



**First5LA.org**

## **CHILD & FAMILY PROGRESS PROJECT REQUEST FOR QUALIFICATIONS (RFQ)**

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

**RELEASE DATE: AUGUST 20, 2025**

## TABLE OF CONTENTS

I.	TIMELINE FOR SELECTION PROCESS .....	3
II.	BACKGROUND .....	4
III.	PROJECT OVERVIEW.....	4
IV.	SCOPE OF WORK.....	6
V.	ELIGIBILITY.....	10
VI.	DESIRED QUALIFICATIONS.....	10
VII.	EVALUATION CRITERIA.....	11
VIII.	TERMS OF PROJECT .....	11
IX.	SELECTION PROCESS.....	12
X.	REQUIRED DOCUMENTS .....	13
XI.	TERMS OF THE RFQ .....	16
XII.	CONTRACTUAL CONSIDERATIONS .....	17
XIII.	APPEALS POLICY .....	18
XIV.	APPENDICES .....	19

## I. TIMELINE FOR SELECTION PROCESS<sup>1</sup>

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	08/20/2025
Informational Webinar	08/27/2025
Final date to submit questions regarding the solicitation	09/02/2025
Posting of responses to questions regarding the solicitation	09/04/2025
Proposal Submission Deadline	09/11/2025 at 5:00 PM PT
Interviews	10/01/2025 - 10/08/2025
Contractor Selected	10/15/2025
Anticipated Contract Start Date	11/03/2025

First 5 LA will accept proposals responding to this Request for Qualifications (RFQ) from proposers through First 5 LA's online application system. First 5 LA will accept proposal submissions from the date of the release of this RFQ through **5:00 p.m. PT on September 11, 2025. Proposals submitted after 5:00 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](mailto: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 **5:00 p.m. PT on September 2, 2025**. 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 **2:00 – 3:00 p.m. PT on August 27, 2025** to learn more about the RFQ requirements. Please register for the webinar at: [https://first5la.zoom.us/webinar/register/WN\\_zr0ewTLgSmK1yrdLxRdZ1g](https://first5la.zoom.us/webinar/register/WN_zr0ewTLgSmK1yrdLxRdZ1g). After registering, you will receive a confirmation email containing information about joining the webinar.

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

Child & Family Progress Project RFQ

## 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](#). It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFQ requirements.

## II. BACKGROUND

### First 5 LA — Giving Kids the Best Start

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

### The First 5 LA 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>). The current 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 three Goals that focus on meeting basic needs; establishing nurturing relationships and environments; and creating a solid foundation for well-being, lifelong learning and success of children prenatal to age five and their families.

Under the Goals are nine **Strategic Plan Objectives**: population-level outcomes that describe the desired conditions for children prenatal to age five and their families in L.A. County. Each Objective includes a specific focus area and articulates a measurable level of desired change aligned with First 5 LA's Strategic Plan. The nine Objectives center the organization's 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.

For the full list of First 5 LA's Strategic Plan Goals and Objectives, please see **Appendix A**.

## III. PROJECT OVERVIEW

### A. About the Impact and Accountability Department

The Impact and Accountability Department (or "I+A") provides leadership and guidance on data, evaluation and measurement efforts across First 5 LA. I+A leads the organization's data agenda and

Child & Family Progress Project RFQ

oversees key initiatives including the Impact Framework, which includes the Child & Family Progress project as a core component for tracking progress toward the Strategic Plan Objectives.

## **B. About the Impact Framework and Child & Family Progress Project**

Consistent with the Results-Based Accountability model, First 5 LA is committed to tracking progress towards the goals outlined in the 2024-2029 Strategic Plan and using data to inform decision-making. To support this, First 5 LA developed the **Impact Framework**: a guiding structure to assess the effectiveness of the organization's work by tracking both population-level outcomes and performance measures tied to specific tactics and strategies. The Impact Framework supports data-driven decision-making by aligning measurement efforts with the Strategic Plan and enabling the organization to monitor progress and impact over time.

The **Child & Family Progress Project (or CFP Project)** is a key component of the Impact Framework. The CFP Project's focus is on acquiring and analyzing data to assess progress toward the nine Strategic Plan Objectives, using appropriate metrics. Each Objective defines a condition affecting children prenatal to age 5 and/or their families, along with a desired outcome expressed as a measurable level of change. The selected indicators will serve as metrics to detect change in these conditions over time.

By systematically tracking changes related to the Objectives, First 5 LA aims to monitor whether conditions for children and families in LA County are improving over time. This data will inform decision-making by highlighting progress, gaps, and opportunities for strategic action.

## **C. Child & Family Progress Project Goals**

The Child & Family Progress project has three project goals for each of the nine Objectives:

**Project Goal 1:** Establish a baseline for the Objective conditions utilizing data from prior to the start of the 2024-2029 Strategic Plan.

**Project Goal 2:** Track changes in the Objective conditions over the course of the Strategic Plan.

**Project Goal 3:** Assess whether the Objective targets have been met by the end of the Strategic Plan.

## **D. Summary of Services Sought**

First 5 LA is seeking a qualified contractor to accomplish the following activities:

### **1. Measurement approach and plan development:**

The contractor will design a methodological approach to measure progress toward each Objective, including defining metrics (e.g., formulas, numerators, denominators) and protocols for assessing change over time, using existing sources of data. This approach will be formalized into a detailed measurement plan to guide subsequent data activities. The sources where data will be obtained from will be pre-determined by First 5 LA.

### **2. Data acquisition:**

The contractor will acquire data from the designated sources pre-determined by First 5 LA to establish baseline, midlines, and endline values for each Objective.

### **3. Data analysis:**

Using the methods outlined in the measurement plan, the contractor will analyze the data to assess current conditions for each Objective, track change over time, and generate insights into progress towards the Strategic Plan goals.

## **Child & Family Progress Project RFQ**

#### 4. **Dissemination products:**

The contractor will develop tailored materials to communicate findings with a variety of stakeholders.

### E. **Project Assumptions and Considerations**

- **Population & Timeframe:** The Child & Family Progress Project tracks conditions of children under age 5, pregnant individuals, and their families in LA County, with observation periods spanning pre-2024 (baseline) through 2029 (Strategic Plan end date).
- **Project Duration:** The Child & Family Progress Project will begin in FY2025-2026 and is anticipated to continue through FY2030-2031. While the Strategic Plan concludes in 2029, the project timeline is anticipated to extend an additional two years to account for data availability, with 2029 data not expected until FY2030-2031. See **Section VII. Terms of Project** for more details on the initial award.
- **Data Scope:** This project is limited to acquiring and analyzing existing data sources, such as the US Census American Community Survey and California Department of Public Health Birth Cohort Files, to produce Objective measures. The Child & Family Progress Project does not include new research or primary data collection at this time.

### F. **Collaboration with First 5 LA & External Partners**

The selected contractor will work in close partnership with First 5 LA staff throughout all phases of the project, with I+A team members serving as active thought partners in the design and implementation of the work, and quality assurance. Additionally, the selected contractor is expected to work on occasion with First 5 LA staff from other departments, such as to gather information from relevant projects and to share findings from this project.

The contractor is also expected to engage with external stakeholders, as needed, to support data acquisition, inform measurement approaches, and support interpretation and contextualization of findings. First 5 LA will facilitate key introductions to data, County and community partners as needed.

## IV. **SCOPE OF WORK**

First 5 LA is seeking proposals from qualified organizations to support the measurement the Strategic Plan Objectives through the Child & Family Progress Project. Applicants may propose the use of subcontractors to complete activities described in this RFQ, with the exception of activities under **Section IV.D Project Management**. A final scope of work for Year 1 (FY2025-2026) will be negotiated with the selected contractor.

This section provides:

- An overview of the project approach and goals
- Year 1 priorities and anticipated deliverables
- General activities and tasks to be repeated across phases
- Expectations for project management and flexibility

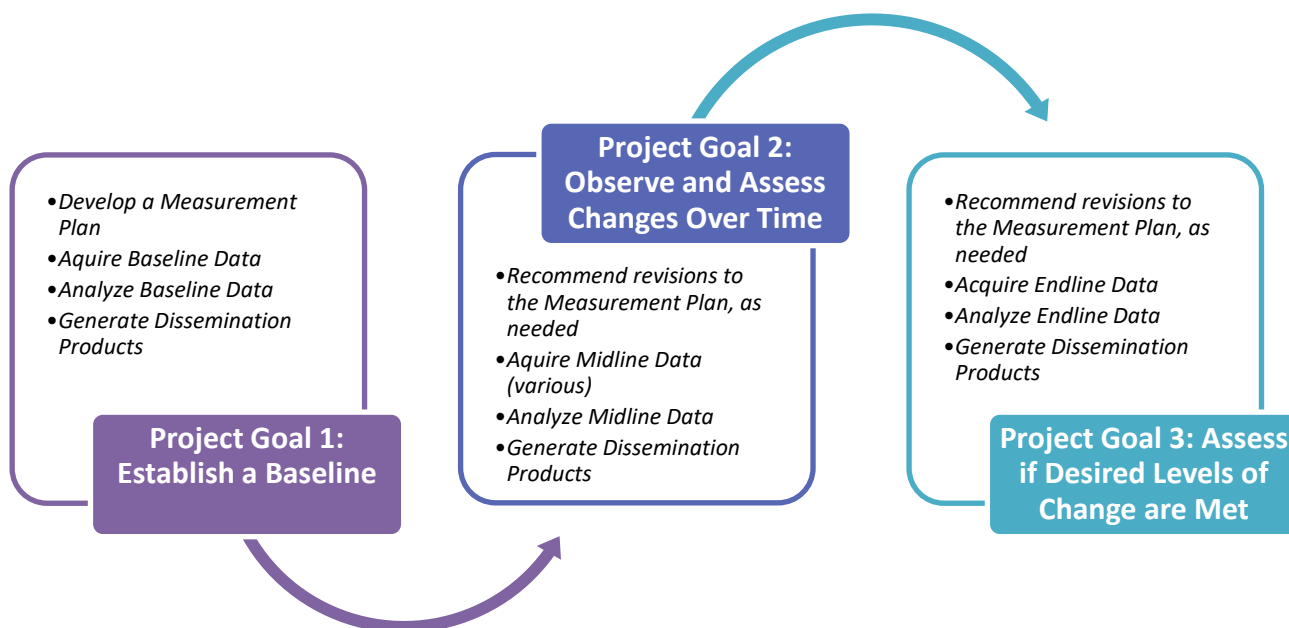
### A. **Project Approach and Goals**

The CFP Project is organized into three goals: 1. Establishing a baseline; 2. Observing and assessing changes over time; and 3. Assessing if the desired levels of change are met. Each project goal has

## Child & Family Progress Project RFQ

several general activities. Some of the general activities are duplicative in nature (collecting data; analyzing data; generating dissemination products.) However, it is anticipated that all activities related to one project goal will be completed before moving onto the next project goal. **Figure 1** outlines the three project goals and their corresponding activities.

Figure 1: Project Goals and Related Activities



Each of the nine Objectives must meet all three project goals (see **Appendix A – First 5 LA Strategic Plan Goals and Objectives**). Each Objective will also progress through the project goals individually. Due to differences in the data needed for each Objective, it is anticipated that the Objectives will progress at different paces. For example, Objective “A” may be completing project goal 1, while Objective “B” may already have advanced to project goal 2.

## B. Year 1 Priorities

In the first year of this project, First 5 LA expects the contractor to complete project goal 1 for at least three Strategic Plan Objectives.

Figure 2: Anticipated Year 1 Activities and Deliverables

Project Goal 1: Establish a baseline of the Objective conditions to monitor progress towards the Strategic Plan targets.	
Activity	Deliverable(s)
i. <i>Measurement approach and plan development</i>	<ul style="list-style-type: none"> <li>Measurement Plans for three Objectives</li> </ul>
ii. <i>Data acquisition</i>	<ul style="list-style-type: none"> <li>Progress updates on baseline data acquisition</li> </ul>
iii. <i>Data analysis</i>	<ul style="list-style-type: none"> <li>Progress memos on data analysis</li> <li>Baseline visualizations (Tables, graphs, maps)</li> <li>Findings memos for each Objective baseline</li> </ul>
iv. <i>Dissemination products Generation</i>	<ul style="list-style-type: none"> <li>Summaries of three Objective Baselines</li> </ul>

Note: This table provides a preliminary overview. Details will be finalized with the selected contractor.

### C. General Activities and Tasks

First 5 LA expects the contractor to complete the general activities and tasks listed below. This list is not exhaustive, and additional activities may be identified. Applicants may also propose additional activities to ensure successful implementation. Unless otherwise noted, these general activities and tasks are expected to be repeated across the three project goals (see **Figure 1**).

- i. **Measurement approach and plan development:** For each Strategic Plan Objective, the contractor will develop an initial Measurement Plan with clear instructions for how to measure the Objective condition (using external data sources pre-determined by First 5 LA), providing a framework for consistent measurement through 2029, with revisions recommended as needed.

#### General Tasks:

- Specifying the indicators and data sources for each Objective. (*project goal 1 only*).
- Providing instructions for acquiring data from each source. (*project goal 1 only*).
- Providing instructions for processing raw data to generate the appropriate indicator, when needed.<sup>2</sup> (*project goal 1 only*).
  - Examples include aggregating data sets; disaggregating indicators from larger data sets; removing duplicates; and addressing missing data.
- Developing the analysis plan for each Objective, including formulas (e.g., numerator and denominator) and methods for measuring change over time. (*project goal 1 only*).
- Identifying best practices for visually presenting data. (*project goal 1 only*).
- Developing a timeline for establishing mid-point measurements through 2029, where feasible. (*project goal 1 only*).
- Recommending refinements to the above when necessary (*project goals 2 and 3 only*).

- ii. **Data acquisition:** Using the Measurement Plan as a guide, the contractor will acquire and prepare data to establish the indicators needed to measure the Objectives over time.

<sup>2</sup> First 5 LA anticipates the contractor may need to generate new indicators using existing data. For example, the contractor may acquire an existing data set on households with all age groups and need to disaggregate the households with children under 5 to generate an indicator relevant to the Objective.



**General Tasks:**

- Download public data files.
- Submit or support formal requests for closed data sources.
- Process data to create usable indicators (e.g., cleaning, formatting, calculating).

- iii. **Data analysis:** The contractor will analyze the data according to the Measurement Plan to establish a point-in-time measurement and assess how conditions are changing.

**General Tasks:**

- Establish baseline of conditions prior to the Strategic Plan.
- Disaggregate data by key populations.
- Track changes over time. (i.e., interim assessments at specified intervals) (*project goals 2 and 3 only*)
- Assess progress toward desired change levels. (*project goals 2 and 3 only*)
- Establishing an endline measurement by the end of the plan period. (*project goal 3 only*)
- Create visualizations and memos summarizing findings.

- iv. **Dissemination Products Generation:** The contractor will create materials that support effective communication of findings to a range of audiences, including technical and lay stakeholders.

**General Tasks:**

- Creating one-page summaries of baseline findings for each Objective. (*project goal 1 only*)
- Developing materials to share summaries of midline and endline findings. (*project goal 2 and 3 only*)
- Preparing slide decks tailored to different audiences.

## D. Project Management

The contractor is expected to plan and facilitate regular meetings with the First 5 LA project team, and occasionally with other First 5 LA staff. Responsibilities include:

- Developing meeting agendas and documenting discussion, decisions, and action items.
- Managing communications with key project stakeholders.
- Designing and maintaining a tracking system to monitor progress across project goals and activities for the nine Objectives.
- Providing regular written updates organized by Objective, noting progress, challenges, and next steps.

*Note: the Contractor cannot subcontract any Project Management activities.*

The contractor must be able to manage multiple project components concurrently, as different Objectives may be in completing work under different project goals.

## E. Additional Activities

Additional activities may be required during the life of the project based on emergent needs, insights or changes to the Strategic Plan. These activities, including travel for in-person meetings, may be incorporated once negotiated through updates to the scope of work, timeline and budget.

## Child & Family Progress Project RFQ

The contractor will furnish the necessary personnel, materials, and services necessary to carry out project activities unless otherwise agreed upon. The contractor will be expected to attend in-person meetings in Los Angeles, California on occasion, such as to present to the First 5 LA Board of Commissioners, First 5 LA leadership, and staff. Contractor staff leading the work must be able to attend in-person meetings as needed the duration of the project. In the event that an in-person meeting is required, the meeting date and time will be determined in advance.

## **V. ELIGIBILITY**

Proposers must meet the following minimum requirements:

1. The selected organization must have a minimum of five (5) years of experience designing and executing research projects.

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: <http://BusinessSearch.sos.ca.gov/>. Applicants that do not meet the minimum requirement(s) 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**).

## **VI. DESIRED QUALIFICATIONS**

The following section lists the desired qualifications of an ideal contractor for this project.

### **A. Research Experience**

1. Experience conceptualizing and conducting research (including developing research questions and research design), especially for research observing differences over time.
2. Experience analyzing secondary data from sources such as the US Census Bureau; the American Institute for Research Early Learning Needs Assessment Tool (AIR ELNAT); the National Committee of Quality Assurance (NCQA); California Department of Public Health (CDPH) California Department of Health Care Services (CDHCS); and/or any LA County agency or department.
3. Experience conducting research focused on the social conditions or systems that influence the well-being of young children and their families, particularly areas such as health, early learning, or family support.
4. Experience conducting research focused on the conditions or well-being of Los Angeles County residents.
5. Experience applying equity-focused research approaches, including analyzing disparities by race/ethnicity, geography, or income.

### **B. Technical Skills**

1. Ability to generate new indicators or rates by identifying the appropriate numerators and denominators.
2. Experience conducting time-series analyses and assessing the validity and reliability of results (e.g., performing statistical significance test and interpreting margins of error).

3. High proficiency in identifying and interpreting disparities by disaggregating data across multiple variables (e.g., age, race/ethnicity, and geography).
4. Experience using ArcGIS or other mapping software to analyze geographic regions at various levels (such as county, Supervisorial Districts, Special Planning Districts, and census tracts) and generate heat maps.
5. Demonstrates the ability to develop clear and effective data visualizations using tools such as Tableau, Power BI, R, or Python.

**C. Reporting and Information-Sharing Experience**

1. Experience developing written materials (e.g., research updates, reports and briefs) that communicate findings and implications for diverse audiences.
2. Experience creating data visualizations including graphs, tables and maps.
3. Experience presenting research findings to both technical and lay audiences.

**D. Strategic Collaboration:**

1. Ability to understand the project's purpose and needs by asking insightful questions and requesting relevant information.
2. Experience collaborating with clients to make critical decisions and address complex project challenges.
3. Ability to identify when and how to engage with external partners to enhance project outcomes.

**VII. EVALUATION CRITERIA**

Proposals will be reviewed based on the following evaluation criteria:

- **Organization Research Experience—35 points**
- **Technical Skills—35 points**
- **Project Approach and Proposed Budget—40 points**
- **Work Sample—15 points**
- ***Total Possible Points—125 points***

**VIII. TERMS OF PROJECT**

First 5 LA expects to enter into a 8-month initial agreement with the selected contractor for a not-to-exceed amount of \$112,000, with an anticipated start date of November 3, 2025, subject to approval by the First 5 LA President & CEO or signatory designee. The contract may renew annually at First 5 LA's sole discretion for a total project term of up to 5 years and 8 months until June 30, 2031. 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, including proper use of subcontractors according to **Section IV. Scope of Work**. 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.

**Child & Family Progress Project RFQ**

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.

This will be a fixed-price, deliverables-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 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. Eligibility**. Proposals with omissions of any required documentation are subject to disqualification.

First 5 LA will also conduct a due diligence review which includes a review of the Due Diligence Assessment form (see **Appendix F – Due Diligence Assessment Form**), a review of whether proposer (that are current and former contractors, grantees and vendors) currently remain placed in non-compliant status by First 5 LA under any existing and past agreement with First 5 LA and verify an “active” status via California Secretary of State (if applicable). First 5 LA reserves the right to request additional information, if needed, to validate eligibility and/or and minimum requirements.

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

### **Level 2 Proposal Review**

Proposers who pass Level 1 Internal Review will advance to Level 2: Proposal Review. Reviewers will score proposers using the review tool listed as **Appendix D – Level 2 Proposal Review Tool**. Reviewers may participate in a calibration session prior to finalizing scores.

### **Level 3 Interview**

Proposers must score a minimum of 101 points to continue to Level 3: Interview. Only key personnel identified in the proposal can participate in the interview. Tentative interview dates are included in **Section I: Timeline for Selection Process** and are subject to change at First 5 LA's sole discretion. Interviews will be held either at First 5 LA or via a virtual platform (e.g. Zoom or Microsoft Teams). Reviewers may participate in a calibration session prior to finalizing scores. Further written materials may be requested prior to or after the interview. First 5 LA reserves the right to schedule additional interviews/meetings.

### **Award of Contract**

The proposer with the highest total score (sum of Level 2 and Level 3) will be awarded the contract.

## **Child & Family Progress Project RFQ**

## 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 C – 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.

1. **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. 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 <https://bbgm-apply.yourcausegrants.com/apply/auth/signin>.

To access the online application:

<https://bbgm-apply.yourcausegrants.com/apply/programs/eee2d38a-6339-4c51-af1b-0119ff267302>

2. **Due Diligence Assessment Form:** Please read the information on the required Due Diligence Assessment form thoroughly and include a signed copy by the proposal deadline (**Appendix F**). If you checked "Yes" to any of the questions on this form, please explain whether this will impact the project on this solicitation.
3. **Organizational Conflict of Interest Form** (Please read the information on the required **Appendix G – Organizational Conflict of Interest Form** thoroughly and submit a signed completed form.
4. **Statement of Qualifications:** Applicants must submit a Statement of Qualifications using **Appendix H – Statement of Qualifications Template**. The Statement of Qualifications should highlight your team's qualifications, skills, and relevant experience. Please limit the Statement of Qualifications to no more than six (6) pages, 11-point font with 1" margins, not including the cover page, and include the following:
  - A brief history of the organization, including the number of years active, its mission, and key accomplishments.
  - A description of the lead members of the project team, along with highlighting their qualifications and relevant experience. Please limit to four team members. For each member, please include the following:
    - Name, title, and/or role in the project (for example, manager, assistant manager, etc.)
    - Number of years with the organization
    - Number of years conducting relevant work (if different from number of years with the organization)

Child & Family Progress Project RFQ

- Relevant projects the team member has worked on that are directly related to the proposed work, including key role and responsibilities.
- Up to four (4) short case studies that best represent your team's relevant research experience. For each case study, include the following details:
  - Start and End Dates: (month and year to month and year, or "Ongoing")
  - Project Description: Provide an overview of the research project, including the objectives, research questions, and the context in which the project was conducted.
  - Research Methodology: Describe the research design, sampling strategy, data collection methods, and approach to data analysis. This should include any tools, techniques, or frameworks used during the research process.
  - Key Findings and Outcomes: If the project is complete, summarize the key findings, conclusions and any tangible or intangible outcomes. Include any recommendations or implications for practice, policy, or future research. If ongoing, describe the expected outcomes based on the current progress.

5. **One (1) Work Sample with Findings:** Applicants should submit one work sample related to one of the case studies included in their Statement of Qualifications that showcases the final results or key findings from the project. The work sample should be on a case study that included a quantitative component. Please use **Appendix I – Work Sample Cover Page** to specify which project the work sample is related to, and the intended audience for the sample.

The work sample should demonstrate the applicant's ability to present findings from statistical analyses in a clear and accessible way; generate effective data visualizations (e.g. graphs, tables and/or maps); and tailor information for a specific audience. Appropriate work samples include, but are not limited to, a published report, a project brief, a short report, or a slide deck presentation.

Please submit only one of the following:

- One (1) PDF document no more than four pages (excluding the cover page)
- Or
- One (1) Microsoft PowerPoint slide deck with no more than 12 slides

You may submit an excerpt of a longer product to adhere to the maximum page- or slide- length requirement.

6. **Project Approach:** Applicants must submit a Project Approach using **Appendix J – Project Approach Template**. The Project Approach should describe your proposed approach to completing the work outlined in project goal 1 during the first year of the project, (see **Section IV.B Year 1 Priorities**). The Project Approach will be used in the evaluation and scoring of the proposal.

The Project Approach should be no more than six (6) pages, 11-point font with 1" margins and include the following:

- Describe the overall approach to completing each Activity in **Section IV.B Year 1 Priorities**, including:
  - Roles and general responsibilities of key team members
  - Anticipated key deliverables for each activity
  - Additional activities recommended by the applicant, if any
- Describe how the applicant plans to engage and collaborate with First 5 LA staff throughout the project including what decisions, processes, or tasks the applicant envisions involving staff in.

**7. Proposed Budget:** Applicants must submit a Proposed Budget using **Appendix K – Proposed Budget Template**. The Proposed Budget will serve as the foundation for budget negotiations. The Proposed Budget should be no more than three (3) pages, 11-point font with 1" margins and include the following:

- **Total Estimated Budget**
  - Include the total budget for Year 1 itemized by the activities in the Project Approach.
  - Under each Activity, please add a bullet list summarizing the tasks included in your Project Approach. You may add additional rows if your Project Approach includes additional activities.
  - List Direct Costs for Year 1, if any (e.g., travel, subcontractors, or data purchases).
- **Expected Commitment on the Project**
  - For each team member indicated in **Appendix H – Statement of Qualifications**, please express the Full Time Equivalent (FTE) on this project in Year 1.
  - The FTE should represent how many hours a week each team member is expected to commit to the project, based on a 40-hour work week. For example, staff who are expected to commit full time to the project should be expressed as 1.0 FTE, while staff committing half time should be expressed as .5 FTE.

The Proposed Budget will serve two key purposes: (a) as an evaluation component for scoring the proposal; and (b) as the basis for negotiating the budget for the initial contract. As discussed in **Section VIII. Terms of Project**, the budget for the initial Contract and all subsequent Contracts will be negotiated with the selected contractor. The budget submitted in the proposal will establish the starting point for these negotiations.

- 8. Resumes or Curricula Vitae:** Submit resumes or curricula vitae for key team members who will have a major role in executing the work described in Section IV and in the Project Approach. Please limit resumes or curricula vitae for the personnel listed in **Appendix H – Statement of Qualifications**, including the project manager, if applicable. All resumes should be submitted as one PDF document and limited to three (3) pages per team member. Do not embed hyperlinks in your resumes.
- 9. Business License, if applicable** (e.g., Business license, if required by the City or County which your organization operates).



**Failure to submit all required attachments may constitute an incomplete proposal and may be grounds for disqualification.** Proposers are responsible for any errors and omissions in their proposals and applications. In order to respond to this RFQ, please complete and submit your proposal and all required documents to First 5 LA via online portal no later than **5:00 PM PT on September 11, 2025.** **Proposals received after this deadline will not be considered and will be automatically disqualified.**

It is the responsibility of the proposer to ensure, prior to submission, that its proposal reflects the requirements of this solicitation, including any addenda First 5 LA may have issued. Proposers should not wait to submit documents through the online application system minutes before the submission deadline. First 5 LA will not be responsible for any delays proposers may encounter with the online application system.

## **XI. TERMS OF THE RFQ**

First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of an addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent addenda information and RFQ requirements. Addenda to this solicitation, if any, will be posted on First 5 LA's website at <https://www.first5la.org/news-resources/funding-center/>.

First 5 LA reserves the right to reject all bids and re-advertise for bids, and that failure to comply with bid specification may be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of ninety (90) calendar days following submission of the bid unless otherwise approved by First 5 LA. First 5 LA may waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders or proposers. First 5 LA also reserves the right to cancel this RFQ, in its sole discretion, at any time before execution of a contract.

The Fiscal Sponsor is considered the Contractor/Grantee and therefore it is responsible for all legal aspects of the contract/grant. As the Contractor/Grantee, the Fiscal Sponsor agrees to be accountable to First 5 LA for the programmatic and financial outcomes of the contract/grant. All information requested in the on-line application for the applicant organization is that of the Fiscal Sponsor.

First 5 LA shall not be liable for any costs incurred in connection with a proposer's preparation of a proposal in response to this RFQ. Any cover letters, résumés and curriculum vita, including attached 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

## **Child & Family Progress Project RFQ**



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 **Appendix E – Sample Contract**). The successful proposer must execute the Contract without substantive alteration. All proposers must review the sample Contract in detail and fully understand the contractual obligations described in the Contract, including all insurance requirements. If a satisfactory agreement cannot be negotiated within 30 days of award, First 5 LA may, at its sole discretion, begin negotiations with the next qualified proposer, as determined by First 5 LA. First 5 LA may, after contract award, amend the awarded contract, scope of work and any other exhibits in accordance with the terms of the contract and as needed throughout the contract term to best meet the needs of First 5 LA.

First 5 LA may, at its discretion, request that the Contractor undertake additional, unanticipated, activities that are aligned to the project objectives of this RFQ and incorporate such activities into the final Scope of Work/Performance Matrix and Budget, if applicable.

Current and former First 5 LA grantees, contractors and vendors must be in good standing and compliant with all aspects of current and former agreements with First 5 LA in order to be eligible to respond to this RFQ. First 5 LA may deem a proposer ineligible to respond to this RFQ if it finds, in its sole discretion, that the proposer has done any of the following: (1) violated any term or condition of a First 5 LA agreement; (2) committed any act or omission, or engaged in a pattern or practice, that negatively reflects on the proposer's quality, fitness or capacity to perform services listed in this RFQ; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim to First 5 LA or any other public entity.

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

### **Child & Family Progress Project RFQ**

proposer will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to First 5 LA.

The commencement of any activities under the contract's Scope of Work/Performance Matrix (Exhibit A) will not begin until the contract execution date (the date all parties have signed and delivered the contract) and the successful proposer will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by First 5 LA. If the awarded contract is not signed by the successful proposer within thirty (30) calendar days from the proposed intended start date, First 5 LA may withdraw the contract award. First 5 LA may revise the proposed effective date prior to final execution of the awarded contract.

If the value of the contract is \$150,000 or more in the aggregate in any fiscal year, the award and execution of the contract is subject to First 5 LA's Board approval. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary prior to final execution of the contract.

The Contractor shall ensure that the Contractor, its employees and subcontractors, as well as the participants in any program or service conducted hereunder, comply with all applicable federal, State and local public health orders to protect against the spread of the COVID-19 virus or other public health threat, including, without limitation, maintaining social distancing requirements, avoiding unnecessary or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves and cleaning supplies.

Unless otherwise submitted during the RFQ process, the successful proposer will be required to submit additional required documentation including, but not limited to, the following documents before the awarded contract can be fully executed:

- Litigation and Contract Compliance Form
- Signature Authorization Form and supporting documents as described in form

*If Applicable:*

- By-laws
- Articles of Incorporation
- Board of Directors or List of Partners
- Annual Independent Audit for prior fiscal year or calendar year
- Appropriate business licenses
- IRS Determination Letter for non-profit status
- Completed IRS Form W-9
- Memorandums of Understanding and Subcontracts (for any sub-contractors, collaborators, and/or partners)

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

Child & Family Progress Project RFQ

procedures, or the terms of the solicitation. Appeals challenging First 5 LA's decisions on the merits or qualifications of bidders or proposers, or the scoring of proposals shall not be permitted. Appeals regarding First 5 LA's decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed within ten (10) business days following the date the notification of decision is made by First 5 LA. The appeal must be filed by email to the designated contact person on the solicitation or other method described in the solicitation. An appeal shall be deemed filed on the date it is received by First 5 LA. Any appeal received by First 5 LA after the close of business on the tenth (10th) business day following the date the notification of decision is issued shall be rejected. Please be advised that your agency has the right to appeal the decision. First 5 LA's Appeals Policy can be found at <https://www.first5la.org/wp-content/uploads/2021/10/Procurement-Policy-2021.pdf>. Please refer to Section XI. Appeals for more information.

#### **XIV. APPENDICES**

##### **For Informative Purposes:**

- Appendix A - First 5 LA Strategic Plan Goals and Objectives
- Appendix B - Glossary of Terms
- Appendix C - Application Checklist
- Appendix D - Level 2 Proposal Review
- Appendix E - Sample Contract

##### **For Submission:**

- Appendix F - Due Diligence Assessment Form
- Appendix G - Organizational Conflict of Interest Form
- Appendix H - Statement of Qualification Template
- Appendix I - Work Sample Cover Page
- Appendix J - Project Approach Template
- Appendix K - Proposed Budget Template