REQUEST FOR PROPOSALS (RFP)
Los Angeles County Healing-Centered Engagement Literature Review

Frequently Asked Questions
Updated 5/7/2020

When is your target hire date?

• Our goal is to identify and hire the contractor in time to launch the project by early June.

Will the Los Angeles County Department of Arts and Culture make recommendations regarding the HCE researchers and practitioners or do you prefer that the consultant identify the potential interviewees these solely through their research?

• We expect the consultant to conduct between five and up to eight interviews. Yes, we will make recommendations but we also expect the consultant to also identify additional experts through their research.

Do you have a preference regarding whether this honorarium is provided in cash, check, gift card, or another method?

• We do not have a preference. Please make recommendations in your proposal, based on your experience and expertise.

Do you have a preferred duration for the interview?

• We expect interviews on the order of one hour, and that they will vary by interviewee.

Are you interested in aggregate findings that can protect the confidentiality of each interviewee or would you like the findings to be reported at the individual interviewee level?

• General findings should be reported in the aggregate, but should include key quotes attributed to source. All interviewees should be listed in an appendix.

Do you have preferences regarding the format and layout of the final report?

• We expect a full-length report in PDF format, including an executive summary that can function as a stand-alone document.

What is the preferred format for demonstrating the capacity to deliver projects on time (e.g., providing examples of timelines from prior work)?

• Any response to this RFP should explain how the deliverables can be met. Factors such as budget, staffing, timeline, and prior experience can all be used to demonstrate capacity to deliver project deliverables on time.

For selection criteria 3, would it be sufficient to provide client references to affirm our ability to deliver projects on time? If yes, how many references would you prefer?
Factors such as budget, staffing, timeline, and prior experience can all be used to demonstrate ability to deliver projects on time. References may also be included, with no preference on the number of references.

Could you please clarify if you are looking for a maximum or minimum of eight interviews to be conducted?

- Minimum of five, maximum of eight

Can the summary of qualifications include CVs and publications?

- It is up to applicants as to what they want to submit, including CVs or publications – whatever best shows how one is qualified to conduct this project.

Are you looking for applicants to name/list literature or if there are particular details you are looking for when I describe my approach?

- Everything we require for a proposal is outlined in our solicitation and we recommend applicants to show best what makes them qualified to conduct the project as described.

What information would you like us to include in our reference list?

- Minimum would be each reference’s name, title, organization, email address, and phone number. You may provide any additional information that is helpful, such as a short description or links to the specific project(s) worked on.

I'm not able to submit my materials for this RFP by the due date. Can you extend the deadline?

- Unfortunately we are not able to extend the deadline