating a lasting and measurable impact, centering racial justice and equity in our work, and partnering with renewed urgency to create a future where young children and their families are prioritized in L.A. County and across the state.

The 2024-2029 Strategic Plan features new goals that promote the full developmental potential of L.A. County's young children. Our goals and objectives center our work on children and families, recognizing young children's continuum of needs, building from physiological safety to esteem, love and belonging, and toward self-fulfillment.

Central to achieving these goals is a three-fold approach that prioritizes creating long-lasting impact, building partnerships, and leveraging Results-Based Accountability. First 5 LA will advance the work through three core strategies: catalyze public policies, strengthen public systems, and continue to build a prenatal to age 5 social movement in partnership with community members. With this, First 5 LA aims to go beyond mitigating the effects of growing inequities to address the root cause of disparities and build a more equitable future for our youngest children and their families.

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III. PROJECT OVERVIEW

Office of Data for Action

The Office of Data for Action (ODFA) is a unit within First 5 LA that provides leadership and consultation on measurement, evaluation and data-related endeavors across the organization. ODFA is responsible for advancing an organization-wide data strategy. ODFA leads the Annual Reporting Project, which is an organization-wide effort.

First 5 LA Annual Reporting Project

On an annual basis, First 5 LA submits data and information related to our fiscal context and programmatic investments to First 5 California (First 5 CA) as required by the California Children and Families Act (Proposition 10). We collect this information from First 5 LA staff, grantees, and contractors. For more information regarding the First 5 CA Annual Report, see **First 5 CA Annual Report Guidelines FY 2023-2024 (Appendix A)**.

Historically, First 5 LA's Annual Reporting efforts have been geared toward addressing state reporting requirements. In the future, First 5 LA would like to expand the scope of Annual Reporting to meet local data needs and provide increased transparency about our investments through the lens of our 2024-2029 Strategic Plan.

The purpose of the Annual Reporting Project is to provide transparency on how First 5 LA expends public funds and to position First 5 LA to be accountable on how those funds are utilized.

There are two goals for the Annual Reporting Project:

Goal 1: Provide transparency on First 5 LA investments to increase public awareness about how funds are being utilized in Los Angeles County.

Goal 2: Utilize Annual Reporting data to gain deeper understanding of First 5 LA's investments and grantees and contractors.

IV. SCOPE OF WORK

First 5 LA seeks a contractor with the qualifications necessary to implement the Annual Reporting Project. Applicants may propose the use of subcontractors, if needed, to support scope of work activities set forth in this RFQ. First 5 LA will work with the selected contractor to negotiate a final scope of work and budget.

A. General Activities

First 5 LA expects the contractor to implement the activities outlined below. These activities contribute to the achievement of the project goals outlined in Section III. Project Overview. When appropriate, additional information to give context to the activity. **Appendix H - Scope of Work** provides detailed information about the anticipated work for FY 24-25, including objectives, anticipated activities, sub-tasks and deliverables. The general Scope of Work includes, but is not limited to:

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Prepare to collect Annual Reporting data

- Providing thought partnership on the conceptualization and development of an approach to address data needs through Annual Reporting process;
- Designing and updating the Annual Reporting data collection tools in alignment with state reporting requirements and First 5 LA's local data interests and needs;
- Developing and updating guidance and supplemental materials;
- Preparing and testing online data collection tools.

Note: This activity will occur twice during the first project year (FY 24-25: July 1, 2024 – June 30, 2025): (1) In July 2024 to prepare for data collection for the prior fiscal year (July 1, 2023 – June 30, 2024); (2) In March through June 2025 to prepare for data collection for FY 24-25 (July 1, 2024 – June 30, 2025). In subsequent project years, this activity will occur only once.

Collect Annual Reporting data

- Collecting Annual Reporting data and information from First 5 LA staff, grantees and contractors based on state reporting requirements and First 5 LA's local data needs;
 - First 5 LA utilizes Qualtrics to administer surveys to grantees and contractors.
- Conducting quality check on data received, and addressing errors;
- Documenting issues that arise throughout the Annual Reporting process.

Provide support to First 5 LA to grantees and contractors

- Preparing for and facilitating information sessions with First 5 LA grantees and contractors;
- Providing support to grantees and contractors during the data collection period (e.g., responding to questions and providing technical assistance).

Analyze Annual Reporting data

- Developing a data analysis plan based on state reporting requirements and First 5 LA's local data needs;
- Analyzing quantitative and qualitative data;
- Documenting the results of the analysis.

Develop research products

- Providing thought partnership on the conceptualization and development of research products and visualizations (e.g., reports, data briefs, findings memos, maps, graphs, etc.) based on state reporting requirements and First 5 LA's data needs;
- Developing accessible and engaging research products and collateral materials for the appropriate audience.

Report and Disseminate data

- Submitting First 5 LA's Annual Reporting data to First 5 California upon approval by First 5 LA's Board of Commissioners;
 - In order for First 5 LA to maintain compliance with Proposition 10 reporting requirements, submission of required reporting to First 5 California must be completed by the **October 31** deadline (Reference **Appendix A** for First 5 CA Annual Report Guidelines FY 2023-2024). First 5 LA's Executive Committee of the Board of Commissioners must review a draft of the Annual Report to First 5 California during the September meeting. The Board of Commissioners then approves the submission of First 5 LA's Annual Report in October. As a result, all analyses and supporting materials related to state reporting requirements

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must be completed by mid-September. Please refer to **Appendix B** – First 5 LA FY 22-23 Annual Report (AR 1-3) to look at First 5 LA’s Annual Report to the state for FY 22-23.

- Co-designing and supporting efforts related to sensemaking, data use, and dissemination of research products and findings to key stakeholders;
 - The following are examples of research products and visualizations developed based on First 5 LA’s data interests:
 - Graphs that compare demographic characteristics of the populations reached through First 5 LA’s investments with comparable demographics (i.e., percentage of children prenatal through five reached through First 5 LA investments compared to Los Angeles County children enrolled in MediCal by race and ethnicity);
 - Data briefs summarizing organizational characteristics of First 5 LA grantees and contractors.

General Project Management

- Planning for the Annual Reporting Project, including timelines and approach to the work;
- Soliciting and incorporating feedback from First 5 LA staff;
- Planning and facilitating project management meetings with First 5 LA;
- Responding to First 5 LA requests in a timely manner;
- Informing First 5 LA of progress as well as obstacles or issues encountered;
- Proposing solutions and making adaptations as needed to respond to emerging issues and changing context;
- Working closely and in partnership with the First 5 LA Project Manager.

Note: The contractor cannot subcontract any General Project Management activities.

B. Summary of Objectives, Activities and Deliverables for Fiscal Year 2024 – 2025 (FY 24-25)

For FY 24-25, First 5 LA expects the selected contractor to complete the activities and deliverables summarized in the table below. Anticipated sub-tasks and deliverables are included in the **Scope of Work Template (Appendix H)**. Please note that the focus of the scope of work in FY 24-25 will be on achieving **Goal 1: Provide transparency on First 5 LA investments in compliance with Proposition 10 requirements** to increase public awareness about how funds are being utilized in Los Angeles County.

Objective/ Activity	Deliverable(s)
Objective 1: Collect Annual Reporting data for FY 23-24 on 100% of the contracts subject to Annual Reporting	
Activity 1.1: Prepare to collect Annual Reporting data	1.1A: Draft Annual Reporting guidance materials for grantees, including the AR instructions and FAQ 1.1B: Final Annual Reporting guidance materials for grantees 1.1C: PDF of AR Survey, which includes links to survey on data collection platform
Activity 1.2 Collect Annual Reporting data	1.2A: One (1) detailed list of contracts with survey completion status 1.2B Issues log with details on solutions and support provided during data collection phase
Activity 1.3: Provide support to First 5 LA grantees and contractors	1.3 A: Draft information session materials 1.3 B: Final information session materials 1.3 C: Updated FAQ based on Q&A from information sessions

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	1.3 D: Attendance list for a minimum of two (2) information sessions for grantees and contractors
Objective 2: Comply with Prop 10 requirements through timely submission of FY 23-24 Annual Reporting data to First 5 CA	
Activity 2.1: Analyze Annual Reporting data	2.1A: Draft analysis plan 2.1B: Final analysis plan 2.1C: Final Annual Reporting data files
Activity 2.2 Develop research products	2.2A: Draft findings memo with summary statistics and highlights narrative 2.2B: Final findings memo with summary statistics and highlights narrative
Activity 2.3: Input Data into Annual Reporting System and Submit Final Report to the State	2.3A: Draft AR Report - Revenue and Expenditures Report (AR1) Demographics Report (AR2) Evaluation Summary and Highlights Report (AR3) 2.3B: Final AR Report (AR1-3, PDF) (Deadline: 09/16/24 – non-negotiable) See Appendix B - First 5 LA FY 22-23 Annual Report (AR 1-3)
Objective 3: Finalize FY 24-25 Annual Reporting data collection tools and guiding materials according to state reporting requirements and First 5 LA’s local data needs	
Activity 3.1: Prepare to collect Annual Reporting data	3.1A: Draft Annual Reporting data collection tools 3.1B: Final Annual Reporting data collection tools 3.1C: Draft Annual Reporting guidance/ supplemental materials 3.1D: Final Annual Reporting guidance/ supplemental materials 3.1E: PDF of AR Survey, which includes links to survey on data collection platform
General Project Planning	
Activity 4.1: Project Planning	4.1A: Draft Project Plan including: timeline, milestones, check-in points, and approach to the work 4.1B: Final Project Plan
Activity 4.2 Project Management	4.2A: Check in Meeting Agendas and Notes

C. Additional Activities

First 5 LA may require the selected contractor to perform additional activities related to the work described above. These activities may be incorporated in a revised project plan, budget, and scope of work, as appropriate. The selected contractor will furnish the necessary personnel, materials, services, and otherwise do all things necessary or incident to performing this research, unless otherwise stated in this document.

V. ELIGIBILITY

Applicants must meet the following minimum requirements:

1. Minimum of five (5) years of experience leading research projects, including designing data collection tools, administering surveys, cleaning and analyzing data, and reporting and disseminating data.

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/>.

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Applicants that do not meet the minimum requirement(s) 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**).

VI. **DESIRED QUALIFICATIONS**

The ideal contractor should have the following qualifications.

Research Experience including, but not limited to:

- Experience designing and developing data collection tools
- Experience using online survey platforms (e.g., Qualtrics)
- Experience with quantitative and qualitative data cleaning and analysis
- Experience collaborating on the conceptualization and design of research and research products
- Experience with GIS mapping

Research Reporting and Dissemination including, but not limited to:

- Experience producing findings, research briefs, and other research products for a variety of audiences (technical and non-technical)
- Experience producing findings, research briefs, and other research products to promote use of data
- Experience reporting on government or funding agencies

Content Knowledge including, but not limited to:

- Experience documenting and elevating disparities, including analyzing and interpreting disaggregated data
- General understanding of the conditions First 5 LA will address as described in the 2024-2029 Strategic Plan (see <https://www.first5la.org/first-5-la-2024-2029-strategic-plan/>)

Project Management including, but not limited to:

- Experience successfully managing projects in dynamic and complex environments with competing priorities and deadlines that require flexible and nimble responses
- Experience effectively communicating with stakeholders (i.e., facilitating trainings, conducting meetings, etc.) in virtual, in-person, and hybrid settings

VII. **EVALUATION CRITERIA**

Applications will be reviewed based on the following evaluation criteria.

- **Qualifications and Experience**– 60 maximum points possible
- **Work Sample** – 15 maximum points possible
- **Proposed Budget** - 25 maximum points possible

Total possible points – 100

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VIII. TERMS OF PROJECT

First 5 LA expects to enter into a 12-month initial agreement with the selected contractor with an anticipated start date July 1, 2024, subject to approval by the Executive Director or signatory designee. The initial contract may renew annually for a total project term of 3 years, with an option to extend the project term for an additional four years. Contracts may renew annually at First 5 LA's sole discretion, based on a review of business need. 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 applicant. Additional contract management requirements and/or reports will be determined by First 5 LA and selected applicant during negotiations. The selected applicant shall have technological capabilities for efficient phone and email communication to facilitate interaction with First 5 LA staff and other partners as necessary. There is one non-negotiable deadline identified in **Appendix H – Scope of Work Template** – Deliverable 2.3B: Final AR Report (AR1-3) needs to be delivered by 09/16/24.

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

IX. SELECTION PROCESS

First 5 LA will review applications based on the multi-stage review process detailed below. Reviewers will be assessed for conflicts of interest with applicants 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 applications for completeness and minimum requirements. Basic requirements include timely receipt of application, submission of all required documents sought in **Section X. Required Documents**, and adherence to eligibility requirements described in **Section V. Eligibility**. 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 J - Litigation & Contract Compliance Form**), a review of whether applicant (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 applicants including subcontractors.

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Level 2 Application Review

Applicants that pass Level 1 will proceed to Level 2 Application Review. Reviewers will score applicants using the evaluation criteria set forth in **Section VII. Evaluation Criteria**.

Level 3 Interview

Applicants scoring a minimum of 70% or higher from Level 2 Proposal Review will proceed to Level 3 Interview. Only key personnel included in the application 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). 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 applicant from Level 2 and Level 3 (Application Review and 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 E – 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: Application 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: Application Review and will not be made available to reviewers.

1. **Online Application:** In order to respond to this RFQ, applicants must complete an online application form and submit all required documents specified below through the online application system. Applicants must set-up an online account in order to access the application form. Instructions on setting up the account and access the online application may be found at <https://www.first5la.org/article/first-5-la-annual-reporting-project-request-for-qualifications-rfq>.

To access the online application:

<https://us.grantrequest.com/application.aspx?sid=725&fid=35376>

2. **Statement of Qualifications:** (maximum six (6) pages, single-spaced, 11-point Arial or Times New Roman font with 1-inch margins). Applicants should provide a description of how the applicant's qualifications and experience aligns with the qualifications outlined in **Section VI. Desired Qualifications** and how these qualifications will contribute to accomplishing the work described in the **Section IV. Scope of Work**. Please include examples of similar projects when appropriate.
3. **Resumes or Curricula Vitae:** Include resumes or curricula vitae for key personnel who will exercise a major role in carrying out the work described in **Section IV. Scope of Work**. Each

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resume or curricula vitae should be a maximum of three (3) pages. Please *do not embed any hyperlinks in the Resumes or Curricula Vitae*.

4. **Proposed Budget:** Develop a budget organized by activity using the template provided (**Appendix G – Proposed Budget Template**). Instructions for complete the proposed budget template are included in **Appendix F – Deliverable Based Budget Instructions**. The proposed budget should include costs for deliverables, as specified in **Appendix H - Scope of Work Template**. The proposed budget should be reflective of the initial 12-month agreement period (July 1, 2024- June 30, 2025). Travel expenses, if any, should not exceed 5% of the total project’s budget. As discussed in **Section VIII. Terms of Project**, final Scope of Work and Budget will be negotiated with the selected contractor.
5. **Scope of Work:** A Scope of Work template for fiscal year 2024-2025 (FY 24-25) has been provided as **Appendix H – Scope of Work Template**. Refer to **Section IV. Scope of Work** for general scope of work throughout the project period. Include specific team member name(s) in the Scope of Work template, and their respective roles (ex: lead, analyst, etc.). There is one non-negotiable deadline - Deliverable 2.3B: Final AR Report (AR1-3) needs to be delivered by 09/16/24 in order for First 5 LA to receive approval from First 5 LA’s Board of Commissioners to submit the Annual Report to First 5 California. Please note that the focus of the scope of work in FY 24-25 will be on achieving Goal 1 as outlined in **Section III. Project Overview**.

As discussed in **Section VIII. Terms of Project**, final Scope of Work and Budget will be negotiated with the selected contractor.

6. **Work Sample:** Provide one (1) sample of a research product that demonstrate the applicant’s expertise. The sample should be a maximum of four (4) pages, not including the cover page. Excerpts of a longer research product is permissible and counts as a work sample. Using **Appendix I – Work Sample Cover Page**, please provide a brief description of the work sample, including project background, work sample purpose and audience. In addition, please identify the applicant(s) role in the creation of the work sample.
7. **Litigation and Contract Compliance Form (Appendix J):** Please read the information on the required Litigation and Contract Compliance form thoroughly and include a signed copy by the application deadline. If you checked “Yes” to any of the questions on this form, please explain whether this will impact the project on this solicitation. Omission of the form will constitute an incomplete application and may be grounds for disqualification.
8. **Conflict of Interest Form (Appendix K):** Please read the information on the required **Appendix K – Organizational Conflict of Interest Form** thoroughly and submit a signed completed form.
9. **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. Applicants 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 p.m. PT on 03/18/2024**.

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Proposals received after this deadline will not be considered and will be automatically disqualified.

It is the responsibility of the applicant to ensure, prior to submission, that its proposal reflects the requirements of this solicitation, including any addenda First 5 LA may have issued. Applicants 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 applicants 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 applicants 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 applicant 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 applicants. 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 applicant'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 applicant may clearly label parts of a proposal as "CONFIDENTIAL" if the applicant 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 applicant of the request. Within seven (7) calendar days after First 5 LA's notification to the applicant, it will be the applicant's duty to act in protection of the labeled information. The applicant's failure to so act shall constitute a complete waiver.

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The applicant agrees that, by submitting application, the applicant authorizes First 5 LA to verify any or all information and/or references submitted in the application.

False, misleading, statements in connection with an application 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 applications if the irregularity does not provide an unfair competitive advantage over other bidders or applicants.

XII. CONTRACTUAL CONSIDERATIONS

The successful applicant must sign and adhere to the provisions of the First 5 LA Contract (see sample Contract - Appendix C). The successful applicant must execute the Contract without substantive alteration. All applicants 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 applicant, 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 applicant ineligible to respond to this RFQ if it finds, in its sole discretion, that the applicant 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 applicant'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 applicant 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

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contract) and the successful applicant 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 applicant 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 applicant 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)

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 applicants, 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

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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 – First 5 CA Annual Report Guidelines FY 2023-2024
- Appendix B – First 5 LA FY 22-23 Annual Report (AR 1-3)
- Appendix C – Sample Contract
- Appendix D – Level 2 Review Tool
- Appendix E – Application Checklist
- Appendix F – Deliverables Budget Instructions

For Submission:

- Appendix G – Proposed Budget Template
- Appendix H – Scope of Work Template
- Appendix I – Work Sample Cover Page
- Appendix J – Litigation and Contract Compliance Form
- Appendix K – Conflict of Interest Form