

**Policy Technical Assistance Consultant
Request for Qualifications (RFQ)
Questions and Answers (Q&A)**

Date Posted: July 16, 2026

SCOPE OF WORK

- 1. Please clarify the expected attendance requirements for presenters at Commission meetings. Should all individuals delivering policy trainings and other presentations plan to participate in person, or will remote presentation options be available?**

Key presenters are expected to attend Board of Commissioner meetings in person when delivering briefings, policy trainings or presentations. If briefings or trainings are held for First 5 LA staff, grantees, and/or partners, virtual or remote presentation is allowed. Please ensure that all related travel expenses are reflected in the proposed budget.

- 2. To support project planning and resource allocation, please describe the typical timeline between topic selection and delivery of a policy training or Commission presentation. How far in advance are topics identified, and what are the expected deadlines for finalizing materials?**

The awarded applicant is expected to co-develop all presentation and training materials in collaboration with First 5 LA, which includes developing the anticipated topics and associated timelines for materials. For presentations to the Board of Commissioners, the timeline will be developed with respect to required review and public posting deadlines for Board Meeting materials. All other timelines will be developed in collaboration between the awarded applicant and First 5 LA based on the assessed complexity and need for the information.

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CONTRACTUAL CONSIDERATIONS

- 3. Section IV states that First 5 LA seeks "a consultant or firm (without subcontractors)," yet Section XII references the right to approve subcontractors and requests copies of executed subcontracts. Could you please clarify if a proposal may include a team of independent consultants engaged as subcontractors to the lead applicant, or if all personnel must be employees of a single entity?**

No, First 5 LA is accepting applications from consultants or firms without subcontractors. All staff are expected to be employed by the applying entity.