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County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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February 29, 2016

Dear Prospective Contractors and Interested Parties:

ADDENDUM NUMBER EIGHTEEN TO REQUEST FOR STATEMENT OF QUALIFICATIONS BID NUMBER CMS-07-021/023 FOR FOSTER FAMILY AGENCY/GROUP HOME FOSTER CARE SERVICES

Addendum Number Eighteen and Attachments are issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Foster Family Agency (FFA)/Group Home (GH) Foster Care Services Request for Statement of Qualifications (RFSQ) Bid Number CMS-07-021/023 and to newly registered vendors. Addendum Number Eighteen amends sections of the RFSQ as provided below and included in Attachment 1 (revised RFSQ), Attachment 2 (revised Appendix B), Attachment 3 (revised Appendix B-I), and Attachment 4 (revised Exhibit AA).

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

The following changes are being made to the RFSQ via this Addendum Number Eighteen:

- I. RFSQ Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Paragraph 2.4.2 Prospective Contractors attempting to qualify a FFA program must meet these additional requirements, Sub-paragraph 2.4.2.1 is amended as follows:

Provide a copy of their organization's Foster Family Agency Treatment Rate Notification letter from CDSS Foster Care Funding and Rates Bureau, **Regional Center Vendor Authorization letter**, or a formal letter requesting a support letter from the County of Los Angeles to obtain a CDSS FFA rate. Organizations that submit a request for a support letter under this minimum qualification, during the submission period, must submit their Foster Family Agency Treatment Rate Notification letter from CDSS Foster Care Funding and Rates Bureau prior to contract execution. Only organizations that demonstrate they operate the program effectively and efficiently and that are determined by DCFS to meet the level of care and services for AFDC-FC children placement will receive a support letter from the County of Los Angeles.

- II. RFSQ Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Paragraph 2.4.3 Prospective Contractors attempting to qualify a GH program must meet these additional requirements, Sub-paragraph 2.4.3.1 is amended as follows:

Provide a current AFDC-FC rate letter (RCL 10 and above) from CDSS Foster Care Funding and Rates Bureau, **Regional Center Vendor Authorization letter, or a formal letter requesting an exception letter to the Moratorium for Group Homes from the County of Los Angeles to obtain a CDSS rate**, 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.~~

- III. RFSQ Section 2.0 General Information, Sub-section 2.27 County's Contract Compliance and Quality Assurance Plan, third and fourth paragraphs are amended as follows:

Prior to receipt of a Start Work Notice and within 30 days of awarding the contract, Prospective Contractors must participate in program and fiscal orientation sessions, both of which will be provided by the County. Within the same timeframe, the Prospective Contractors must submit the following to CAD Compliance Section:

- **Full name, job title, email address and telephone number (office and cell) for the applicable official(s) listed below:**
 - **Foster Family Agency Administrator**
 - **Adoption Administrator (for FFA's plan to complete Adoption Home Studies)**
 - **Social Worker Supervisor or Manager**
 - **Therapist, or Mental Health Clinical Supervisor or Manager**
 - **Group Home Program Administrator**
 - **Controller and/or Chief Financial Officer**
- **Operational implementation plan that demonstrates how the organization will implement its new contract and organizational operations; this is to include, and is not limited to:**
 - **Special Incident Reporting**
 - **Needs and Services Plan (NSP) preparation and completion**
 - **Quarterly updates of the NSPs**
 - **Education, school enrollment, and requisite education enrichment**
 - **Transportation and Visitation**
 - **Program Implementation Plan**
 - **Agreement and plan to implement the Statement of Work**

After receipt of a Start Work Notice and within the first 90 days of the contract award, the Contractor must complete an internal controls questionnaire, and meet with the Fiscal Compliance Administrator every six weeks thereafter, to review its Internal Control implementation.

~~Prospective Contractors must attend and participate in one of the upcoming Fiscal Training sessions (12/1/15, 1/12/16 and 1/19/16) that will be provided by the County Auditor-Controller in collaboration with the California Department of Social Services Foster Care Audits and Rates Branch. Please chose a session and register your attendance by sending an e-mail to ysmith@dcfs.lacounty.gov and avagee@dcfs.lacounty.gov as follows:~~

- ~~• Subject Line: Request for Confirmation Fiscal Training~~
- ~~• Body of E-mail: Name of Contractor, name and title of the fiscal staff or Independent Contractor(s) that will attend the Fiscal Training for your agency/organization, and the date(s) your organization will attend the fiscal training~~
- ~~• Contractors may send staff to training on more than one day~~
- ~~• DCFS Contracts Administration Division Fiscal Monitoring will confirm your Fiscal Training via email by November 13, 2015~~

~~After contract award, contractors must also:~~

- ~~• actively participate in a fiscal orientation within the first 30 days of the contract award;~~
- ~~• prepare and submit to CAD Compliance within the first 45 days of the new contract award, its operational implementation plan that demonstrates how the organization will implement its new contract and organizational operations;~~
- ~~• meet every six weeks with the Fiscal Compliance Administrator to review its Internal Control implementation;~~
- ~~• complete an internal controls questionnaire within the first 90 days of the contract award; and~~
- ~~• receive a Fiscal Compliance Assessment within the first 150 days of the contract award.~~

- IV. RFSQ Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable is amended and rearranged by adding Sub-Paragraph 3.3.2 as follows:

3.3.2 RFSQ Addendum Number Eighteen Release and SOQ Submission Review Periods:

- | | |
|--|---|
| ➤ <u>Release of Addendum Number Eighteen:</u> | <u>February 29, 2016</u> |
| ➤ <u>Request for a Solicitation Requirements Review Due:</u> | <u>March 14, 2016</u> |
| ➤ <u>Response to Solicitation Requirements Review On or About:</u> | <u>March 21, 2016</u> |
| ➤ <u>Written Questions Due (optional):</u> | <u>March 23, 2015</u> |
| ➤ <u>Prospective Contractors' Conference Date (optional):</u> | <u>March 29, 2016</u> |
| ➤ <u>Questions and Answers Release:</u> | <u>April 1, 2016</u> |
| ➤ <u>Deadline for SOQ Submission:</u> | <u>June 30, 2016, at 5:00 PM</u> |
| ➤ <u>Review of SOQ Submissions and Execution of Contracts will be conducted on a flow basis</u> | |

3.3.3 Subsequent SOQ Submission Period

After the contract start date, subsequent SOQ submission periods may be available. County reserves the right, at its sole discretion, to adjust the schedule for any subsequent SOQ submission period, based on the needs of the County. Notification of the specifics regarding the deadline for submission, submission of recommendations for contracts to the County's Board of Supervisors, and anticipated contract start date with regard to the subsequent submission period shall be posted as an addendum to the RFSQ **on County's Website (<http://camisvr.co.la.ca.us/lacobids/>), and DCFS Website (www.lacdcfs.org/contracts/index.html)**.

Prospective Contractors who register on the County's Web Site under Human Services: Family and Social Services, Code 95243; Foster Home and Adoption Services, Code 95247; and Youth Care Services, Code 95295, shall receive email notifications of any postings.

Subsequent submissions must adhere to the minimum qualifications set forth in this Addendum Number Fourteen. The requirements for submitting SOQs during any subsequent SOQ submission period may change.

This will allow Prospective Contractors to submit an SOQ during the subsequent submission period if: (1) they submitted an SOQ, but did not qualify after being considered by County; or (2) they did not submit an SOQ during a previous submission period.

- V. RFSQ Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review, first bullet point is amended as follows:

A person or entity may seek a Solicitation Requirements Review by submitting Appendix C - Transmittal Form to Request an 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, March 14, 2016**;

- VI. RFSQ Section 3.0 Instructions to Prospective Contractors, Sub-section 3.6 Prospective Contractor's Conferences (*optional*), Paragraph 3.6.1 Second Prospective Contractor's Conference after Release of Addendum Number Eighteen (*optional*) was added as follows:

A Prospective Contractors Conference will be held to discuss the changes to the minimum requirements of the RFSQ as mentioned in Addendum Number Eighteen. The conference is optional for prospective Contractors, however, attendance is highly recommended. It is also recommended that prospective Contractors bring a copy of the revised 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: **March 29, 2016**

Time: **9:00 AM until the last question or 12:00 PM, whichever is sooner**

Address: **Community Care Licensing Division**
1000 Corporate Center Drive
2nd Floor Conference Room
Monterey Park, CA 91754

- VII. RFSQ Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Paragraph 3.7.5 Required Documents (Section C), Sub-paragraph 3.7.5.1 Prospective Contractor must submit the following required documents as indicated in Appendix B of this RFSQ, **Item C5**, is amended as follows:

The organization's Rate Letter from the State Foster Care Funding and Rates Bureau, **Regional Center Vendor Authorization letter, a formal letter requesting a support letter from the County of Los Angeles to obtain a CDSS FFA rate, or a formal letter requesting an exception letter to the Moratorium for Group Homes from the County of Los Angeles to obtain a CDSS rate** that corresponds to each licensed facility covered by this Contract. #

~~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.~~

- VIII. RFSQ Section 3.0 Instructions To Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-section 3.8.1, second paragraph, is amended as follows:

Two complete copies of the organization's current CCLD approved Program Statements for each FFA program and three complete copies of the organization's current CCLD approved Program Statement for each FFA Probation program and GH program shall also be submitted with the SOQ **by the submission deadline by February 29, 2016, at 5:00 P.M.**

- IX. RFSQ Section 3.0 Instructions To Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-section 3.8.1, third paragraph, is amended as follows:

All requests for modifications to the CCLD approved Program Statements are required with the SOQ submission **by the submission deadline by February 29, 2016, at 5:00 P.M.**

- X. RFSQ Section 3.0 Instructions To Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-sections 3.8.5 and 3.8.6 are amended as follows:

3.8.5 The deadline for submission of the SOQ is **June 30, 2016 at 5:00 P.M.** ~~February 29, 2016, at 5:00 P.M.~~ 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.

3.8.6 Please refer to Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable, **Sub-paragraph 3.3.3** Subsequent Periods for SOQ Submission and Review for information regarding subsequent submission periods.

- XI. RFSQ, Appendix B, Required Documents is removed and replaced with the **revised Appendix B (Attachment 2)**.

- XII. RFSQ, Appendix B, Required Documents, Appendix B-I, Sample Board of Directors Resolution is removed and replaced with the **revised Appendix B-I (Attachment 3)**.

XIII. RFSQ Appendix G, Exhibits (FFA), Exhibit AA, Certification of Compliance with Adoption Requirements, is removed and replaced with the **revised Exhibit AA (Attachment 4)**.

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

We look forward to receiving your Statement of Qualifications submissions by June 30, 2016, prior to 5:00 P.M., Pacific Time.

Sincerely,



Eddie Ota, Section Manger
Contracts Administration Division

EO:VA:gs:gsh

Attachments