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County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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August 23, 2010

Dear Service Providers, Prospective Contractors and Interested Parties:

ADDENDUM NUMBER ELEVEN TO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) CMS# 07-021/023 FOR FOSTER FAMILY AGENCY/GROUP HOME FOSTER CARE SERVICES

Addendum Number Eleven is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Foster Family Agency/Group Home Foster Care Services RFSQ CMS #07-021/023 released August 31, 2007. Addendum Number Eleven amends sections of the RFSQ as provided below.

A prospective contractor's failure to incorporate the requirements of Addendum Number Eleven may result in their Statement of Qualifications not being considered, as determined at the sole discretion of the County.

The following changes/additions are being made to the RFSQ:

- I. RFSQ, Section 1.0 Introduction, Sub-section 1.4 Target Populations, Sub-paragraph 1.4.1 Target Populations for FFA Program is being amended to read as follows:

1.4.1 Target Populations for FFA Program

~~The target populations for the FFA Program are children, 0-17 years old, in need of a temporary or permanent family setting, in Los Angeles County, as an alternative to a group home. The principal target groups include children in which the case plan is for: (1) family reunification; (2) adoption; (3) legal guardianship; (4) permanent placement; (5) sibling group placement; (6) neighborhood/school-based placement; and (7) children with special health care needs as defined in Title 22, Section 88001(c)(5) and (m) for FFAs with Specialized Certified Family Homes.~~

The County is not accepting Statement of Qualifications submissions for FFA Programs during the August 3, 2010 through August 17, 2010 submission period.

- II. RFSQ, Section 1.0 Introduction, Sub-section 1.4 Target Populations, Sub-paragraph 1.4.2 Target Populations for GH Program is being amended to read as follows:

1.4.2 Target Populations for GH Program

~~County of Los Angeles DCFS:~~

~~Will accept submissions from qualified **existing RCL 12 GHs within Los Angeles County** for programs serving the target population of placed youth, ages 12-18 who identify as gay, lesbian, bi-sexual and/or transgender.~~

~~Contractor shall ensure that the home(s) is gender-oriented, placing males and females at different sites.~~

~~County of Los Angeles Probation Department (Probation):~~

~~Will accept submissions from qualified existing GHs:~~

- ~~➤ **Within Los Angeles County for RCL 11-12** programs serving the target population of placed youth, ages 13-17.5, who identify as gay, lesbian, bi-sexual and/or transgender.~~

~~Contractor shall ensure that the home(s) is gender-oriented, placing males and females at different sites.~~

- ~~➤ **Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), for RCL 11-12** programs serving sex offenders, ages 13-17.5.~~
- ~~➤ **Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), for RCL 14** programs serving high-end youth with serious mental and emotional disorders, ages 13-17.5.~~
- ~~➤ **Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), for RCL 10-12** programs serving sex offenders, ages 12-17.5.~~

- Within California for RCL 12-14 programs serving high-end youth with serious mental and emotional disorders, ages 12 – 17.5.
- Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), RCL 9-12 programs serving the developmentally disabled (Regional Center) population.

III. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications is amended to read as follows:

2.4 Prospective Contractor's Minimum Qualifications

2.4.1 Interested and qualified prospective Contractors that meet the Minimum Qualifications stated below are invited to submit an SOQ.

2.4.1.1 Prospective Contractor shall have a current placement history within the last twenty-four months and shall have been in good standing for the prior twelve months with the County of Los Angeles, including but not limited to DCFS' FFA and GH Performance Management Section, DCFS' Fiscal Monitoring Section, Probation Central Placement, Auditor-Controller and/or California Department of Social Services (CDSS) Community Care Licensing Division (CCLD). Additionally, Prospective Contractor shall not have any history of being placed on Do Not Refer, Do Not Use, or Non-Compliance status with any County, State, or out of State department or agency.

2.4.1.2 Prospective Contractor must indicate which programs he/she is attempting to qualify.

2.4.1.3 Prospective Contractor must have licensure through the State of California Department of Social Services (CDSS) Community Care Licensing Division (CCLD) for each program he/she is attempting to qualify, and must provide a copy for each program and each site.

2.4.1.4 Prospective Contractor must provide a copy of their organization's 501(c)(3) Non-Profit Corporation Status letter from the Internal Revenue Service.

2.4.1.5 Prospective Contractor must provide a copy of their organization's Non-Profit Determination letter from the State of California Franchise Tax Board.

- 2.4.1.6 Prospective Contractor must provide a certified copy of their organization's Statement of Information by Domestic Non-Profit from the California Secretary of State.
- 2.4.1.7 Prospective Contractor must certify adherence to the requirements of the GH Master Contract for Foster Care Services. ~~and/or the Foster Family Agency Master Contract for Foster Care.~~
- 2.4.1.8 Prospective Contractor must prove fiscal viability as evidenced through a review and evaluation of financial documents.
- 2.4.1.9 Prospective Contractor must meet insurance requirements for the programs he/she is attempting to qualify as specified in ~~Appendix F, Sample FFA Master Contract, and/or Appendix H, Sample GH Master Contract, Part I, Section 5.0, General Insurance Requirements.~~
- 2.4.1.10 Prospective Contractor must respond positively to a willingness to consider hiring GAIN/GROW participants. (Reference Sub-section 2.26 in this Section)
- 2.4.1.11 Prospective Contractor must comply with the County's Child Support Compliance Program. (Reference Sub-section 2.22 in this Section)
- 2.4.1.12 Prospective Contractor must certify intent to comply with the County's Jury Service Program. (Reference Sub-section 2.31 in this Section)

~~2.4.2 Prospective Contractors attempting to qualify a FFA program must meet these additional requirements:~~

- ~~2.4.2.1 Provide a copy of their organization's Foster Family Agency Treatment Notification letter from CDSS Foster Care Funding and Rates Bureau. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.~~
- 2.4.2.2 ~~CONTRACTOR must be dually licensed for foster family agency and adoption services.~~

- ~~2.4.2.3~~ ~~Prospective Contractor of an FFA program must certify adherence to requirements as specified in Appendix G, FFA Exhibits, Exhibit A, Statement of Work – Part C Service Tasks to Achieve Performance Outcome Goals, Section 1.0 Safety, Sub-section 1.1, Staff Qualifications, Requirements and Duties.~~
- ~~2.4.2.4~~ ~~Provide a copy of the organization's Adoption license issued by CDSS CCLD.~~
- 2.4.3 Prospective Contractors attempting to qualify a GH program must meet these additional requirements:
 - 2.4.3.1 Provide a current AFDC-FC rate letter from CDSS Foster Care Funding and Rates Bureau for each GH service delivery site to be covered under this Contract. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.
 - 2.4.3.2 Prospective Contractor of a GH program must certify adherence to the staffing requirements as specified in Appendix I, GH Exhibits, Exhibit A, Statement of Work, Part A, Section 5.0, Staff Qualifications, Requirements, and Duties.
 - 2.4.3.3 **The prospective Contractor must currently operate one or more of the following specific programs:**
 - ~~2.4.3.3.1 RCL 12 beds within Los Angeles County for DCFS children ages 12 through 18 who identify as gay, lesbian, bi-sexual, and/or transgender.~~
 - 2.4.3.3.2 RCL 11-12 beds within Los Angeles County Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties) for **Probation youth** ages 13-12 through 17.5 who identify as gay, lesbian, bi-sexual, and/or transgender.
 - 2.4.3.3.3 RCL 44 10 - 12 beds within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties) for **Probation youth** ages 13 12 through 17.5 who are sex offenders.

2.4.3.3.4 RCL 12 - 14 beds within ~~Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties)~~ for **Probation youth** ages ~~13~~ 12 through 17.5 with serious mental and emotional disorders.

2.4.3.3.5 RCL 9-12 beds for the developmentally disabled (Regional Center) population ages 12 through 17.5.

2.4.3.4 **Meet this additional requirement if the GH program is RCL 14:** Provide a copy of the certification letter issued by the Department of Mental Health, 550 S. Vermont Avenue, Los Angeles, California 90020, (213-738-2906), for the mental health treatment component of RCL 14 programs.

IV. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable is amended to read as follows:

3.3 RFSQ Timetable

RFSQ Addendum Number ~~Nine~~ Eleven Release and SOQ Submission Review Periods:

- Release of RFSQ August 31, 2007
- Release of Addendum Number ~~Nine~~ Eleven August 23, ~~2009~~ 2010
- Written Questions Due (*optional*) September 7 ~~3, 2009~~ 2010
- Request for a Solicitation Requirements Review Due September 7, ~~2009~~ 2010
- Prospective Contractor's Conference Date (*optional*) September 14, ~~2009~~ 2010
- Questions and Answers Released On or About October 5 ~~19, 2009~~ 2010
- SOQ Submission Period Nov. 4- 19, ~~2009~~ 2010
- SOQ due by (Pacific Time) ~~6:00~~ 5:00 PM, November 19, ~~2009~~ 2010

V. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3, RFSQ Timetable, Sub-paragraph 3.3.4 SOQ Submission Period (2010), is added to read as follows:

3.3.4 SOQ Submission Period (2010)

SOQs will be accepted for review during the following SOQ Submission Period. These submissions must adhere to the minimum qualifications set forth in this Addendum Number Eleven.

<u>SUBMISSION DATES</u>	<u>CONTRACT TERM DATES</u>
<u>November 4, 2010 through November 19, 2010</u>	<u>On or about February 25, 2011 through October 31, 2011</u>

VI. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review is amended to read as follows:

3.4 Solicitation Requirements Review

A person or entity may seek a Solicitation Requirements Review by submitting *Appendix C - Transmittal Form to Request a RFSQ Solicitation Requirements Review* along with supporting documentation. A Solicitation Requirements Review shall only be granted under the following circumstances:

- The request for a Solicitation Requirements Review is received by the department by **5:00 PM, ~~June 10, 2009~~ September 7, 2010**;
- The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a bid;
- The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- The request for a Solicitation Requirements Review asserts either that:
 - application of the minimum requirements, review criteria and/or business requirements unfairly disadvantage the prospective Contractor; or,
 - due to unclear instructions, the process may result in the County not receiving the best possible responses from the prospective Contractors.

The Solicitation Requirements Review shall be completed and the department’s determination shall be provided to the prospective Contractor, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Review should be submitted to:

Department of Children and Family Services
 Contracts Administration, Attn: Contract Manager
 425 Shatto Place, Room 400
 Los Angeles, California 90020

- VII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.5 Contractors' Questions (optional) is amended to read as follows:

3.5 Contractors' Questions (optional)

Prospective Contractors may submit written questions regarding this RFSQ by mail, fax or e-mail to the Contracts Analyst identified below. Questions received after the ~~June 10, 2009~~ September 14, 2010 Prospective Contractor's Conference will not be answered or included in the Question and Answer Addendum. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to the RFSQ. The addendum will be posted on DCFS' Website at www.lacdcfs.org/contracts/index.html, and the County's Website at <http://camisvr.co.la.ca.us/lacobids/>

When submitting questions please specify the RFSQ section number, paragraph number, and page number and quote the passage that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage prospective Contractors or, due to unclear instructions, may result in the County not receiving the best possible responses from prospective Contractor.

Questions should be addressed to:

Name: Felicia Carreker
Address: Department of Children and Family Services
Contracts Administration
425 Shatto Place, Room 400
Los Angeles, California 90020

Fax #: (213) 380-4623
e-mail address: ffagh@dcfs.lacounty.gov

- VIII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.6 Prospective Contractors' Conference (optional) is amended to read as follows:

3.6 Prospective Contractor's Conferences (optional)

A Prospective Contractors Conference will be held to discuss the RFSQ. The conference is optional for prospective Contractors, however, attendance is highly recommended. It is also recommended that prospective Contractors bring a copy of the RFSQ to the conference for reference. County staff will first respond to

questions received from prospective Contractors prior to the conference date, and as time allows, questions received during the conference. The conference is scheduled as follows:

Date: ~~June 10, 2009~~ September 14, 2010

Time: ~~2:00~~ 1:00 PM until the last question or ~~4:00~~ 3:00 PM, whichever is sooner

Address: ~~Department of Beaches and Harbors~~ Rancho Los Amigos National Rehabilitation Center
~~Burton Chace Park – Community Room~~ Room SSA 1150
~~13650 Mindanao Way~~ 7601 E. Imperial Highway
~~Marina Del Rey, CA 90292~~ Downey, CA 90242

Enter the Rancho Los Amigos campus from Old River School Road. A map of the campus is attached as Attachment I.

IX. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-paragraph 3.8.5 is amended to read as follows:

3.8.5 The deadline for submission of the SOQ is ~~August 17, 2009~~ November 19, 2010, at ~~6:00~~ 5:00 PM, local time. It is the sole responsibility of the submitting prospective Contractor to ensure that its SOQ is received before the submission deadline. Submitting prospective Contractors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. SOQs received after the submission deadline will not be reviewed for the initial contract term effective ~~for on or about November 1, 2009~~ February 25, 2011.

Except as provided by addendum, all other terms and conditions of the RFSQ remain unchanged.

Sincerely,



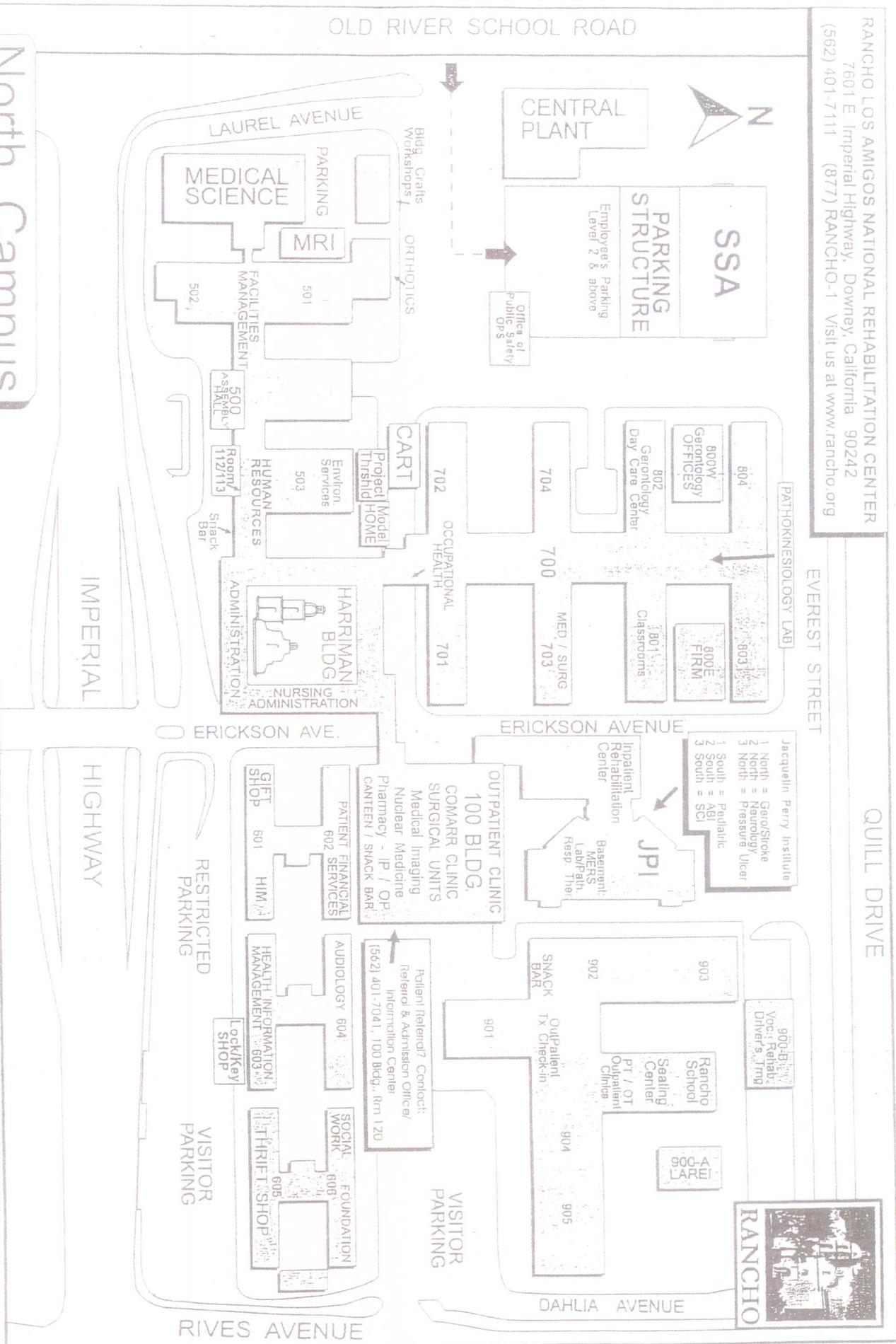
Kimberly A. Foster, Senior Manager
Contracts Administration

KAF:CC:fc

Attachment

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
 7601 E. Imperial Highway, Downey, California 90242
 (562) 401-7111 (877) RANCHO-1 Visit us at www.rancho.org

North Campus



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ERICKSON AVE.

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RESTRICTED PARKING

VISITOR PARKING

VISITOR PARKING

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ATTACHMENT I