

COMMUNITY VOICE FOR HOUSING EQUITY REQUEST FOR PROPOSALS (RFP)

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

RELEASE DATE: November 21, 2025

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFP Released on First 5 LA's Funding Center	November 21, 2025
Final date to submit questions regarding the solicitation	December 2, 2025
Posting of responses to questions regarding the solicitation	December 4, 2025
Proposal Submission Deadline	December 12, 2025
Contractor Selected	January 9, 2026
Contract Start Date	January 26, 2026

First 5 LA will accept proposals responding to this Request for Proposals (RFP) 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 RFP through **5:00 p.m. PT on December 12, 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 on December 12, 2025, may constitute an incomplete proposal and may be grounds for disqualification.**

Questions and requests for additional information must be submitted in writing to:

Inesa Papazyan
E-mail: lpapazyan@first5la.org

All questions and requests for additional information regarding this RFP must be received in writing by First 5 LA via email before **5:00 p.m. PT on December 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.

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 <https://www.first5la.org/article/community-voice-for-housing-equity-request-for-proposals-rfp/>.

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

It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFP requirements.

II. BACKGROUND

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 2024-2029 Strategic Plan

On Nov. 9, 2023, First 5 LA's Board of Commissioners approved the agency's 2024-2029 Strategic Plan ([First 5 LA 2024-2029 Strategic Plan | First 5 Los Angeles](#)), introducing our vision to build a future where every child is born healthy and thrives in nurturing, safe and loving communities. To achieve this vision and for every child prenatal to age 5 to reach their full developmental potential, First 5 LA has determined a clear set of goals and objectives that refine our focus, center racial justice and equity in our work, and address the root cause of disparities to build a more equitable future for our youngest children and their families.

On Nov. 14, 2024, to advance our strategic plan from vision to action, the agency introduced four initiatives that organize our work for plan implementation starting in Fiscal Year 2025. Our priorities of prevention first, vibrant environments, maternal and child well-being, and whole child, bright futures, call on us to innovate, partner, and amplify community input to collectively ensure every child's needs are met throughout the critical first five years of life.

First 5 LA's Vision, Mission, and Values drive how we partner to ensure all of our youngest children have what they need to reach their full developmental potential.

First 5 LA Vision

We envision a future where every child is born healthy and thrives in a nurturing safe and loving community.

First 5 LA Mission

We advocate for children and their families, amplify community voice and partner for collective impact so that every child in Los Angeles County reaches their full developmental potential throughout the critical years of prenatal to age 5.

First 5 LA's Values

First 5 LA values guide and direct how we show up and the actions we take to make the greatest possible impact for Los Angeles County's children prenatal to age 5 and their families.

Impact: We remain curious, open to new ideas, adaptable to improve and unwavering in our pursuit of lasting results for young children and their families.

Equity: We honor the wisdom of our communities, recognizing that their assets hold the key to dismantling systemic barriers and forging a path to racial justice, as we champion opportunity for all.

Community Voice for Housing Equity

Partnership: We inspire collective action built on trusting relationships, diverse perspectives, humility and mutual respect.

Integrity: We are accountable for results, ensure the most effective use of public resources and reflect on our actions.

Target Outcomes

First 5 LA's 2024-2029 Strategic Plan is a continuum of goals and objectives mobilized by a framework of strategies and tactics. Our goals focus on children's needs across a continuum of basic (physiological and safety), psychological (esteem and love and belonging) and self-fulfillment (self-actualization) needs. Our interdependent strategies focus on better legislation, administrative regulations and resources, removing barriers based on inequities and bias, and improving public system performance to ensure children prenatal to age 5 grow and develop with healthy food, have secure housing and experiences of safety and belonging, have nurturing relationships and environments, and are set up to thrive. On an ongoing basis, First 5 LA will identify and refine the tactics that advance our goals, objectives and strategies.

GOALS	OBJECTIVES	STRATEGIES	TACTICS
Children prenatal to age 5 and their families have their basic needs met.	Reduce - Infant Mortality - Poverty - Housing Insecurity	Catalyze public policies efforts at the local, state, and federal levels that prioritize the needs of children prenatal to age 5 and their families.	On an ongoing basis, identify and refine the tactics that advance our goals, objectives and strategies.
Children prenatal to age 5 have nurturing relationships and environments.	Increase - Supports for Maternal Depression - Choices for Healthy Foods - Parks & Open Space	Collaborate with partners to strengthen public systems , services, and supports for children prenatal to age 5 and their families.	Universal Parameters: Alignment and Potential Impact Equity-Driven Planning Process Cost-Benefit and Sustainability
Children prenatal to age 5 have a solid foundation for well-being, lifelong learning and success.	Increase - Early Care & Education - Early Intervention Services - Culturally Affirming Services	Partner with communities to collaboratively grow a social movement that elevates the needs of children prenatal to age 5 and their families.	

III. PROJECT OVERVIEW

Introduction and Context

This RFP is led by First 5 LA's Communities Department, which advances key objectives of the 2024–2029 Strategic Plan to ensure that children prenatal to age 5 and their families have their basic needs met by reducing housing insecurity. The department oversees Best Start, a place-based initiative operating through five regional networks that elevate community leadership, build organizational capacity and advance community-driven approaches that advance equity and systems change to improve outcomes for families countywide.

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Stable, safe and affordable housing is foundational to the health and well-being of young children, particularly those prenatal to age 5, and their families. As part of implementing First 5 LA's 2024–2029 Strategic Plan, the agency is advancing targeted actions to reduce housing insecurity for families with young children. This work focuses on strengthening partnerships with research institutions, community-based organizations (CBOs), and policymakers to address the systemic barriers affecting housing stability for families with children prenatal to age 5 across Los Angeles County.

Project Summary

First 5 LA seeks to engage up to five (5) community-based organizations (CBOs) from across Los Angeles County to help translate housing research into actionable, community-informed policy recommendations. The goal is to ensure that First 5 LA's housing policy and advocacy efforts reflect the lived experiences of families most affected by housing insecurity.

Selected CBO partners will collaborate with First 5 LA and the Neighborhood Data for Social Change (NDSC), a research project of the University of Southern California (USC) Price Center focused on equity-centered neighborhood data analysis to support community-level advocacy in Los Angeles County, to review housing research findings, validate data, and identify policy opportunities that advance equitable housing solutions. Insights gathered through this partnership will directly inform First 5 LA's FY 2026–27 Housing Policy Agenda and guide future housing advocacy efforts across Los Angeles County.

First 5 LA welcomes proposals from CBOs in any part of Los Angeles County to ensure a broad range of perspectives. First 5 LA seeks to engage CBO partners that collectively reflect geographic and population diversity across Los Angeles County. Diversity of communities served—such as those experiencing high rent burdens, overcrowding, displacement pressures, limited affordable housing supply, or those serving immigrant, Black, Latino, mixed-status, or other populations facing systemic inequities—will be considered alongside other review criteria; however, it is not the sole factor used to determine funding decisions. These considerations help ensure that policy recommendations reflect the varied experiences of families with young children. Final funding decisions will be based on the strength of the proposal, demonstrated understanding of housing insecurity for families with young children, and alignment with the goals of this RFP.

Problem Statement

Families with young children, especially Black, Latino, immigrant, and low-income households, face persistent barriers to housing stability that directly affect early childhood well-being. This project centers the perspectives of these families in shaping housing policy and advocacy priorities, ensuring that First 5 LA's strategies are informed by both data and lived experience.

Goal:

Ensure families with young children, especially those most impacted by inequities, are visible, prioritized and meaningfully represented in LA County housing systems so that policies and investments improve their housing stability and well-being.

Approach and Rationale

Through a structured, participatory process, CBO partners will interpret findings, validate data through field experience, and contribute community insights that inform housing policy recommendations. This approach bridges the gap between research and community experience, strengthening the equity, credibility, and impact of First 5 LA's housing policy work.

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Strategic Alignment:

This project advances Goal 1 of First 5 LA's 2024 – 2029 Strategic Plan, ensuring that children prenatal to age 5 and their families have their basic needs met – by supporting Objective 1.3: *Reduce housing insecurity for families with young children*. Through a participatory, data-to-policy process that centers community voice, this project strengthens equitable systems and informs policy solutions that promote housing stability for families most impacted by inequities.

Key Objectives

- Integrate community voice into First 5 LA's housing policy and advocacy agenda.
- Align research findings with on-the-ground realities of families with young children in high-need communities.
- Strengthen the capacity of CBOs to interpret and apply housing data in advocacy and systems change efforts.
- Inform performance measures that track progress in reducing housing insecurity for families with young children.

Expected Outcomes

- Community-informed housing policy recommendations integrated into First 5 LA's advocacy agenda.
- Stronger alignment between housing data, community perspectives, and community priorities.
- Increased CBO capacity to interpret and apply data.
- Enhanced credibility and impact of First 5 LA's housing advocacy, grounded in authentic community partnership.

IV. SCOPE OF WORK

First 5 LA is seeking proposals from qualified community-based organizations (CBOs) with active 501(c)(3) nonprofit status or those operating under a formal fiscal sponsorship agreement with an eligible 501(c)(3) organization. Eligible organizations must be based in Los Angeles County and demonstrate experience working with families with young children and communities most impacted by housing insecurity. Individual applicants and subcontracting arrangements, other than fiscal sponsorships, will not be accepted.

Selected organizations will collaborate with First 5 LA and the Neighborhood Data for Social Change (NDSC) to ensure that the perspectives of families with young children are reflected in community-informed housing policy recommendations. This effort will bridge research findings and community experience to shape First 5 LA's FY 2026–27 Housing Policy Agenda.

The selected CBOs are expected to:

1. Identified staff and senior leaders shall participate in 3 - 4 structured engagement sessions (January 2026–June 2026) with First 5 LA and the Neighborhood Data for Social Change (NDSC) to review housing research findings, validate insights through field experience, and co-develop policy recommendations.

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2. Ensure that at least one senior leader from the organization participates in at least one engagement session to foster organizational buy-in for both the engagement process and the resulting policy recommendations. Leadership participation is essential to strengthen alignment with First 5 LA's housing and early childhood priorities and ensure community insights are elevated in decision-making.
3. Provide insights and feedback that reflect the lived experiences and priorities of families with young children and communities most affected by housing insecurity, helping to interpret research findings and shape policy recommendations.
4. Submit a 2–3 page summary report capturing key community perspectives, priorities, and housing policy ideas discussed during the sessions.
5. Collaborate with First 5 LA to inform and refine performance measures. As part of implementing First 5 LA's Strategic Plan and housing initiatives, the agency is developing performance measures to track progress in reducing housing insecurity for families with young children.
6. Collaborate with First 5 LA and NDSC to synthesize findings into a countywide, community-informed housing policy agenda that advances equitable housing solutions for families with children prenatal to age 5.
7. Participate in the First 5 LA Annual Summit (Spring 2026) to share key insights, community perspectives, and policy recommendations developed through this engagement, helping to shape housing-related discussions within First 5 LA's broader systems change agenda.

Selected partners must identify staff who can actively participate in all engagement sessions and compile community insights into a concise summary report. CBO partners must demonstrate the organizational capacity to meet deliverables within the six-month contract period.

Deliverables:

- Submission of a brief summary report (2-3 pages on community insights and policy recommendations)
- Contribution to the development and refinement of First 5 LA's performance measures that reflect community experience and systems change goals
- Input into First 5 LA's FY 2026 – 27 Housing Policy and Advocacy Agenda.
- Share key insights and community perspectives as part of First 5 LA Annual Summit

Performance Indicators:

- Timely participation in engagement sessions and deliverable submission.
- Quality and depth of community insights reflected in submitted materials.
- Demonstrated alignment between data analysis, lived experience, and proposed policy recommendations.
- Collaborative engagement and responsiveness, including constructive participation in group discussions and feedback processes.

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First 5 LA will evaluate performance through attendance tracking, review of quality deliverables, and partner feedback during and after engagement sessions.

V. ELIGIBILITY

Proposers must meet the following minimum requirements:

- Be a community-based organization (CBO) with active 501(c)(3) status, based in Los Angeles County.
- Have a minimum of two years of demonstrated experience engaging families or residents in housing, economic well-being, or community stability issues.
- Experience in data interpretation, advocacy, or systems-change work.
- Have experience working with families with children prenatal to age 5 or populations disproportionately affected by housing insecurity.

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: [Search | California Secretary of State](#).

Proposers that do not meet the requirements 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 and Review Criteria*).

VI. DESIRED QUALIFICATIONS

Proposers with the following qualifications will be prioritized:

- Demonstrated ability to support equitable community engagement and elevate resident and family perspectives in policy discussions. Experience synthesizing qualitative and quantitative data into actionable recommendations.
- Proven experience developing or informing policy and advocacy initiatives at the local or state level, preferably related to housing stability, early childhood well-being, or family economic security.
- Strong understanding of the housing landscape, including policy solutions that address housing insecurity for families with young children (prenatal to age 5).
- Familiarity with early childhood systems and/or anti-poverty initiatives.
- Commitment from organizational leadership to actively participate and champion alignment between early childhood and housing priorities.
- Capacity to manage deliverables and collaborate effectively with research and policy partners.
- Staff with strong communication, analytical, and advocacy skills, and the ability to contribute meaningful insights during collaborative discussions.
- Experience engaging families from diverse populations across Los Angeles County.

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VII. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Description	Points
Organizational Experience and Capacity	Demonstrated experience engaging families, residents, or community networks on housing, advocacy, and systems change efforts. Proven ability to develop or inform policy and advocacy efforts at the local or state level, particularly those related to housing stability, early childhood well-being, or family economic security. Ability to actively participate in structured sessions, contribute insights, and collaborate effectively with First 5 LA and NDSC.	30
Alignment with Project Goals and Equity Focus	Demonstrate clear understanding of the project's purpose and alignment with First 5 LA's strategic focus on early childhood priorities, housing stability and systems change. Shows strong understanding of the housing insecurity challenges facing families with children prenatal to age 5, including systemic barriers, lived experiences, and equity considerations and ability to elevate the unique housing conditions within the community they serve. The focus of this criterion is on the applicant's insights into community-specific housing needs, not on their geographic location. Applicants will be assessed on how effectively they bring forward local context, family voice, and community conditions relevant to shaping informed and equitable policy recommendations.	25
Proposed Approach and Community Engagement Strategy	Feasible and inclusive approach for reviewing and validating data, and for integrating the perspectives and lived experiences of families with children prenatal–5 into project discussions. Demonstrates how community insights will inform and strengthen housing policy recommendations through authentic and culturally responsive strategies.	25
Staff Qualifications and Roles	Relevant experience and expertise of proposed staff in community engagement, data interpretation, and policy advocacy. Clear definition of staff and leadership roles and responsibilities within the project.	10
Budget Narrative and Resource Alignment	Appropriateness and reasonableness of proposed resources to support staff time, participation in engagement sessions, and preparation of summary materials.	10
Total Points		100

VIII. TERMS OF PROJECT

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For this project, individual applicants and subcontracting arrangements, other than fiscal sponsorships will not be accepted. For CBOs operating under a formal fiscal sponsorship, their formal fiscal sponsor must be with an 501(c)(3) organization.

First 5 LA expects to enter into agreements with approximately five (5) community-based organizations (CBOs) for a six-month agreement for a not-to-exceed amount of \$60,000 per agreement with an anticipated start date January 26, 2026 subject to approval by President and CEO or designee. First 5 LA reserves the right to terminate the contract if the quality of services is not to First 5 LA's satisfaction. Nothing in this RFP shall be construed as a continuing entitlement or right to contract renewal beyond First 5 LA's discretion.

This will be a fixed-price contract. Payments will be based on a fixed price that is not subject to any adjustment due to costs incurred by the contractor in performing the contract. A final budget will be negotiated with the selected proposer. Under this agreement, payments will be tied to the successful completion of specific deliverables. This structure ensures transparency and accountability by linking payment to tangible progress and project milestones. The total contract amount will be negotiated with the selected proposers based on the scope of work and deliverables described in this RFP.

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.

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. Final award decisions will consider proposal scores, geographic and demographic representation, and alignment with First 5 LA's strategic priorities.

Level 1: Internal Review

First 5 LA will evaluate all proposals for completeness and compliance with minimum eligibility requirements, including timely submission of all required documents (as outlined in Section X: Required Documents), and adherence to the eligibility criteria 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 (**Appendix C: 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.

First 5 LA reserves the right to contact proposers to clarify information, request additional documentation, or verify details relevant to eligibility, organizational capacity, or proposal content. These requests will not be used to allow substantive revisions to the proposal but to ensure the accuracy and completeness of submitted information.

Level 2: Proposal Review

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Proposers that pass Level 1 review will advance to Level 2 Proposal Review, where reviewers will evaluate and score submissions based on the Evaluation Criteria outlined in Section VII. Reviewers may participate in a calibration session before finalizing scores to ensure consistency and fairness. First 5 LA may follow up with proposers to ask for clarification in the proposal as needed.

Award of Contract

First 5 LA anticipates awarding up to five (5) contracts under this RFP. The top five (5) highest-scoring proposers from the Level 2 Proposal Review will be recommended to the President & CEO for award.

X. REQUIRED DOCUMENTS

The documents listed in this section are required in proposer's response to this RFP to be considered a responsive proposal. Appendix B – 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 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.

Required Documents:

- **Online Application:** In order to respond to this RFP, proposers must complete an online application form and submit all required documents specified below through the online application system. *If applying with a Fiscal Sponsor, all information requested in the online application for the applicant organization must be that of the Fiscal Sponsor.* 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 <http://www.first5la.org/article/first-5-la-online-application-help/>.

To access the online application: <https://bbgm-apply.yourcausegrants.com/apply/programs/f076dbd7-e608-4456-8283-d9282fb417c9>

- **Due Diligence Assessment Form (Appendix C):** Please read the information on the required Due Diligence Assessment form thoroughly and include a signed copy by the proposal deadline. If you checked "Yes" to any of the questions on this form, please explain whether this will impact the project on this solicitation.
- **Conflict of Interest Form (Appendix D):** Please read the information on the required **Appendix D – Organizational Conflict of Interest Form** thoroughly and submit a signed completed form.
- **Business License, if applicable** (e.g., Business license, if required by the City or County in which your organization operates)
- **Fiscal Sponsorship Agreement or Memorandum of Understanding (MOU)** *(If applicable – required if applying with a Fiscal Sponsor). See Section XI Terms of the RFP for additional*

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details, Organizations applying with a **fiscal sponsor** must include a signed Fiscal Sponsorship Agreement or Memorandum of Understanding (MOU) with their proposal.

- **Proposal Narrative, Organizational Overview and Qualifications (maximum 4 pages with 11-point font with 1” margins):** Describe your organization’s proposed approach, capacity, and qualifications to fulfill the Scope of Work. The narrative should include:
 - Organizational Experience and Qualifications: An overview of your organization’s relevant experience, key staff (including leadership) roles and readiness to complete the project within the six-month contract period (January – June 2026). Describe your organization’s understanding of the housing insecurity challenges faced by families with children prenatal to age 5 in the community you serve. Include examples of programs, services, advocacy efforts or partnerships your organization engages in to support housing stability or address systems-level barriers.
 - Approach and Activities: How will your organization participate in the engagement sessions and contribute community insights and align activities with the project objectives and equity goals outlined in this RFP.
 - Community Voice: How will family and community perspectives inform the final recommendations.
- **Proposed Budget and Budget Narrative (Appendix E and one additional page):** Using the provided template, please provide your proposed budget. Additionally, provide a brief description of how funds will support project activities such as staff participation in engagement sessions, report preparation, and administrative support.
- **Resumes or Curricula Vitae (maximum 3 pages for each key staff)** Include resumes or curricula vitae for key personnel who will exercise a major policy, administrative, or consultative role in carrying out the work described in Section IV. Scope of Work. *Do not embed hyperlinks in resumes.*

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 RFP, please complete and submit your proposal and all required documents to First 5 LA via online portal no later than **5:00 PM PST on December 12, 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 RFP

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

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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 RFP 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 RFP, 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 RFP. Any cover letters, résumés and curriculum vita, including attached materials, submitted in response to this RFP 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 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 sample Contract - Appendix A). The successful proposer must execute the Contract without substantive

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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 RFP 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 RFP. First 5 LA may deem a proposer ineligible to respond to this RFP 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 RFP; (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 RFP process shall not limit First 5 LA's right to approve subcontractors, assemble teams and/or assign leads. Each 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

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or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves and cleaning supplies.

Unless otherwise submitted during the RFP 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:

- Due Diligence Assessment 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 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 – Sample Contract
- Appendix B – Application Checklist

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For Submission:

- Appendix C – Due Diligence Assessment Form
- Appendix D – Organizational Conflict of Interest Form
- Appendix E – Proposed Budget Template and Narrative