DEPARTMENT OF
CHILDREN AND FAMILY SERVICES

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

FOR

FOSTER FAMILY AGENCY/GROUP HOME FOSTER CARE SERVICES

RFSQ # CMS-07-021/023

Prepared By
County of Los Angeles
Department of Children and Family Services
Contracts Administration

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1.0 INTRODUCTION

1.1 Preamble

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan, Mission, Values, Goals and Performance Outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families business and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: 1) Accountability; 2) A Can-Do Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity and 9) Responsiveness.

These shared values are encompassed in the County's Strategic Plan's three Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; 3) Integrated Services Delivery. Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

1.2 Purpose

The purpose of this Request for Statement of Qualifications (RFSQ) is to seek qualified contractors to provide Foster Family Agency (FFA) and/or Group Home (GH) Foster Care Services for the Department of Children and Family Services (DCFS) and Probation Department (Probation) of the County of Los Angeles (COUNTY) for a one (1) year Contract.

FFAs train and certify foster parents who provide out-of-home care in a family home setting for the population of children/youth and non-minor dependents (NMD) who are supervised by DCFS and Probation. FFA placements shall be made primarily within Los Angeles County and in adherence to applicable sections of the State Welfare and Institutions Codes and Title 22.

GHs provide out-of-home care to the population of children/youth and NMDs who require a more structured environment than can be provided in a family home setting. GH placements shall be made primarily within Los Angeles County. Placements into other counties shall be made upon need.

1.3 DCFS Mission Statement

1.3.1 The County of Los Angeles Department of Children and Family Services (DCFS) Vision, Mission and Values are as follows:

- *Vision:* Children thrive in safe families and supportive communities.

- *Mission:* By 2015 DCFS will practice a uniform service delivery model that measurably improves: Child safety, Permanency, and Access to effective and caring services.

- *Values:* Cultural Sensitivity, Leadership, Accountability, Integrity, and Responsiveness.

1.3.2 The County of Los Angeles Probation Department (Probation) Vision, Mission and Core Values are as follows:

- Vision: Rebuild lived and provide for healthier and safer communities.

- Mission: Enhance public safety, ensure victims' rights and effect positive probationer behavioral change.

- Core Values: We fundamentally subscribe to the fair and impartial administration of justice and embrace the following values:

- Dignity and respect for our clients, public and employees.

- Integrity to do the right things for the right reasons – all of the time.

- Leadership to develop an organization that is sustainable and will attain national prominence.

- Rehabilitation is founded in a belief that people have the ability to transform into law-abiding individuals.

- Contribution of everyone is valued and every one has the opportunity to perform to their highest potential.

- Commitment to providing service excellence to achieve positive outcomes for healthy families and communities.

- Collaboration by working with others to maximize efforts and achieve positive results.

- Evidence-based practices and policies as a way of assuring that our best efforts are leading to desired outcomes.

1.4 Target Demographics

1.4.1 Target Demographics for FFA Program

The target demographics for the FFA Program are children/youth and NMDs, 0 – 21 years old, in need of a temporary or permanent family setting, as an alternative to a GH. The principle 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.

1.4.1.1 The current priority target demographic needs of DCFS and Probation are American Indian; Commercial Sexual Exploited Children (CSEC); NMDs; Acute Mental Health Issues; Pregnant and Parenting Teens; Developmentally Disabled; and Lesbian, Gay, Bi-sexual, Questioning, and Transgender (LGBQT).

1.4.2 Target Demographics for GH Program

County of Los Angeles DCFS and Probation:

The target demographics for the GH Program are children/youth and NMDs, 0-18 years old, at the Rate Classification Level (RCL) 10 and above, who require a structured program and closer supervision than is usually provided in a relative or foster family home setting. A description of the Target Demographics for the Master Contract for Group Home Foster Care Services may be found in Appendix I, Exhibit A - Statement of Work, Part B - Target Demographics, and Exhibit Y – Target Demographics with Corresponding RCL.

1.4.2.1 The current priority target demographic needs of DCFS and Probation are American Indian; Commercial Sexual Exploited Children (CSEC); NMDs; Acute Mental Health Issues; Pregnant and Parenting Teens; Developmentally Disabled; Lesbian, Gay, Bi-sexual, Questioning, and Transgender (LGBQT); and Rate Classification Level (RCL) 14.

1.5 Funding

Funding shall be in accordance with Appendix F, Sample FFA Master Contract and/or Appendix H, Sample GH Master Contract, Part I, Section 4.0 Payment Rate, Sub-section 4.1 and Section 7.0 Invoices and Payments, upon satisfactory demonstration of compliance with contractual requirements, as described in; (a)

Appendices G and/or I, Exhibit A, Statement of Work, (b) availability of State and/or Federal funds, and (c) approval of funding each year by the Board of Supervisors.

2.0 GENERAL INFORMATION

2.1 Scope of Work

DCFS and Probation are seeking qualified agencies to provide FFA and/or GH Foster Care Services for the target population demographic categories as described in Section 1.0 Introduction, Sub-section 1.4 Target Demographics.

Prospective Contractors may submit a Statement of Qualifications (SOQ) for one or more programs. Prospective Contractors must indicate on the Contractor's organization Questionnaire/Affidavit (reference Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.3) which program(s) it is attempting to qualify.

2.2 Overview of Solicitation Document

This RFSQ is composed of the following parts:

- **SECTION 1.0 – INTRODUCTION:** Specifies the purpose, DCFS Mission Statement, target demographics, and funding requirements of the FFA and GH Master Contracts.

- **SECTION 2.0 - GENERAL INFORMATION:** Specifies the prospective Contractor's minimum qualifications, provides information regarding some of the requirements of the Master Contracts and explains the solicitation process.

- **SECTION 3.0 - INSTRUCTIONS TO PROSPECTIVE CONTRACTORS:** Contains instructions to prospective Contractors on how to prepare and submit their SOQ.

- **SECTION 4.0 - SOQ REVIEW/SELECTION/QUALIFICATION PROCESS:** Explains how the SOQ will be reviewed, selected, and qualified.

- **APPENDICES:**

  - **A - REQUIRED FORMS:** The forms contained in this section must be completed and included in the SOQ.
  - **B - REQUIRED DOCUMENTS:** The documents listed in this section must be included in the SOQ.
  - **C - TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** The transmittal form in this section is to be sent to DCFS if requesting a Solicitation Requirements Review.
  - **D - COUNTY OF LOS ANGELES POLICY OF DOING BUSINESS WITH SMALL BUSINESS:** County policy.

- **E -** **LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** The Contractors listed here are not allowed to contract with the County for a specific length of time.
- **F -** **SAMPLE FFA MASTER CONTRACT:** This is a sample of the FFA Master Contract for Foster Care to be utilized for this solicitation. The terms and conditions shown in the Master Contract are not negotiable.
- **G -** **FFA EXHIBITS:** The exhibits listed here are referenced in the FFA Master Contract for Foster Care.
- **H -** **SAMPLE GH MASTER CONTRACT:** This is a sample of the Master Contract for GH Foster Care Services to be utilized for this solicitation. The terms and conditions shown in the Master Contract are not negotiable.
- **I -** **GH EXHIBITS:** The exhibits listed here are referenced in the Master Contract for GH Foster Care Services.
- **J -** **BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION:** An information sheet intended to assist nonprofit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004, and to identify available resources.
- **K -** **IRS NOTICE 1015:** This Sheet provides information on Federal Earned Income Credit.
- **L -** **SAFELY SURRENDERED BABY LAW:** County program
- **M -** **JURY SERVICE ORDINANCE:** County policy

2.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in *Appendix F, Sample FFA Master Contract and/or Appendix H, Sample GH Master Contract, Part I, Section 2.0, Definitions.*

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 must not have any unresolved issues stemming from non-compliance with any County, State, or out-of-state government agency or department.

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

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

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

2.4.1.5 Prospective Contractor must provide a certified copy of their organization's Statement of Information by Domestic Non-Profit from the California Secretary of State.

2.4.1.6 Prospective Contractor must demonstrate fiscal viability through a review and evaluation of financial documents:

- Organizations that have been incorporated for 42 months or more must submit a copy of their current budget and three most recent Audited Financial Statements.
- Organizations that have been incorporated for less than 42 months but more than 30 months must submit a copy of their current budget and two most recent Audited Financial Statements.
- Organizations that have been incorporated for less than 30 months but more than 18 months must submit a copy of their current budget and most recent Audited Financial Statement.
- Organizations that have been incorporated for 18 months or less must submit a copy of their current budget, balance sheet, and profit and loss statement.

2.4.1.7 Prospective Contractor must meet insurance requirements for the programs it is attempting to qualify as specified in Appendix F, Sample FFA Master Contract or Appendix H, Sample GH Master Contract, Part I, Section 5.0, General Insurance Requirements and Section 6.0 Insurance Coverage Requirements.

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 Rate Notification letter from CDSS Foster Care Funding and Rates Bureau 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.

2.4.2.2 Be dually licensed for foster family agency and adoption services or CONTRACTOR shall have completed a subcontract, signed by authorized parties, with a licensed agency to provide adoption services including adoption home studies for their certified foster homes prior to contract execution. Contractor shall provide a copy of the organization's Adoption license issued by CDSS CCLD.

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.

2.4.3 Prospective Contractors attempting to qualify a GH program must meet these additional requirements:

2.4.3.1 Provide a current AFDC-FC rate letter (RCL 10 and above) 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 **Meet this additional requirement if the GH program is RCL 14:** Provide a copy of the certification letter issued by the State Department of Mental Health or a County Mental

Health Department to provide the mental health treatment component of RCL 14 programs.

2.5 This section is intentionally left blank

2.6 Master Contract Process

The objective of this RFSQ process is to identify and select qualified Contractors to be recommended as providers of FFA and/or GH Foster Care Services, as services are needed.

2.6.1 Master Contracts will be executed with all prospective Contractors determined by the COUNTY to be qualified.

2.6.2 Upon execution of a Contract resulting from this RFSQ, the qualified prospective Contractors will become **eligible** to provide FFA and/or GH foster care services as outlined in Appendix G, FFA Exhibits, Exhibit A – Statement of Work, and Appendix I, GH Exhibits, Exhibit A - Statement of Work, of this RFSQ. **The execution of a Contract does not guarantee prospective Contractor placements of children supervised by DCFS and/or Probation**.

2.7 Contract Term

2.7.1 The term of the Contracts awarded under this RFSQ will vary; shall be determined upon being selected for contract award; and in accordance with Section 3.3 RFSQ Timetable of this RFSQ.

2.8 County Rights & Responsibilities

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

2.9 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Victor Akinmurele, Assistant Manager
Contracts Administration Division
Department of Children and Family Services
425 Shatto Place, Room 401
Los Angeles, CA 90020
E-mail: akinmv@dcfs.lacounty.gov

If it is discovered that a prospective Contractor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

2.10 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Contract, all potential Contractors must register in the County's WebVen. The WebVen contains the Prospective Contractor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at http://camisvr.co.la.ca.us/webven/.

2.11 County Option To Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County shall not be liable for any cost incurred by a prospective Contractor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

2.12 Protest Process

2.12.1 Any actual or prospective Contractor may file a protest in connection with the solicitation or award of a Board-approved service contract. It is generally accepted that the prospective Contractor challenging the decision of a County department bears the burden of proof in its claim that the department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed award.

2.12.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a prospective Contractor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

2.12.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of any departmental determination or action should be

limited to the following:

- Review of Solicitation Requirements Review (Reference Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review)

- Review of a Disqualified SOQ (Reference Section 4.0 Review/Selection/Qualification Process, Sub-section 4.2 Disqualification Review)

2.13 Notice to Contractor's Regarding Public Records Act

2.13.1 Responses to this RFSQ shall become the exclusive property of the County. At such time as when the County executes a Form Contract with the qualified prospective Contractor(s), all such SOQs submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are defined and identified by the Prospective Contractor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary*."*

2.13.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law.

A blanket statement of confidentiality or the marking of each page of the SOQ as confidential shall not be deemed sufficient notice of exception and may subject the entire SOQ to disclosure. The Contractor must specifically label only those provisions of the SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

2.14 Indemnification and Insurance

Prospective Contractor shall be required to comply with the Indemnification provisions contained in *Appendix F, Sample FFA Master Contract, Part I, Section 27.0 Indemnification and/or Appendix H, Sample GH Master Contract, Part I, Section 26.0 Indemnification*. Prospective Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in *Appendix F, Sample FFA Master Contract and/or Appendix H, Sample GH Master Contract, Part I, Section 6.0, Insurance Coverage Requirements, Sub-sections 6.2. through 6.4.*

2.15 SPARTA Program

A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Municipality Insurance Services, Inc.

For additional information, a prospective Contractor may call (800) 420-0555 or contact them through their web-address: www.2sparta.com

2.16 Injury & Illness Prevention Program (IIPP)

Prospective Contractor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

2.17 Background and Security Investigations

Background and security investigations of prospective Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the prospective Contractor.

2.18 Confidentiality and Independent Contractor Status

Prospective Contractors shall be required to comply with the Confidentiality provision contained in *Appendix F, Sample FFA Master Contract and/or Appendix H, Sample GH Master Contract Part I, Section 9.0, Confidentiality* and the Independent Contractor Status provision contained in *Part II, Section 23.0, of Appendix F, Sample FFA Master Contract and/or Section 23.0 of Appendix H, Sample GH Master Contract.*

2.19 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a prospective Contractor for this RFSQ, or any competing RFSQ, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a prospective Contractor or have any other direct or indirect financial interest in the selection of a prospective Contractor. Prospective Contractor shall certify that it is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in *Appendix A, Required Forms- Form 2, Certification of No Conflict of Interest.*

2.20 Determination of Contractor Responsibility

2.20.1 A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

2.20.2 Prospective Contractors are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether

the Contractor is responsible based on a review of the prospective Contractor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the prospective Contractor against public entities. Labor law violations which are the fault of the subcontractors and of which the prospective Contractor had no knowledge shall not be the basis of a determination that the prospective Contractor is not responsible.

2.20.3 The County may declare a prospective Contractor to be non-responsible for purposes of this Master Contract if the Board of Supervisors, in its discretion, finds that the prospective Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the prospective Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

2.20.4 If there is evidence that the apparent highest ranked prospective Contractor may not be responsible, the Department shall notify the Contractor in writing of the evidence relating to the prospective Contractor's responsibility, and its intention to recommend to the Board of Supervisors that the prospective Contractor be found not responsible. The Department shall provide the prospective Contractor and/or the prospective Contractor's representative with an opportunity to present evidence as to why the prospective Contractor should be found to be responsible and to rebut evidence, which is the basis for the Department's recommendation.

2.20.5 If the prospective Contractor presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the prospective Contractor shall reside with the Board of Supervisors.

2.20.6 These terms shall also apply to proposed subcontractors of Contractors on County contracts.

2.21 Contractor Debarment

2.21.1 The prospective Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the prospective Contractor from bidding or proposing on, or being awarded, and/or

performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the prospective Contractor's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the prospective Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the prospective Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

2.21.2 If there is evidence that the apparent highest ranked prospective Contractor may be subject to debarment, the Department shall notify the prospective Contractor in writing of the evidence, which is the basis for the proposed debarment, and shall advise the prospective Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

2.21.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The prospective Contractor and/or prospective Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the prospective Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The prospective Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

2.21.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

2.21.5 If a prospective Contractor has been debarred for a period longer than five (5) years, that prospective Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the prospective Contractor has adequately demonstrated one or more of the

following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

2.21.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the prospective Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

2.21.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

2.21.8 These terms shall also apply to proposed subcontractors of Contractors on County contracts.

2.21.9 *Appendix E* is a listing of Contractors that are currently on the *Debarment List for Los Angeles County.*

2.22 Contractor's Adherence to County Child Support Compliance Program

Prospective Contractors shall 1) fully comply with all applicable State and Federal requirements relating to employment reporting; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Master Contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202). Prospective Contractors must certify adherence to the County Child Support Compliance Program by completing Form 17 – Contractor's Certification of Compliance With Child, Spousal, and Family Support Orders, and submitting it as part of their SOQ.

2.23 Gratuities

2.23.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a prospective Contractor with the implication, suggestion or statement that the prospective Contractor's provision of the consideration may secure more favorable treatment for the prospective Contractor in the award of a Master Contract or that the prospective Contractor's failure to provide such consideration may negatively affect the County's consideration of the prospective Contractor's submission. A prospective Contractor shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a Master Contract.

2.23.2 Contractor Notification to County

A prospective Contractor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the prospective Contractor's submission being eliminated from consideration.

2.23.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

2.24 Notice to Contractors Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each prospective Contractor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the prospective Contractor is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the *Familiarity with the County Lobbyist Ordinance*

Certification, as set forth in *Appendix A - Required Forms- Form 5,* as part of their SOQ.

2.25 Federal Earned Income Credit

The prospective Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the Internal Revenue Service Notice No. 1015. Reference *Appendix K, Notice to Employees Regarding Federal Earned Income Credit (FEIC).*

2.26 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration of a Master Contract, prospective Contractors shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Additionally, prospective Contractors shall attest to a willingness to provide employed GAIN/GROW participants access to the prospective Contractor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Prospective Contractors who are unable to meet this requirement shall not be considered for a Master Contract.
Prospective Contractors shall complete and return the form, *Attestation of Willingness to Consider GAIN/GROW Participants,* as set forth in *Appendix A - Required Forms- Form 8,* as part of their SOQ.

2.27 County's Quality Assurance Plan

After award of a Master Contract the County or its agent will evaluate the Contractor's performance under the Master Contract on an annual basis. Such evaluation will include assessing Contractor's compliance with all terms in the Master Contract and performance standards identified in the Statement of Work. Contractor's deficiencies which the County determines are severe or continuing and that may jeopardize performance of this Master Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Contract in whole or in part, or impose other penalties as specified in the Master Contract.

2.28 Recycled Bond Paper

Prospective Contractor shall be required to comply with the County's policy on recycled bond paper as specified in *Appendix F, Sample FFA Master Contract,*

Part II, Section 31.0, Recycled-Content Paper and/or Appendix H, Sample GH Master Contract, Part II, Section 31.0, Recycled-Content Paper.

2.29 Safely Surrendered Baby Law

The prospective Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Appendix L, Safely Surrendered Baby Law Fact Sheet,* of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

2.30 County Policy on Doing Business with Small Business

2.30.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.

2.30.2 The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in Sub-section 2.31, Jury Service Program, of this Section.

2.30.3 The County also has a Policy on Doing Business with Small Business that is stated in *Appendix D.*

2.31 Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the *Jury Service Ordinance, Appendix M,* and the pertinent jury service provisions of the *Appendix F, Sample FFA Master Contract, Part II, Section 11.0 Compliance with Jury Service Program, Sub-section 11.1 and/or Appendix H, Sample GH Master Contract, Part II, Section 11.0, Compliance with Jury Service Program, Sub-section 11.1,* both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both prospective Contractors and their Subcontractors. SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

2.31.1 The Jury Service Program requires prospective Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the prospective Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the prospective Contractor or that the prospective Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a prospective Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

2.31.2 There are two ways in which a prospective Contractor might not be subject to the Jury Service Program. The first is if the prospective Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation of other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the prospective Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to prospective Contractors that have 1) ten or fewer employees; <u>and</u>, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than $500,000, <u>and</u>, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to prospective Contractors that possess a collective bargaining Contract that expressly supersedes the provisions of the Jury Service Program. The prospective Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

2.31.3 If a prospective Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the prospective Contractor must so indicate in the *Contractor Employee Jury Service Program Certification Form and Application for Exception,* as set forth in *Appendix A - Required Forms Form 9,* and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the prospective Contractor's

application, the County will determine, in its sole discretion, whether the prospective Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

2.32 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The prospective Contractor shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Contractor on Appendix A, *Required Forms - Form 1 - Contractor's Organization Questionnaire/Affidavit.* Failure of the prospective Contractor to provide this information may eliminate its SOQ from any further consideration.

2.33 Contractor's Charitable Contributions Compliance

2.33.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over $2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

2.33.2 All prospective Contractors must determine if they receive or raise charitable contributions, which subject them to the Charitable Purposes Act and complete the *Charitable Contributions Certification, Form 10* as set forth in *Appendix A - Required Forms*. A completed *Form 10* is a required part of any Contract with the County.

2.33.3 In *Form 10*, Charitable Contributions Certification, prospective Contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County Contract, **OR**

- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts (CT-1 or RRF-1).

2.33.4 Prospective County contractors that do not complete *Form 10, Charitable Contributions Certification,* as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

3.0 INSTRUCTIONS TO PROSPECTIVE CONTRACTORS

This Section contains key project dates and activities as well as instructions to prospective Contractors in how to prepare and submit their SOQ.

3.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Contract unless such understanding or representation is included in the Master Contract.

3.2 Precautions Regarding SOQ Submission/Truth and Accuracy of Representations

3.2.1 Prospective Contractors should carefully review this RFSQ and all attachments for comments, questions, defects, objections or any other matter regarding clarification or correction (collectively called "questions"). Questions concerning the RFSQ shall be presented pursuant to sub-section 3.5 and 3.6 below.

3.2.2 It is essential that each prospective Contractor comply with the instructions of this RFSQ. Prospective Contractors are advised that COUNTY's contracting procedures, including, but not limited to, the preparation of solicitations, are complex.

3.2.3 Submission of a SOQ shall constitute acknowledgment and acceptance of all of the terms and conditions in the RFSQ and its attachments, unless an exception is made in writing.

3.2.4 Protests based on any perceived fault in the RFSQ and its attachments shall be considered waived and invalid if not brought to the attention of COUNTY at the Prospective Contractor's Conference.

3.2.5 False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

3.3 RFSQ Timetable

RFSQ Addendum Number Fourteen Release and SOQ Submission Review Periods:

- Release of RFSQ — August 31, 2007
- Release of Addendum Number Fourteen — September 30, 2015
- Written Questions Due (*optional*) — October 15, 2015
- Request for a Solicitation Requirements Review Due — October 15, 2015

- Prospective Contractors' Conference Date *(optional)* October 22, 2015
- Questions and Answers Released and Response to Solicitation Requirements Review On or About October 29, 2015
- SOQ Submission Period Begins November 30, 2015
- Deadline for SOQ Submission: December 14, 2015, at 5:00 PM
- Review of SOQ Submissions and Execution of Contracts will be conducted on a flow basis and contracts may start as early as: January 1, 2016

3.3.1 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, (www.lacdcfs.org/contracts/index.html) and DCFS Website at http://camisvr.co.la.ca.us/lacobids/.

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 a SOQ during the submission period if: (1) they submitted a SOQ, but did not qualify after being considered by County; or (2) they did not submit a SOQ during a previous submission period.

3.4 Solicitation Requirements Review

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, October 15, 2015**;

- 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 Division, Attn: Contract Manager
425 Shatto Place, Room 401
Los Angeles, California 90020

3.5 Prospective Contractors' Questions *(optional)*

Prospective Contractors may submit written questions regarding this RFSQ by mail or e-mail to the Contracts Analyst identified below. Questions received after the October 22, 2015 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, Contractor must 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. Please note that questions received after the Prospective Contractors' Conference on October 22, 2015, will not be answered or included in the Question and Answer Compilation posted on the website.

Questions should be addressed to:

Name:	Victor Akinmurele, Assistant Manager
Address:	Department of Children and Family Services Contracts Administration Division 425 Shatto Place, Room 401 Los Angeles, California 90020 E-mail address: akinmv@dcfs.lacounty.gov

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:	**October 22, 2015**
Time:	**9:00 AM until the last question or 12:00 PM, whichever is sooner**
Address:	**Community Care Licensing Division** **1000 Corporate Center Drive** **3rd Floor Conference Room** **Monterey Park, CA 91754**

3.7 Preparation and Format of the SOQ

All SOQs must be bound and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

The content and sequence of the SOQ must be as follows:

- Table of Contents
- (Section A) Contractor's Organization Questionnaire/Affidavit – Form 1
- (Section B) Required Forms – Forms 2–3, and 5-22
- (Section C) Required Documents

- (Section D) Last Page of SOQ

3.7.1 Language

The SOQ and all documents submitted in connection with this RFSQ shall be written in English.

3.7.2 Table of Contents

The Table of Contents must be a comprehensive listing of material included in the SOQ. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

3.7.3 Contractor's Organization Questionnaire/Affidavit (Section A)

The prospective Contractor shall complete, sign and date the Contractor's Organization Questionnaire/Affidavit – Form 1 as set forth in *Appendix A.*

The person signing the form must be authorized to sign on behalf of the prospective Contractor and to bind the applicant in a Master Contract.

3.7.4 Required Forms (Section B)

3.7.4.1 Include the following forms as provided in Appendix A – Required Forms. Complete, sign and date all forms.

Form 1	*Contractor's Organization Questionnaire/Affidavit*
Form 2	*Certification of No Conflict of Interest*
Form 3	*Contractor's Equal Employment Opportunity (EEO) Certification*
Form 4	*Intentionally Left Blank*
Form 5	*Familiarity with the County Lobbyist ordinance Certification*
Form 6	*Prospective Contractor's List of Contracts*
Form 7	*Prospective Contractor's List of Terminated Contracts*
Form 8	*Attestation of Willingness to Consider GAIN/GROW Participants*
Form 9	*County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception*
Form 10	*Charitable Contributions Certification and Initial or Annual Registration Form*
Form 11	*Offer to Perform and Acceptance of terms and Conditions*
Form 12	*Contractor's Involvement in Litigation and/or Contract Compliance Difficulties*

Form 13	*Certification of Fiscal Compliance*
Form 14	*Certification of Ownership and Financial Interest*
Form 15	*List of Commitments*
Form 16	*Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders*
Form 17	*Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements*
Form 18	*Certified Foster Parent Acknowledgment and Confidentiality Agreement (if applicable)*
Form 19	*Contractor's Employee Acknowledgement and Confidentiality Agreement Form*
Form 20	*List of Current Members of Board of Directors/Other Agencies*
Form 21	*Service Delivery Sites*
Form 22	*Contractor's Administration*
Form 23	*Certification of Compliance with the County's Defaulted Property Tax Deduction Program*

3.7.5 Required Documents (Section C)

3.7.5.1 Prospective Contractor must submit the following required documents as indicated in Appendix B of this RFSQ.

C1. Board of Directors Resolution – The resolution shall be prepared on the organization's letterhead, and sealed with the Corporate Seal. (see Appendix B-I, Sample)

C2. A copy of the organization's Internal Revenue Service (IRS) 501 (c)(3) Nonprofit Corporation Status Letter.

C3. A copy of the organization's State of California Franchise Tax Board nonprofit determination letter.

C4. **Certified** copy of the current California Secretary of State Statement of Information for their Domestic Non-Profit organization.

C5. The organization's Rate Letter from the State Foster Care Funding and Rates Bureau that corresponds to each licensed facility covered by 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.

C6. Copies of the Community Care Licensing Division (CCLD) license for each facility covered by this Contract.

C7. For **RCL 14 programs**, a copy of the letter of certification from the Department of Mental Health.

C8. A copy of the organization's current budget.

C9. Copies of the organization's Audited Financial Statement(s) or other accepted documents in accordance with this RFSQ, Section 2.0, Subsection 2.4.1.6.

C10. Prospective Contractor must provide proof of insurability that meets all insurance requirements set forth in the *Appendix F, Sample Master FFA Contract and/or Appendix H, Sample Master GH Contract – Part I, Section 5.0 General Insurance Requirements, Sub-sections 5.1 and 5.2 and Section 6.0 Insurance Coverage Requirements.* If a prospective Contractor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the prospective Contractor be selected to receive a Master Contract award may be submitted with the SOQ. **(Prior to execution of a Master Contract, prospective Contractor must be compliant with the Contract insurance requirements).**

C11. In separate binders, prospective Contractor shall submit their current CCLD approved Program Statement for each program in the standardized Program Statement format according to the respective General Program Statement Instructions for Foster Family Agencies and Group Homes.

C12. A brief description for each program.

C13. A copy of the Prospective Contractor's Articles of Incorporation.

C14. A copy of the organization's Adoption license issued by CDSS CCLD.

C15. Last Page of SOQ (sample Appendix B-II)

3.7.6 Last Page of the SOQ (Section D)

The last page of the SOQ must list names of all persons having any right or interest in this Contract or the proceeds thereof. The page must include the signature of the person(s) authorized to bind the prospective Contractor in a Contract. (See Appendix B-II Sample)

3.8 SOQ and Program Statement Submission

3.8.1 The complete original SOQ and two (2) copies labeled as Copy #1 and Copy #2, of the complete SOQ shall be submitted. The original SOQ shall be typewritten or word-processed with a one (1) inch margin on all sides on 81/2" x 11" white bond paper. Each SOQ (including copies) shall be placed in separate three-ring binders for a total of three, three-ring binders. Each binder shall have tabs for each section letter of the SOQ. SOQs and all documents submitted in connection with this RFSQ shall be securely bound in a three-ring binder which can be easily opened and closed, for the

removal of material by COUNTY, identified by prospective Contractor as "Trade Secrets", "Confidential", or "Proprietary". No paper clipped, stapled, or rubber banded documents shall be accepted. All SOQ pages shall be clearly and consecutively numbered. The original SOQ binder and the two copies shall be clearly labeled with the name and address of the prospective Contractor.

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 GH program shall also be submitted with the SOQ submission by December 14, 2015, at 5:00 pm.

All requests for modifications to the CCLD approved Program Statements are required with the SOQ submission by December 14, 2015, at 5:00 pm.

No contract will be executed until CCLD and the County have approved any Program Statement modifications.

Each Program Statement shall be in separate three-ring binders for a total of two, three-ring Program Statement binders for each FFA program, and a total of three three-ring binders for each GH program. Each binder shall be clearly labeled with the name and address of the prospective Contractor, and entitled "Program Statement".

3.8.1.1 The binder of the ORIGINAL SOQ shall be clearly identified as the ORIGINAL SOQ and shall contain all required forms, documents, letters, and statements with original signatures in **blue ink**. The binders of the SOQ copies shall be clearly identified as copies.

3.8.1.2 All three (3) SOQs including the ORIGINAL SOQ readily accessible, AND two (2) Program Statements for each FFA program and/or three (3) Program Statements for each GH program if submitting for more than one, shall be placed in plain sturdy cardboard boxes, which are sealed and can be easily stacked, handled and lifted. The box(es) shall be clearly labeled with the name and address of the prospective Contractor and entitled **"Foster Family Agency/Group Home" Foster Care Services RFSQ # CMS-07-021/023.**

The SOQ and any related information shall be delivered or mailed to:

Victor Akinmurele, Assistant Manager
County of Los Angeles
Department of Children and Family Services
Contracts Administration Division
425 Shatto Place, Room 401
Los Angeles, California 90020

3.8.2 Each prospective Contractor agrees to provide COUNTY with an explanation of any information provided in its SOQ which COUNTY may in its sole discretion, deem necessary for an accurate determination of prospective Contractor's qualifications.

3.8.3 Prospective Contractor shall respond only to the RFSQ as it is written, including any written addenda. Prospective Contractor is not to attach any documentation, which is not required or requested in this RFSQ. Failure to adhere to the specifications contained in this RFSQ may be the cause for rejection of the SOQ.

3.8.4 Any change to this RFSQ will be made by addendum. This addendum will be posted on the County of Los Angeles DCFS's Website at www.lacdcfs.org/contracts/index.html, and County's Website at http://camisvr.co.la.ca.us/lacobids/. COUNTY is not responsible for any other explanation or interpretation.

3.8.5 The deadline for submission of the SOQ is **December 14, 2015, at 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.**

3.8.6 Please refer to Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable, Sub-paragraph 3.3.1 Subsequent Periods for SOQ Submission and Review for information regarding subsequent submission periods.

3.9 SOQ Withdrawals

The prospective Contractor may withdraw its SOQ at any time prior to the date and time which is set forth herein as the deadline for acceptance of SOQs, upon written request from the authorized signatory for the prospective Contractor. The written request shall be submitted to:

Department of Children and Family Services
Contracts Administration Division, Attn: Contract Manager
Contracts Manager's Office
425 Shatto Place, Room 401
Los Angeles, CA 90020

3.10 Acceptance of Terms and Conditions of Master Contract

Prospective Contractors understand and agree that submission of the SOQ constitutes acknowledgment and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix F – Sample FFA Master Contract and/or Appendix H – Sample GH Master Contract.

4.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

4.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

4.1.1 Adherence to Minimum Qualifications

County shall review the *Contractor's Organization Questionnaire/Affidavit – Form 1 of Appendix A, Required Forms,* and determine if the prospective Contractor meets the minimum qualifications as outlined in Sub-section 2.4 of this RFSQ.

Failure of the prospective Contractor to comply with the minimum qualifications may eliminate its SOQ from any further consideration. The Department may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

4.1.2 Required Forms (Section B)

County shall review all forms listed in Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.4 - Required Forms, Sub-paragraph 3.7.4.1. All forms listed in Sub-paragraph 3.7.4.1 must be included in **Section B** of the SOQ.

4.1.3 Required Documents (Section C)

County shall review all documents listed in Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.5 - Required Documents, Sub-paragraph 3.7.5.1. All documents listed in Sub-paragraph 3.7.5.1 must be included in **Section C** of the SOQ.

4.1.4 Last Page of SOQ (Section D)

The Last Page of the SOQ listed in Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.6 Last Page of the SOQ must be included in **Section D** of the SOQ. (See Appendix B-II of this RFSQ for a sample Last Page of SOQ)

4.2 Disqualification Review

An SOQ may be disqualified from consideration because the County determined it was a non-responsive SOQ at any time during the review process. If the County determines that an SOQ is disqualified due to non-responsiveness, the County shall notify the prospective Contractor in writing.

Upon receipt of the written determination of non-responsiveness, the prospective Contractor may submit a written request for a Disqualification Review by the date specified. Requests for a Disqualification Review not timely submitted will be denied.

A Disqualification Review shall only be granted under the following circumstances:

A. The firm/person requesting a Disqualification Review is a Contractor;
B. The request for a Disqualification Review is submitted timely; and,
C. The request for a Disqualification Review asserts that the department's determination of disqualification due to SOQ non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the Department's determination shall be provided to the prospective Contractor, in writing, prior to the conclusion of the review process.

4.3 Selection/Qualification Process

The Department will generally select prospective Contractors that have experience in providing a broad range of foster care services. However, in order to ensure the Department has at its disposal a varied pool of qualified prospective Contractors, the Department may offer Master Contracts to prospective Contractors that offer a narrow scope of services in more highly specialized areas.

4.4 Master Contract Award

Prospective Contractors who are notified by the Department that they appear to have the minimum qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Contract if other requirements necessary for award have not been met. Other requirements may include, but are not limited to, acceptance of the terms and conditions of the Master Contract, and/or satisfactory documentation that required insurance will be obtained, and/or successful completion of the responsiveness and responsibility review in accordance with the County's Fiscal Manual. Only when all such matters have been demonstrated to the Department's satisfaction can a prospective Contractor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Contract.

The Department will execute Board of Supervisors-authorized Master Contracts with each selected prospective Contractor. All prospective Contractors will be informed of the final selections. **The execution of a Contract does not guarantee prospective Contractor placements of children supervised by DCFS and/or Probation.**