



PHILIP L. BROWNING  
Director

## County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

Board of Supervisors

HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

December 31, 2015

### REQUEST FOR INFORMATION WORKFORCE DEVELOPMENT, JOB PLACEMENT AND INDEPENDENT LIVING SUPPORT SERVICES

The purpose of this Request for Information (RFI) is to determine the extent of interest from qualified agencies in providing services for a Workforce Development, Job Placement, and Independent Living Support Services program, as detailed below.

This program is intended to better prepare AB12 youth who are Non-Minor Dependents (NMDs) ages 18 to 21 to live successful, self-sufficient, independent lives after leaving care. The program will continue services to these youth to help them avoid negative outcomes associated with emancipating out of foster care, such as homelessness, incarceration, unemployment, and unfinished education. Services to be provided under this program include residential housing, educational and vocational training, and transitional support to ensure self-sufficiency. Interested agencies should also have the ability to continue the provision of similar services to young adults ages 21 to 24, with no funding from Los Angeles County Department of Children and Family Services (DCFS). An important component of this contract would be an agency's ability to accept NMDs ages 18 to 21 on both planned and emergent bases, as youth may require immediate placement without notice at any time, 24 hours a day, 7 days a week. The agency must have the capacity to engage youth on various levels in order to facilitate successful program outcomes. Foster youth will gain soft skills, technical skills, life skills linkages, and personalized career transition services that lead to long-term employment, career advancement, or continued education.

This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue an RFP in the future. This RFI does not commit the County of Los Angeles (County) Department of Children and Family Services (DCFS) to contract for any services. The County will not pay for any information or administrative costs incurred in response to this RFI. Pending the results, the County reserves the right to either negotiate a contract, release a contract solicitation, or take no further action.

DCFS is seeking interested and qualified agencies that can provide all of the following services:

- Residential Housing and Housing Assistance (for a minimum of \*20 youth)

- Emergent Placements (including the ability to receive youth 24/7 including, weekends & holidays)
- Vocational Testing
- Vocational Training (On a variety of fields)
- Job Placement Assistance (including 12-month follow up assistance with placement & supports)
- Case Management Services
- Independent Living Supportive Services
- Educational Testing
- Secondary and Post-Secondary Educational Assistance
- In-House Counseling and Mental Health Services
- Substance Abuse Treatment or Assistance
- Transportation Assistance

\* DCFS will pay a monthly rate for each young adult who receives services, care and supervision, as defined in Welfare and Institutions Code 11403.2 and other applicable law and regulations. Payment will be prorated from the first day of initial placement up to 30 days with subsequent payments to be made monthly. The funding for mental health services is included in the monthly rate. No additional funding or funding stream will be available. DCFS does not guarantee placements.

### **PROFILE OF A QUALIFIED AGENCY**

Agencies responding to this RFI will be required to submit a Statement of Information (SOI) that includes details of how they meet the following requirements:

1. Agency must be a 501(c)(3) non-profit in good standing with the Internal Revenue Service and the California Franchise Tax Board.
2. Agency must not be prohibited from doing business in the State of California or in the County of Los Angeles.
3. Agency must not be suspended, debarred, ineligible, or excluded; or have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts.
4. Agency must be in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026) or certify that they are exempted pursuant to Chapter 2.206 of the Los Angeles County Code. This ordinance was implemented on October 20, 2009, and requires that agencies contracting with the County be current with their annual tax payments for secured/real and unsecured/personal property.
5. Agency must be able to show the ability to obtain required insurance coverage.

6. Agency must have at least two years experience providing services to high needs youth ages 18 to 24.
7. Agency must have at least two years experience providing residential services within the past seven years.
8. Agency must be able to provide a minimum of five vocational options for program participants such as Medical Assistant, Plumbing, Automotive Technician, etc.
9. Agency must currently contract with the Department of Labor for the provision of Job Corps services.
10. Agency must submit a proposed cost per youth which outlines all services and supports which will be provided.
11. Agency must detail their plan and demonstrate the ability to provide continued services and supports for youth up to age 24.
12. Agency must demonstrate that they currently provide all of the above mentioned services or demonstrate the ability to provide these services by April 1, 2016.

### **STATEMENT OF INTEREST (SOI) FORMAT AND CONTENT**

The County is requesting a Statement of Information (SOI) from agencies that wish to respond to the RFI. The SOI must include the following components, and is not to exceed twelve pages, including any attachments:

1. **Introduction Letter** – The introduction letter must be on agency's letterhead and include:
  - a. Agency's full legal name
  - b. Type of entity (public/private, for profit/nonprofit)
  - c. Name and title of the individual authorized to make representations for the agency.
  - d. Agency's mailing address
  - e. Contact individual's name, telephone, and email address
2. **Agency's Experience and Capabilities** – Agency should provide a two-year history of the provision of services to high-needs youth ages 18 to 21, including residential services. The history should include a description of collaboration with community partners, and a listing of the vocational classes the agency is prepared to offer to youth.
3. **Liability Insurance** – Provide evidence of, or the ability to obtain, insurance at the coverage levels required by the County. The following is an **example** of insurance coverage requirements for a similar contract with the County of Los Angeles:

Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

Workers' Compensation and Employer's Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

Professional Liability: Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

4. Response to the Workforce Development – Independent Living Services RFI Questionnaire (Attachment I)

**DEADLINE FOR SUBMISSION OF STATEMENT OF INTEREST**

The SOI should be submitted at the following address by 12:00 P.M., Friday, January 15, 2016. Late submissions will not be accepted.

County of Los Angeles  
Department of Children and Family Services  
Contracts Administration Division  
Attention: Christina Ton  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

The outside of the envelope should be labeled: "**Workforce Development – Independent Living Services STATEMENT OF INFORMATION.**"

Please submit any questions to Christina Ton, Contract Analyst, at [Tonc@dcfs.lacounty.gov](mailto:Tonc@dcfs.lacounty.gov) .

**DISCLAIMER:**

**NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT WITH DCFS.**

The RFI is issued solely for the purpose of collecting information and for planning purposes. It does not constitute a solicitation for contracting and should not be construed as a Request for Proposals (RFP), or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the exclusive property of the County of Los Angeles. DCFS reserves the right to incorporate into any future solicitation or contract, information or ideas that are found in the responses to this RFI. Moreover, all responses to this RFI shall become a matter of public record, and shall be regarded as such. Exceptions will be those elements marked "trade secret," "confidential," or "proprietary" as described in the California Government Code, Section 6250 et seq. (Public Records Act). The County shall not in any way be liable or responsible for the disclosure of such records, without limitation and including those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.

**Workforce Development – Independent Living Services RFI Questionnaire**

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Question Number	Question	Response
1	Can your agency provide all of the services specified in this RFI?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Would your agency be able to provide services as early as April 1, 2016?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Is your agency a 501(c)(3) non-profit organization in good standing with the Internal Revenue Service and the California Franchise Tax Board?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Is your agency prohibited from doing business in the State of California, or in the County of Los Angeles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5a	Is your agency suspended, debarred, ineligible, or excluded from contracting with Los Angeles County?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5b	Does your agency have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6a	Is your agency in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6b	Is your agency exempted from the Defaulted Property Tax Reduction Program pursuant to Chapter 2.206 of the Los Angeles County Code?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Can your agency obtain the required insurance coverage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Does your agency have at least two years experience providing services to high needs youth ages 18 to 24?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Does your agency have at least two years experience providing residential services within the past seven years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Does your agency have the capability of providing a minimum of five vocational options for program participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Does your agency currently contract with the Department of Labor for the provision of Job Corps services?	Yes <input type="checkbox"/> No <input type="checkbox"/>