



First5LA.org

**POLICY TECHNICAL ASSISTANCE
CONSULTANT
REQUEST FOR QUALIFICATIONS (RFQ)**

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

RELEASE DATE: JUNE 25, 2026

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	June 25, 2026
Final date to submit questions regarding the solicitation	July 13, 2026
Posting of responses to questions regarding the solicitation	July 16, 2026
Proposal Submission Deadline	July 24, 2026 at 5:00PM PT
Tentative Interviews	Week of August 17-20
Contractor Selected	September 8, 2026
Proposed Contract Start Date	October 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 July 24, 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 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 July 13, 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 LA may respond to individual inquiries and then post replies to all questions on F5LA's website by the posting date.

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.

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

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/policy-technical-assistance-consultant-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.

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.

A) First 5 LA Vision

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

B) 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.

C) 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.

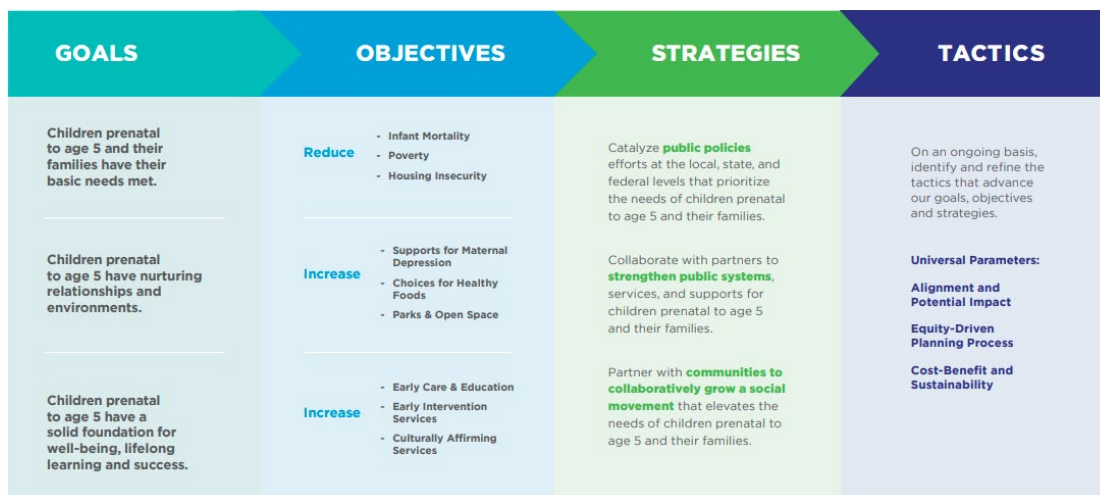
- **Impact:** We remain curious, open to new ideas, adaptable to improve and unwavering in our pursuit of lasting results for young children and their families.

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- **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.
- **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.

D) 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.



III. PROJECT OVERVIEW

First 5 LA is deeply focused on public policy and systems change and recognizes how federal administration decisions directly shape state and local policy and budget priorities, ultimately affecting children, families, and the broader systems of services and support across L.A. County and California. First 5 LA’s 2025-2029 Policy Agenda ([First 5 LA 2025-2029 Policy Agenda | First 5 Los Angeles](#)) serves as a cornerstone document that guides the organization’s policy and advocacy efforts on the federal, state and local levels. In addition, to ensure First 5 LA meets its objectives outlined in the

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2024-2029 Strategic Plan, First 5 LA is advancing three core strategies: catalyze public policies, strengthen public systems and grow a social movement:

- Catalyze public policy efforts at the local, state, and federal levels that prioritize the needs of children prenatal to age 5 and their families.
- Collaborate with partners to strengthen public systems, services and supports for children prenatal to age 5 and their families.
- Partner with communities to collaboratively grow a social movement that elevates the needs of children prenatal to age 5 and their families

These three strategies influence and inform each other and are essential in ensuring we improve outcomes for children prenatal to age 5. The Policy Technical Assistant (TA) Consultant will support these strategies by strengthening First 5 LA's ability to understand and influence systems that affect young children and their families.

Organizationally, the Public Policy and Early Care and Education (PPECE) Department within First 5 LA leads the organization's policy and advocacy strategies to advance public policies in support of First 5 LA's 2024-29 Strategic Plan and 2025-2029 Policy Agenda priorities. PPECE oversees the functions related to public policy, government affairs, early care and education, and works with partners to implement systems changes that builds a future where every child is born healthy and thrives in nurturing, safe and loving communities. PPECE responsibilities and activities include:

- Monitoring the policy landscape related to First 5 LA's 2025-2029 Policy Agenda priorities at all levels of government (local, state, and federal), working within the organization to develop public policy solutions, and building advocacy campaigns to move policy priorities that strengthen early childhood systems of support.
- Developing and maintaining relationships with local, state and federal policymakers representing LA County, and educating and connecting policymakers to First 5 LA's advocacy efforts.
- Managing contracts with key advocacy partners including First 5 LA's state and federal advocates, coordinating the sponsorship of policy and community events to elevate early childhood priorities, and maintaining relationships with key sector leaders (business, higher education, and philanthropy) that shape and influence early childhood public policy.

California Strategies, LLC., (CalStrat) has served as F5 LA's state advocate and lobbyist since 2013, providing internal California policy strategy and analysis and external advocacy and lobbying support. CalStrat supports First 5 LA's early childhood policy and advocacy priorities through a range of activities, including but not limited to: policy analysis, government affairs, and legislative, budget, and administrative advocacy and lobbying, all to strengthen systems of support for young children and their families.

Project Summary

The Policy TA Consultant will complement and enhance CalStrat's state advocacy and lobbying work (policy analysis, government affairs, and legislative, budget, and administrative advocacy and state lobbying efforts) by providing targeted policy trainings and briefings for First 5 LA's Board of Commissioners, staff, partners and grantees and developing and executing clear and accessible board presentations focused on policy and budget updates and decisions and their implications for young

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children in alignment to First 5 LA's Funding Guidelines ([Funding Guidelines | First 5 Los Angeles](#)). Advocacy and lobbying on behalf of First 5 LA is not part of this RFQ and will continue to be led by CalStrat.

IV. SCOPE OF WORK

First 5 LA seeks a consultant or firm (without subcontractors) with demonstrated federal and California state policy and budget expertise, to effectively provide technical assistance to First5LA staff and leadership, its Board of Commissioners, and grantees/partners.

The scope includes, but is not limited to, the following tasks:

Three Annual Policy Trainings

- Develop training materials (e.g., slide decks, one-pagers) based on the needs of First 5 LA board of commissioners, leadership, and staff.
- Conduct three in-depth policy related trainings to First 5 LA board of commissioners, leadership, and/or staff. Topics could include budget/legislative process and timeline, impact of federal decisions on early childhood or issue specific.

Three Annual Policy & Budget Presentations

- Co-develop with PPECE three annual Board presentations (February 2027, May/June 2027, and September/October 2027) in alignment with First 5 LA's Board of Commissioners meeting calendar priorities and the California state budget timeline and legislative session. Presentations will be based on policy and budget analysis of state legislation, budget proposals, and federal administration decisions and examining opportunities or risks for families in L.A. County.
- Develop Board presentation materials, and any associated appendices, within deadlines provided by First 5 LA.
- Present during First 5 LA Board of Commissioners Board meetings, providing an overview of state budget and policy decisions and clarifying how federal actions impact local and state public systems.

Two Annual Briefings

- Collaborate with First 5 LA to define briefing topics, outcomes and co-develop goals for up to two external policy briefings.
- Conduct research, policy and budget analysis on identified briefing topics and assess the potential impact of budget and policy changes on early childhood systems in alignment with First 5 LA's 2024-2029 Strategic Plan and 2025-2029 Policy Agenda.
- Develop accessible briefing materials such as slide decks, one-pagers, charts, and timelines. This includes providing supplemental materials for deeper review (e.g., budget proposal language, tables, charts).
- Facilitate and present two annual briefings (virtual, in-person, or hybrid) providing clear, accessible languages to explain complex policy and budget processes and procedures.

These activities, including travel for in-person meetings, may be incorporated once negotiated through updates to the scope of work, timeline, and budget. Dependent on any emergent state and federal policies, additional scope of work activities may be issued.

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Please review [Funding Guidelines | First 5 Los Angeles](#) to see the types of restrictions on the use of First 5 LA funding, which can restrict how First 5 LA communicates with the public.

V. **ELIGIBILITY**

Proposers must meet the following minimum requirements:

- Have a minimum of five years of demonstrated experience monitoring, tracking, and synthesizing federal and state legislative and budget actions.
- Eligible applicants must have demonstrated experience as identified in *Section IV. Scope of Work* communicating information for diverse audiences including leadership, commissioners, staff, and community partners.
- Availability to travel to Los Angeles for trainings, presentations and briefings.
- Neither the proposer or their staff shall currently have, nor will they have, any conflict of interest with First 5 LA. The proposer shall be able to represent First 5 LA independently and free from competing obligations or alliances/affiliations with other agencies or firms.

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*).

VI. **DESIRED QUALIFICATIONS**

The desired qualifications include organizations focused on research, analysis, and policy development and have the following skills and experience:

Federal and California State Policy and Budget

- Extensive experience analyzing Federal and California state budget proposals, legislative cycles, and administrative processes.
- Experience with the analysis, development, and monitoring of federal and state administrative, congressional/legislative, and budget proposals, preferably on policy priorities related to children prenatal to age 5 and their families.
- Knowledge of how federal decisions impact state policies and local public systems.
- Knowledge and expertise in policy advocacy and systems change efforts in Los Angeles County and California related to early childhood development.
- Familiar with the fields of early childhood policy, including health, education, and safety net services, and understand barriers faced by children from prenatal to age 5 and their families, particularly in Los Angeles County.
- General understanding of issues related to [First 5 LA's 2024–2029 Strategic Plan](#) and [2025–2029 Policy Agenda](#).
- Experience working with public agencies, other First 5 Commissions and/or philanthropic organizations.

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Presentation and Facilitation Skills

- Experience in policy analysis and developing communication strategies, including presentations and coordinating policy trainings and briefings for diverse audiences.
- Ability to communicate policy and budget details in plain language to diverse audiences.
- Skilled at producing clear presentations, one-pagers, and briefing materials for diverse audiences.
- Skilled facilitator that is comfortable presenting to various stakeholders, including board of commissioners, staff, and external grantees and partners.

Project and Timeline Management

- Ability to manage multiple deadlines aligned with the federal and state legislative and budget cycles.
- Experience developing and managing workplans, timelines, and deliverables with accuracy and consistency.
- Ability to produce both routine updates and rapid analyses in response to fast-moving federal and state policy developments.

VII. EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria.

- **Proposal Narrative** – 40 maximum points possible
- **Proposed Scope of Work** – 30 maximum points possible
- **Work Samples** – 30 maximum points possible
- **Proposed Budget** - 15 maximum points possible
 - **Total possible points - 115**

VIII. TERMS OF PROJECT

First 5 LA expects to enter into an 14-month agreement with the selected contractor for a not-to-exceed amount of \$148,000, with an anticipated start date of October 1, 2026, subject to approval by First 5 LA's President & CEO. First 5 LA reserves the right to renew the agreement for an additional year depending on its business needs. 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. 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.

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This will be a fixed-price, deliverables-based contract. Payments will be based on a fixed price that includes travel and 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 Litigation and Contract Compliance 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.

Level 2 Proposal Review

Proposers who pass Level 1 Internal Review will advance to Level 2: Proposal Review. Reviewers will score proposers using the evaluation criteria set forth in *Section VII. Evaluation Criteria*. Reviewers may participate in a calibration session prior to finalizing scores. First 5 LA may follow up with proposers for clarification in the proposal as needed.

Level 3 Interview

The top three (3) highest scoring proposers from Level 2 Proposal Review will proceed to 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.

Award of Contract

The highest scoring proposer from Level 2 Proposal Review and Level 3 Interview will be recommended for award of the contract.

X. REQUIRED DOCUMENTS

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The documents listed in this section are required in proposer’s response to this RFQ 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 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. *If applying with a Fiscal Sponsor, all information requested in the on-line 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 [First 5 LA Online Application Help | First 5 Los Angeles](https://bbgm-apply.yourcausegrants.com/apply/programs/6b31941c-879c-4acf-81ad-e0c02fc819b3).

To access the online application: <https://bbgm-apply.yourcausegrants.com/apply/programs/6b31941c-879c-4acf-81ad-e0c02fc819b3>

- **Due Diligence Assessment Form (Appendix D):** Please read the information on the required **Appendix D – 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.
- **Organizational Conflict of Interest Form (Appendix E):** Please read the information on the required **Appendix E – 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)
- **Proposal Narrative:** In no more than eight (8) pages, 11-point font with 1” margins, please describe your organization’s proposed approach, capacity, and qualifications to fulfill the activities listed in *Section IV. Scope of Work*. The narrative should include:
 - Experience
 - Describe your organization’s experience working with clients on issues related to federal, state of California and local budget and policy technical assistance.
 - Describe any obstacles or challenges your organization has navigated in response to shifting federal and state political dynamics and how your organization addressed these challenges. Provide examples to illustrate your firm’s approach.
 - A list of similar types of contracts that were successfully concluded, with a brief summary of each project. Describe any relevant work with public agencies, other First 5 Commissions and/or philanthropic organizations.
 - Qualifications

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- Provide a summary of the organizational history that makes the organization a strong candidate for the work as described in *Section IV. Scope of Work*. The summary should describe your agency's responsiveness to the qualifications listed in *Section VI. Desired Qualifications*.
- Describe the lead staff and anticipated supporting personnel who will be assigned to this project, including their roles, relevant expertise, and qualifications to perform the work successfully.
- o Approach and Scope of Work
 - Describe your organization's past experience and approach in developing and executing policy-related trainings, presentations, and briefings.
 - Identify key federal issues likely to influence and shape California's budget and policy decisions for the remainder of the current federal administration, particularly those affecting prenatal-to-five children and their families in Los Angeles County. Describe the issue areas you believe will have the greatest impact and explain how your organization's techniques and processes to provide technical assistance (such as presentations, internal memos, or check-in meetings) to First 5 LA Board members, staff, grantees, and partners over the next 14 months will help advance First 5 LA's vision of ensuring every child is born healthy and thrives in a nurturing, safe, and loving community.
- **Proposed Scope of Work (Appendix F):** Proposers must submit a Proposed Scope of Work using Appendix F: Scope of Work Template. The Proposed Scope of Work should detail the proposed objectives, key activities and related deliverables for the 14-month period that connects to the *Section IV. Scope of Work*. This detailed Proposed Scope of Work may serve as the starting point for contract negotiations with the selected proposer.
- **Resumes or Curricula Vitae** In one PDF document, 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*. Each Resume or Curricula Vitae must be no more than three (3) pages. Do not embed hyperlinks in resumes.
- **Proposed Budget and Narrative:** Using **Appendix G - Budget Narrative Template**, develop a budget organized by the deliverables described in **Appendix F – Scope of Work Template**. The proposed budget should be reflective of the term of the project (14 months). It is expected that proposers' budgets will be clearly justified and appropriate to the work detailed in the Scope of Work. Additionally, please include a budget narrative addressing the following: a) Include an organizational chart of the project team and a brief description of each individual's role and services to be delivered in the contract, b) Include an estimate of your proposed travel expenses that correspond with **Appendix F – Scope of Work Template**. This Proposed Budget and Narrative may serve as the starting point for contract negotiations with the selected proposer.
- **Two (2) Work Samples (maximum of five (5) pages per work sample not including the work sample cover page):** Proposers must submit two (2) work samples, each in accordance with the following requirements. Excerpts of longer products are permissible and count as a work sample. Using **Appendix H – Work Samples Cover Pages**, provide a brief description of each work sample, including project background, what the sample is (slides, memo, etc.), the work sample's original purpose and audience, why this sample was selected and how the approach taken for said work sample may inform this project. Please see details below:

- **Work Sample #1:** Please provide a work sample demonstrating a **training** related to either the federal, state, or local budget or policy process that the proposer has developed for a previous project or client. The work sample should address the approach to simplifying and translating complex budget or policy concepts for non-technical audiences and how the training informed subsequent organizational actions.
- **Work Sample #2:** Please provide a work sample demonstrating a **comprehensive presentation or briefing** related to a budget or policy issue that the proposer has developed for a previous project or client and describe the final product. Identify the audience for the work sample and describe the process utilized to research, develop, refine, and deliver the content, including how the proposer ensured accuracy, accessibility, and relevance for the intended audience.

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 July 24, 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.

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

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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.

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 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 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:

- 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

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- 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 Information Purposes:

- Appendix A – Sample Contract
- Appendix B – Application Checklist
- Appendix C – Deliverables-based Budget Instructions

For Submission:

- Appendix D – Due Diligence Assessment Form
- Appendix E – Organizational Conflict of interest Form
- Appendix F – Scope of Work Template
- Appendix G – Budget Narrative Template
- Appendix H – Work Sample Cover Page

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