

**Community Voice for Housing Equity  
Request for Proposals (RFP)  
Questions and Answers (Q&A)  
Date Posted: December 4, 2025**

**Terms of Project**

- 1. I see that we are not able to use subcontractors, but we have been working closely with a consultant for the past 7 months on issues similar to this. If awarded, we would like to keep working with her. Are consultants allowed? Our staff would still be working closely on the project alongside her.**

While subcontractors are not permitted under this RFP, organizations may use individual consultants as part of their proposed staffing plan. The contract will be with your organization, and your staff must remain actively involved in delivering the work.

If you plan to involve your consultant, please include her role in both the Scope of Work and the Budget Narrative, for example, participating in the 3–4 engagement sessions, contributing community insights, or helping prepare the summary report. Please note that First 5 LA will consider all proposed staff as agents of the awarded applicant and can speak on behalf of the organization.

**Scope of Work**

- 2. As I shared, one element of this work that we have been working on is capturing the insights of our families. We have interviewed over 600 parents via a survey and listening sessions. We are excited to continue to get new data to add to this but curious if we would be able to leverage that data to inform the final product or would it need to be all new data?**

The RFP does **not** require CBOs to collect new data. First 5 LA is looking for organizations who

demonstrate a strong understanding of the housing challenges experienced by families with children prenatal to age 5.

You are welcomed to leverage existing data. You may describe the data you have already collected and explain how your insights will inform your participation in the engagement sessions and your contributions to the final recommendations.

Bringing forward existing knowledge and lived experience from your community is fully aligned with this project's goals.

### **Budget**

3. **We are requesting clarification on Appendix E – Proposed Budget for the Community Voice for Housing Equity RFP application. Are we to provide an all-inclusive amount per major task and per sub-task? Also, the form refers to Major Task 1 and Major Task 2, but we are uncertain what these are or what the sub-tasks are. Can you tell us where we can find these in the RFP, please?**

The “Major Tasks” and “Sub-Tasks” listed in Appendix E are placeholders and do not refer to predefined tasks in the RFP. Applicants should use these fields to identify the major activities your organization will undertake to complete the Scope of Work.

Examples of activities that may be reflected in your budget include:

- Staff and leadership participation in the 3–4 engagement sessions
- Leveraging community insights and lived experience to help interpret research findings
- Preparing the brief summary report
- Contributing to the refinement of performance measures during the engagement sessions
- Helping to inform First 5 LA’s Housing Policy Agenda through insights shared during the engagement sessions
- Participating in First 5 LA’s two-day Annual Summit

For budgeting purposes, applicants should submit an all-inclusive budget that reflects the full cost of each activity. This includes staff time, materials, administrative or operational support, and any other expenses necessary to complete the work. Each task or sub-task should represent the total resources needed to carry out the project over the six-month contract period.