



First5LA.org

PROPERTY MANAGEMENT SERVICES REQUEST FOR QUALIFICATIONS (RFQ)

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

RELEASE DATE: MARCH 3, 2026

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	March 3, 2026
RSVP Deadline for Mandatory Job Walk	March 10, 2026
Mandatory Job Walk	March 13, 2026
Final date to submit questions regarding the solicitation	March 17, 2026
Posting of responses to questions regarding the solicitation	March 19, 2026
Proposal Submission Deadline	5:00 PM PT on March 24, 2026 March 30, 2026
Tentative Interview Schedule	April 8, 2026, 9:00-10:00AM April 9, 2026, 1:00-2:00PM April 10, 2026, 9:00-10:00AM
Vendor Selected	April 17, 2026
Board of Commissioners Approval	June 11, 2026
Contract Start Date	July 1, 2026

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 ~~March 24, 2026~~ March 30, 2026**. **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:

Kevin Proff, Contract Compliance Officer
E-mail: kproff@first5la.org

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via email before **5 p.m. PT on March 17, 2026**. 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

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

LA may respond to individual inquiries and then post replies to all questions on F5LA's website by the posting date.

Mandatory Job Walk

The mandatory job walk will be **10:00 a.m. PT on March 13, 2026**. Please RSVP for the mandatory job walk by emailing kproff@first5la.org no later than **March 10, 2026**. **Potential proposers must attend the job walk to submit a proposal.**

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 <https://www.first5la.org/article/property-management-services-request-for-qualifications-rfq/>. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFQ 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.

III. PROJECT OVERVIEW

First 5 LA seeks to hire a property management vendor to provide on-site building management and maintenance for its three-story office building located on the Union Station campus in downtown Los Angeles at 750 N. Alameda Street, Los Angeles 90012. The office building is owned by First 5 LA and is approximately 44,000 SF on three (3) floors and includes an adjacent exterior parking lot. The building houses First 5 LA on the third floor. The second floor is currently rented to a tenant. The first floor is a common space for the building containing conference rooms, kitchens, restrooms, and a patio. First 5 LA's general, normal hours of operation are from 7:00am to 7:00pm Monday through Friday, except for Federal and State holidays. First 5 LA's tenant generally operates 7:00am to 7:00pm Monday through Friday and occasionally 9:00am to 2:00pm on Saturdays, except for Federal and State holidays.

Property management services are needed to ensure daily oversight of the building and operations and provide general maintenance and repair for the building.

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IV. SCOPE OF WORK

First 5 LA is seeking proposals from qualified organizations (with or without subcontractors) to serve as our property management vendor.

The vendor selected to provide property management services will be expected to meet the requirements and provide the services set forth below:

- General Building Expectations
 - Perform daily walk-throughs to inspect and identify any safety/maintenance issues
 - Ensure all equipment/lighting/building services are available and working properly
 - Ensure all interior and exterior common areas are well-maintained and free of debris
 - Maintain and clean property exterior – pressure washing, debris pick-up, graffiti removal, etc.
 - Manage office temperature settings and adjustment requests
 - Conduct preventive maintenance and routine maintenance for all equipment at regular intervals to ensure proper working conditions
 - Set periodic service calls or schedule replacement of equipment/appliances
 - Manage and address all maintenance requests entered into the system and/or submitted via email, phone call, or word of mouth
 - Requests must be acknowledged upon receipt with estimated completion time
 - Contact applicable contracted service providers or vendors to repair any equipment unable to be fixed in-house in accordance with First 5 LA's procurement procedures
 - Support with requests such as hanging of pictures, dry erase/cork boards, plaques, decorations, etc.
 - Clean and organize supply closets and storage rooms to maintain a clutter-free, accessible, and safe environment
 - Provide regular updates to Operations Manager on the status of maintenance requests and make recommendations regarding building/process improvements
 - At least one property management staff member is on site during building's normal operation hours
 - Backups are provided in absence of any property management staff.
 - Property management team is available for emergency and/or off-hour support when necessary.
- Building Access System
 - Maintain and update the building keycard access system for those needing ongoing or temporary access to the building
 - Issue keycards to First 5 LA employees and tenants
 - Provide training on system to requested staff to ensure we have adequate back-ups
 - Create special profiles or access levels as directed by First 5 LA
- Front Desk Support
 - Serve as front desk alternate during the security guard's breaks or absence from post
 - Ensure coverage due to an emergency or unplanned event
 - Respond to front desk phone calls/voicemails if directed to property management
- General Stocking

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- Ensure all kitchen supplies and sanitary/cleaning supplies, including hand sanitizer stations and other cleaning supplies used by staff, are stocked and replenished
- Monitor and replenish copier paper for First 5 LA
- Order kitchen/janitorial/copier supplies to replenish stock
- Mail/Packages
 - Handle postage machine including downloading of periodic updates for postage software
 - Coordinate overnight/express mailings and USPS pick-ups
 - Deliver packages/mail to First 5 LA staff in a timely manner
 - Ensure tenant mail/packages are picked up from front desk or delivered in a timely manner
- Transportation/Parking
 - Manage staff parking (additions, deletions, changes in parking arrangements) at MTA Gateway parking structures and other parking garages, if needed
 - Coordinate with First 5 LA's Finance department in monitoring/paying staff monthly parking and public transportation benefit
 - Oversee temporary parking in First 5 LA's red zone
- Cubicle/Office Placements
 - Work with Operations Manager, Facilities Business Partner, and Human Resources to maintain and update staff's cubicle/office locations in a timely manner when staff join or leave the organization
 - Assist with staff relocation and ensure proper office setup, including ergonomic equipment and keyboard trays if required
 - Update cubicle/office name plates
 - Assist Human Resources with new hires and employee separation protocols
 - Assist with furniture moves for First 5 LA staff and tenants
- Meeting Support
 - Manage master calendar on Outlook for all conference rooms
 - Reserve conference rooms as requested
 - Resolve room scheduling conflicts in a timely and professional manner
 - Assist in conference room set-ups and take-downs for meetings, training, and special events at least 30 minutes prior to the event
 - Display applicable signage for board meetings
- Contracted Services
 - Attend procurement training and adhere to First 5 LA's policies and procedures, as applicable
 - Oversee all building-related contracted work, including but not limited to, janitorial services, landscaping, trash collection, painting, general contractors, plumbing services, elevator maintenance, security services, pest control, and other services upon request from First 5 LA
 - Ensure contracted services are properly vetted, receive proper instructions, and are monitored to ensure quality of work
 - Maintain records of all contracted services, including bids, insurance, and prevailing wage addendums
 - Ensure all contracts are reviewed and approved by First 5 LA
 - Support with onboarding and supervision for janitorial, landscaping, and security contracted services

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- Report to First 5 LA's Operations Manager on any contractor's quality of service and resolve any conflicts with contracted services
- Security and Safety
 - Coordinate with contracted security company to ensure the building is secured after hours
 - Communicate with Union Station for any security updates and threats to the campus
 - If needed, coordinate with law enforcement and First 5 LA to provide camera footage/information
 - The vendor shall manage all work areas to ensure the safety of building occupants, employees, visitors in, or near, the property
 - Adherence to the applicable Occupational Health and Safety Act (OSHA) standards is mandatory for this contract. The vendor shall comply with all Federal, State, and Local laws and statutes concerning safety
- Expense Management
 - Coordinate with First 5 LA's Operations Manager and VP of Operations & Sustainability to help develop the facilities budget for each fiscal year
 - Receive and pay building-related invoices and bills
 - Track expenses against budget to ensure no overages
 - Perform market research for most competitive pricing for any building services needed, i.e., repairs, First 5 LA-requested purchases or improvements, etc.
- Reports
 - Generate a monthly report on Facilities-related activities that include:
 - Contracted services used
 - Summary of activity for the month
 - Maintenance activities – routine, preventive, break/fixes
 - Operations statement and variance report for expenses, including all invoices paid
 - Provide quarterly/semi-annual/annual reports per building industry standards/recommendations that document all preventive measures employed for the following:
 - Equipment – boilers, water heaters, HVAC, VAV boxes, split units, thermostats/controls
 - Hardscape/landscape
 - Ingress/egress points to and from building
 - Building envelope – roof, flashings, penetrations (caulking, sealants), exterior glazing, exterior walls, windows
 - Doors/hardware
 - Plumbing fixtures/system
 - Electrical system including switchgear, lighting, bypass power systems, low voltage systems such as fire alarm and security
 - All other operable building elements
 - Provide a semi-annual/annual customer service report by surveying internal customers after completed maintenance or service requests and/or conducting a semi-annual/annual customer survey.
- Other
 - Assist Operations Manager with building announcements or other draft memos needed to communicate to building occupants regarding facility/security related issues

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- Serve as First 5 LA's representative to administer leases and enforce tenants' lease obligations
- Manage coordination between any tenants and First 5 LA
- Meet regularly with the Operations Manager and/or others to discuss all facilities-related issues, provide updates, and review the maintenance schedule
- Make purchases such as office supplies, janitorial supplies, office furniture, etc. upon request and approval
- Assist First 5 LA and tenants with special event logistics as requested
- Address any ADA/code compliance issues that may arise
- Manage the installation of seasonal building decorations
- Monitor and coordinate utilization of offsite storage with various departments
- Assist IT, when needed, for file clear outs as it relates to the records retention process
- Serve as part of the building emergency response team and support drills/exercises
- Coordinate power shutdowns, other utility outages, or other disruptions of any services with building occupants
- Assist with capital improvement projects, including supporting contractors
- Facilitate eviction of non-paying tenants or tenants who violate terms of the lease agreement when necessary
- The selected vendor shall have comprehensive knowledge and understanding of relevant property management laws and operations in California with the ability to work well with and maintain the confidence of First 5 LA, and the ability to deliver services in a timely and cost-effective manner.
- The selected vendor shall provide all personnel, equipment, tools, materials, vehicles, supervision, and other items necessary to perform all services, tasks, and functions as defined in this RFQ.
- Optional
 - Provide additional services such as painting, plumbing repair, electrical work, janitorial, landscaping, window washing, etc. by leveraging your preferred cost-effective subcontractors or conducting in-house

V. ELIGIBILITY

Proposers must meet the following minimum requirements:

- Minimum of five (5) years in operation as a legal entity
- Minimum of five (5) years of experience performing commercial property management services for similar-sized properties with multiple tenants

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*).

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VI. DESIRED QUALIFICATIONS

The following qualifications are desired:

- Proposing vendor has experience providing property management services for a public entity
- Proposing vendor has experience with public works projects and requirements
- Proposing vendor has a local office within 25 miles of downtown Los Angeles
- Proposing vendor has capability to provide in-house staff for additional services such as painting, plumbing repair, electrical work, janitorial, landscaping, window washing, etc. or by leveraging the vendor's preferred cost-effective subcontractors

VII. EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria.

- **Qualifications & Experience** – 30 maximum points possible
- **Proposed Budget** – 20 maximum points possible
 - **Total possible points – 50**

VIII. TERMS OF PROJECT

First 5 LA expects to enter into a 60-month initial agreement with the selected vendor, with an anticipated start date of July 1, 2026, subject to approval by the First 5 LA Board of Commissioners. The contract may renew annually for two (2) additional one-year terms at First 5 LA's sole discretion for a total project term of up to seven (7) years. 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, vendor 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, vendor performance and compliance with the terms of the contract. Contract renewals and annual budgets are subject to approval by First 5 LA. Nothing in this RFQ shall be construed as a continuing entitlement or right to contract renewal beyond First 5 LA's discretion.

A schedule of regular reports will be jointly determined by First 5 LA and the selected 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.

The contract will be a hybrid pricing model consisting of the following components:

- **Fixed Monthly or Annual Management Fee:** The vendor shall be compensated through a fixed monthly or annual management fee covering all administrative, supervisory, and management services.

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- **On-Site Personnel:** On-site personnel shall be compensated based on negotiated, fully burdened hourly rates and any other fees negotiated between First 5 LA and the vendor.
- **Reimbursable Services and Trades:** Subcontracted or in-house facility-related services and trades (e.g., plumbing, electrical, painting, repairs, or other specialty services) shall be reimbursed based on actual costs incurred.

A final budget will be negotiated with the selected vendor.

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 (**Appendix D: 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. Proposers that pass Level 1 will proceed to Level 2.

Level 2 Proposal Review

Reviewers will score proposers using the evaluation criteria set forth in *Section VII. Evaluation Criteria*. The top three (3) highest scoring proposers will continue to Level 3 Interview. Reviewers may participate in a calibration session prior to finalizing scores.

Level 3 Interview

Only key personnel included 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 telephone or 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.

Reference Checks

Reference checks will be completed after Level 3 Interview for the proposer with the highest Levels 2 and 3 combined score. Information obtained through reference checks will complement the results of Level 2 and 3. Proposers must provide at least three (3) references using **Appendix C – References**.

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First 5 LA must be able to contact at least two (2) references provided by the proposer. If 2 references cannot be reached, First 5 LA may request additional references or deem the proposer ineligible for this opportunity and may move on to the next highest scoring proposer.

Award of Contract

The highest scoring proposer from Level 2 (proposal review) and Level 3 (interview) with successful reference checks will be recommended to first 5 LA's Board of Commissioners for award of the contract.

X. REQUIRED DOCUMENTS

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

- **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 accessing 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/66dab84e-29f4-4a72-940c-0e34c0536b4a>

- **Qualifications & Experience (5 pages maximum):** Proposer shall submit information to demonstrate that the vendor meets the requirements of the RFQ including the following:
 - Vendor's history and background
 - Number of years in operation as a legal entity
 - Number of years with experience performing commercial property management services for similar-sized properties with multiple tenants
 - Identify the qualifications, skills, experience, licenses, credentials/designations, affiliations, special knowledge, expertise or awards held by your vendor and its key managers. Briefly describe how this translates to the service to be provided to First 5 LA in alignment with the Project Overview, Scope of Work, and Desired Qualifications in *Sections III, IV, and VI*, respectively.
 - Provide any established service levels for maintenance activities performed, e.g. routine maintenance tasks completed within 3-5 days, break/fixes within 24 hours, etc.

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- **Proposed team including roles and qualifications (2 pages maximum):** Include a list of the proposed onsite team to support First 5 LA including each person's role and qualifications. If applicable, list additional in-house staff managed by the vendor and/or subcontractors for facility-related services and trades (i.e., painting, plumbing repair, electrical work, etc.) that will be available to First 5 LA should the need arise.
- **Proposed Fee Schedule:** Provide a detailed and transparent fee schedule with full breakdown of costs associated with all property management and ancillary services included in this RFQ, including but not limited to:
 - Fully burdened hourly rates and/or salaries for on-site property management staff
 - Overtime, after-hours, weekend, and holiday rates
 - Monthly or annual management fee
 - Rates for specialty or licensed trades, if in-house crew is provided by vendor
 - Any other additional fees, including any optional services
 - Any proposed increases within the 60-month contract period (*subject to negotiation by First 5 LA*)

Note: The price proposed within the submission must be valid from the date of the submission through the end of the contract and must include any/all costs expected to be paid by First 5 LA.
- **References:** Please submit three references for which the proposer has performed similar work as described by the RFQ. The reference information should include company name, contact person, address, and telephone number. See **Appendix C**.
- **Due Diligence Form:** 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 in the form. See **Appendix D**.
- **Organizational Conflict of Interest Form:** Please read and complete the Conflict-of-Interest form. See **Appendix E**.
- **Business License, if applicable** (e.g., Business license, if required by the City or County in which your organization operates).

Failure to submit all required attachments may constitute an incomplete proposal and may be grounds for disqualification. 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 PST on ~~March 24, 2026~~ **March 30, 2026**. **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.

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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 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.

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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 B**). 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 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

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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 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.

Property Management Services RFQ

XIV. APPENDICES

For Information Purposes:

- Appendix A – Application Checklist
- Appendix B – Sample Contract

For Submission:

- Appendix C – References
- Appendix D – Due Diligence Assessment Form
- Appendix E – Organizational Conflict of Interest Form