

**Child & Family Progress (“CFP”) Project
Request for Qualifications (RFQ)
Questions and Answers (Q&A)**

Date Posted: September 4, 2025

SCOPE OF WORK

- 1. How sophisticated do you expect the data analysis to be? Is it as simple as change over time for each objective indicator or are you looking for something more involved?**

In Year 1, the primary focus will be on establishing initial (baseline) measurements (see Section IV.B). First 5 LA is not prescribing specific analytic methods, as there are multiple valid approaches to achieving these aims. Applicants are required to propose the analytic approaches and components in Appendix J—Project Approach that they believe will best support the project goals.

Over the life of the project, First 5 LA expects analyses for each Strategic Plan Objective to generally include:

- County-wide measurements of children ages 0-5 and/or their families for each objective.
- Disaggregation by key demographics (such as race/ethnicity, income, and geography) wherever the data sources allow; while not always possible, disaggregation is strongly preferred.
- Observations of changes over time in countywide rates and, where feasible, across demographics groups.
- Analyses that assess the significance of changes and identify differences or disparities across groups.

- 2. Would First 5 LA like the proposal and budget to include a graphic designer on the team or will First 5 LA manage the professional design of dissemination products developed by the contractor?**

A graphic designer is not required for the CFP project. The selected contractor will be responsible for producing final deliverables that include clear and effective data

COMMISSIONERS

Los Angeles County Supervisor
Holly J. Mitchell
Chair

Summer McBride
Vice Chair

Robert Byrd, Psy.D
Alma Cortes, Ed. D
Barbara Ferrer Ph.D.,
M.P.H., M.Ed.
Astrid Heger, M.D

Abigail Marquez
Brandon Nichols
Carol Sigala, Ph.D

EX OFFICIO MEMBERS

Deanne Tilton Durfee
Jacquelyn McCroskey, DSW
Alejandra Albarran Moses
Maricela Ramirez, Ed. D.

PRESIDENT & CEO

Karla Pleitéz Howell

EXECUTIVE VICE PRESIDENT

John A. Wagner

A PUBLIC ENTITY

visualizations as well as well-organized content. First 5 LA anticipates working collaboratively with the selected contractor to ensure the draft deliverables can be smoothly adapted into final public-facing products. First 5 LA will manage the final professional design of dissemination products so they have a look and feel consistent with other First 5 LA publications.

3. Will the selection of data sources and indicators to focus on be done in advance of the contract launch or will that be done together?

First 5 LA will take the lead in identifying the indicators and data sources used to measure the Strategic Plan Objectives. While First 5 LA does not expect the selected contractor to search for new indicators or data sources, there may be instances where refinements are needed during the project, or where the contractor's knowledge of additional sources could help inform the work. In those cases, First 5 LA would welcome the contractor's input and revisit this collaboratively.

4. Has First 5 LA worked with a contractor in a similar capacity and is there an incumbent?

First 5 LA has worked with contractors in a similar capacity on other projects; however, there is no incumbent on this project.

5. Figure 2 on page 8 of the RFQ includes the progress updates for data acquisition and progress memos for data analysis. May the progress updates and the progress memos be submitted in the same format? In other words, may both deliverables be treated as progress memos?

Applicants may propose using the same format or different formats for the two deliverables depending on what they believe will be most effective and efficient. The specific expectations for content and format will be finalized in collaboration with the selected contractor.

6. Would First 5 Los Angeles please confirm whether the reporting schedule can be inserted into the contract upon award?

First 5 LA does not currently have a set reporting schedule for the CFP project. Project deliverables, including reports to First 5 LA staff and dissemination products for public release, will be established as part of the Scope of Work and negotiated with the selected

contractor upon award. If the project is renewed in future years, deliverables and due dates will be negotiated annually.

- 7. Do you envision the population of prenatal to age 5 as defined by such in each year, or are you interested in cohort comparisons like the progress over time for the cohort of prenatal to age 5 in 2024 (who would be 4-10 in 2029)?**

This project will not focus on following a single cohort over time. Instead, analyses will generally focus on the annual prenatal to age 5 population, and/or their families. In some cases, the observation period may expand beyond one year if that provide more stable or reliable estimates: for example, First 5 LA may ask the contractor to utilize data from American Community Survey 5-Year Estimates if the 1-Year Estimates are less reliable.

- 8. Is it your expectation that the deliverables will be made publicly available?**

First 5 LA expects that dissemination products will be developed into items that will be made publicly available. Some elements from other deliverables such as data visualizations may be incorporated into public documents including presentations to the Board of Commissioners. Expectations for public-facing products will be discussed and refined in collaboration with the selected contractor.

- 9. Does First 5 LA prefer a particular software/platform for the contractor to use to design and maintain a tracking system to monitor projects goals and activities?**

First 5 LA staff currently use Smartsheet to track and monitor project goals and activities, but this is not a requirement. The final platform will be decided jointly by project staff and the selected contractor at the start of the contract, based on what works best for the project.

- 10. Does First 5 LA have a preference for the frequency of meetings with the project team and written updates from the project team?**

For the CFP project, our current expectation is to meet about twice a month (every other week), with additional meetings as needed based on project needs. The frequency of written updates will be determined collaboratively with the selected contractor, based on the final scope of work and timeline.

11. In being available for in-person meetings, should we budget for a certain number of expected meetings/presentations in Year 1?

First 5 LA anticipates very few in-person meetings in Year 1. Applicants should include a reasonable allocation for travel in their proposed budget, rather than trying to predict the exact number of meetings.

12. In collaboration with First 5 Los Angeles and external partners, the contractor is expected to “gather information from relevant projects” per RFQ page 6. Could First 5 Los Angeles please clarify what type of information is needed, and which projects will be included?

In some cases, the contractor may gather information from First 5 LA staff about programmatic work that supports a Strategic Plan Objective. This type of input is intended to provide context for the data being presented and may help inform interpretation in dissemination products. Impact and Accountability staff will coordinate any such connections.

13. What types of time series analyses do you want the evaluator to conduct? For example, are you interested in autoregression models, or are you interested in observational analysis that calculate percentage change in measurable objectives year to year?

Analyses for this project are expected to examine changes over time in the LA County prenatal-to-age-5 population and/or their families, including differences across key demographic groups. This may include looking at year-to-year changes, but is not limited to that. First 5 LA is not prescribing specific analytic techniques, and applicants are welcome to propose approaches they believe will best capture changes and disparities over time.

14. Has First 5 LA already confirmed the pre-selected data sources or will data source selection be jointly finalized upon award of the contract?

First 5 LA will take the lead in selecting the indicators and data sources. As noted in Question 3, First 5 LA does not expect the contractor to identify new data sources, though this may be revisited collaboratively if refinements are needed or the contractor is aware of relevant sources not yet considered.

15. Are we correct in assuming that First 5 has identified some sources of secondary data for the objectives under study, but the expectation is that evaluators will also be responsible for identifying sources in addition to the ones mentioned in the RFQ?

First 5 LA will take the lead in selecting the indicators and data sources. As noted in Question 3, First 5 LA does not expect the contractor to identify new data sources, though this may be revisited collaboratively if refinements are needed or the contractor is aware of relevant sources not yet considered.

BUDGET

16. Is there a rough ballpark estimate or range for total funding available for this project?

The project budget will be established on an annual basis, with Year 1 anticipated to be in the low six-figure range. Across the six-year duration, the total project budget is expected to be in the mid-six-figure range. Funding for subsequent years will be negotiated annually and will require approval by the First 5 LA Board of Commissioners.

17. Are there budget amounts set for years following the first year?

Budget amounts for years beyond the first are not predetermined. Funding levels will be established through annual contract negotiations and are subject to approval by the First 5 LA Board of Commissioners. Across the six-year duration, the total project budget is expected to be in the mid six-figure range.

18. May there be a limit set on attorney's fees?

If this question is regarding Appendix K—Proposed Budget Template: First 5 LA is not anticipating that any attorney fees will be needed for this scope of work. Please do not include attorney fees in Appendix K.

If this question is regarding liability, please reference Appendix E- Sample Contract, section XXIII. Attorney Fees which indicate that “ In any litigation, arbitration or other proceeding by which one Party either seeks to enforce its rights under this Contract (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Contract, the prevailing Party shall be awarded reasonable attorney fees, together with any costs or expenses, to resolve the dispute and to enforce the final judgment.”

REQUIRED DOCUMENTS

19. To provide information on project management qualifications, is it acceptable to add a section to the Statement of Qualifications Template?

Yes. Proposers may include an additional section on project management qualifications, as long as the required sections in the template are completed and the overall document does not exceed the page limit or the formatting requirements of 11-point font, and 1" margins.

20. The proposal specifies not to embed hyperlinks into the proposal documents. However, could we include URL addresses (not embedded as hyperlinks)?

Please do not add either hyperlinks or URL addresses to the documents; these will be removed or redacted before the Level 2: Proposal review.

21. May text in tables and graphics be less than 11-point font?

Tables and graphics in the proposal may be less than 11-point font but need to be legible at standard viewing size, such as when printed.

22. As part of Appendix J (Project Approach) in the RFQ, should contractors include all 9 objectives from the strategic plan when addresses the 4 activities within that template (i.e. measurement approach, data acquisition, data analysis, and generation of dissemination products), OR should the proposal just focus on the 3 objectives that will be part of the Year 1 scope of work?

The Project Approach should focus on the Year 1 Scope of Work, which includes three Strategic Plan Objectives. Applicants are not required to include additional Strategic Plan Objectives. The Project Approach should be no more than six (6) pages in length.

23. Do you want us to present a measurement model for each measurable objective in the proposal?

Applicants are not expected to present measurement models for each Strategic Plan Objectives. Instead proposals should use Appendix J - Project Approach Template to describe how they would complete the Year 1 Scope of Work, which includes the development of a measurement approach and plan. Instead proposals should use Appendix

J - Project Approach Template to describe how they would complete the Year 1 Scope of Work, which includes the development of a measurement approach and plan. Please see Section IV. B for details on the Year 1 scope of work and Section X.6 for guidance on what to include in the Project Approach.

24. How detailed do you want our proposed data analysis plan to be? For example, do you want us to write out the regression equation using scientific notation?

Applicants are not expected to provide formal equations or scientific notation in their proposals. As noted in Question 1, analyses for this project are expected to include countywide measurements, disaggregation where feasible, observations of changes over time, and assessments of significance and disparities. Within that context, applicants may describe the types of analytic techniques or statistical tests they would consider using, as part of explaining their overall approach to data analysis.

ELIGIBILITY

25. Are you open to collaborative proposals — i.e., not a solo contributor but rather a team that would bring together the skills you seek?

Yes. First 5 LA welcomes collaborative proposals, and subcontractors are allowed. As noted in Section IV. Scope of Work, certain portions of the scope of work must be carried out by the lead applicant and cannot be subcontracted; this work must be completed by the lead in the proposal.

26. Does the 5 year experience qualification need to be met in the resumes/CVs submitted or does having 5 years research experience in the history of the organization qualify?

Yes. Having at least five years of research experience in the organization's history qualifies. First 5 LA will also consider the experience of individual team members included in the proposal.

TERMS OF AGREEMENT

- 27. Would First 5 Los Angeles please confirm the end date for Year 1? Our understanding is that the start date is 11/3/2025 and the end date is 7/3/2026. Can First 5 Los Angeles confirm if this is correct, or provide clarification?**

The Year 1 agreement is expected to begin on November 3, 2025 and end on June 30, 2026, to align with the close of First 5 LA's fiscal year. Any adjustments to this end date would be negotiated with the selected contractor.