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Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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December 28, 2012

Board of Supervisors
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Dear Prospective Contractors and Interested Parties:

ADDENDUM NUMBER ONE TO REQUEST FOR PROPOSALS NUMBER 12-044 FOR INDIVIDUALIZED TRANSITION SKILLS PROGRAM

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Individualized Transition Skills Program (ITSP) Request for Proposals (RFP) Number 12-044. Addendum Number One amends sections of the RFP as provided below. Changes only apply to the referenced sections and/or subsections that are amended or deleted, all other sections remain in full affect.

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

Changes made to the RFP are by section as set forth in the RFP. Addendum Number One incorporates the Questions and Answers (Attachment A) from December 10, 2012 Proposers' Conference and extends the deadline for proposal submission.

1. RFP, INTRODUCTION, Section 6.0, Minimum Mandatory Requirements, Subsections 6.3 and 6.7 are amended to read as follows:
 - 6.3 Proposer must demonstrate project management experience gained during the last seven years, including experience that resulted in the successfully completion of project and/or contract goals.
 - 6.7 Proposer must submit proposals by ~~January 11, 2013, at 5:00 PM, PST~~
January 28, 2013, at 12:00 PM, PST.
2. RFP, GENERAL INFORMATION AND REQUIREMENTS, Section 8.0, Contract Term and Program Budget, Subsection 8.4 is amended to read as follows:
 - 8.4 The annual budget for ITSP contracts is Contract Term and Program Budget approximately ~~\$3,000,000~~ **\$3,100,000** to fund both contracts. Percentage allocation to North Region (**SOW Exhibit A-9**) is ~~47%~~ **46.5%** and ~~53%~~ **53.5%** for the South Region. The Chafee Foster Care Independence Program (CFCIP)

funds these contracts, and should the funding decreased during the term of the Contract adjustments will be made accordingly.

3. RFP, PART A, GENERAL INFORMATION AND REQUIREMENTS, Section 33.0, County Policy on Doing Business with Small Business, Subsection 33.3 is amended to read as follows:

33.3 The County also has a Policy on Doing Business with Small Business that is stated in ~~PART D, SAMPLE Contract~~ **PART H, Appendix B.**

4. RFP, PART B, PROPOSAL SUBMISSION REQUIREMENTS, Section 44.0, RFP Timetable, is amended to read as follows:

- Release RFP Wednesday, November 28, 2012
- Written Questions Due (Proposers' Questions) December 7, 2012, 5:00 PM
- Proposer's Conference December 10, 2012, 10:30 AM
- Deadline to Submit Request for Solicitation Requirements Review December 12, 2012, 5:00 PM
- Submission of Application for Exemption to Living Wage Program ~~December 19, 2012, 5:00 PM~~
January 4, 2013, 12:00 PM
- Questions and Answers Released December 28, 2012
- Deadline for Proposal Submission ~~January 11, 2013, 5:00 PM~~
January 28, 2013, 12:00 PM
- Deadline to Request Disqualification Review ~~January 25, 2013, 5:00 PM~~
February 8, 2013, 12:00 PM
- Tentative Award Recommendation ~~March 7, 2013~~
March 21, 2013
- Deadline to Request Review of Proposed Contractor Selection ~~March 26, 2013, 5:00 PM~~
April 9, 2013, 12:00 PM
- Board Hearing Between June 11, 2013 and December 3, 2013
- Anticipated Contract Start Date Between July 1, 2013 and January 1, 2014, or date approved by the Board of Supervisors

5. RFP, PART B, PROPOSAL SUBMISSION REQUIREMENTS, Section 47.0, RFP Submission of Application for Exemption to Living Wage Program, is amended to read as follows:

47.0 Submission of Application for Exemption to Living Wage Program

If a Proposer believes that it does not fall within the Living Wage Program's

definition of Employer or that it meets any of the exceptions to the Living Wage Program, then the Proposer must complete and submit to the County, by ~~December 19, 2012, 5:00 P.M.~~ **January 4, 2013, 12:00 PM**, PST, the Application for Exemption, as set forth in PART G, REQUIRED FORMS, Form 34, including all necessary documentation to support the claim. Proposer will be notified by ~~December 31, 2012~~ **January 11, 2013**, of the County's decision.

6. RFP, PART B, PROPOSAL SUBMISSION REQUIREMENTS, Subsection 50.7, Proposer's Quality Control Plan, is amended to read as follows:

50.7 Proposer's Quality Control Plan (Section D)

Present a comprehensive Quality Control Plan (**QCP**) to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK) and its Performance Outcome Measures. Section D shall not exceed seven pages.

The following factors may be included in the plan:

- Activities to be monitored to ensure compliance with all Contract requirements;
- Monitoring methods to be used;
- Frequency of monitoring;
- Samples of forms to be used in monitoring;
- Title/level and qualifications of personnel performing monitoring functions; and
- Documentation methods of all monitoring results, including any corrective action taken.

CONTRACTOR shall include methods for identifying and preventing deficiencies in the quality of services performed before the level of performance becomes unacceptable.

Methods for insuring uninterrupted services to COUNTY in the event of a strike by CONTRACTOR'S employees or any other potential disruption in service

The QCP must describe in detail: the CONTRACTOR review procedures, record keeping procedures and outline the corrective actions to be initiated immediately when discrepancies are found.

Privacy Protection/Confidentiality of all TAY case files/information for information

7. RFP, PART C, SELECTION PROCESS AND EVALUATION CRITERIA, Section 53.0, Selection Process, Subsection 53.1.B.1 is amended to read as follows:

53.1.B.1 A review of the Proposer's Qualifications (Section B of proposal), Approach to Providing Services (Section C of proposal), **Quality Assurance-Control** Plan (Section D of proposal), Living Wage Compliance (Section G of proposal) of the Business Proposal shall be conducted.

8. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), Table of Contents is amended to read as follows:

SOW EXHIBITS

SOW Exhibit A-1 Performance Requirements Summary
SOW Exhibit A-2 Transitional Independent Living Plan (TILP) (1); Transition Age Youth Living Plan (TAY/LP) (2); and DCFS 5557 (3)
SOW Exhibit A-3 TAY Status Update
SOW Exhibit A-4 CONTRACTOR's: ITSP Plan
SOW Exhibit A-5 Ansell-Casey Life Skills Assessment Form – YOUTH Level 4
SOW Exhibit A-6 Number of TAY to be served
SOW Exhibit A-7 Initial/Progress/Conclusion ITSP Assessment Report
SOW Exhibit A-8 User Complaint Report (UCR) Form
SOW Exhibit A-9 Service Planning Area Map

9. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 2.0 DEFINITIONS, is amended to include the following terms and all other terms numbered accordingly:

2.5 **Collaboration** – means contractor working together with a community based organization and/or a government agency to achieve an ITSP goal and/or meet a Chafee Outcome. Services provided by a collaborator shall not be invoiced.

2.46 **Re-Target** – means the contractor may re-contact a referred TAY for the purposes of offering him/her ITSP services in the event the TAY is not able to start the services at the time of the referral.

10. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 2.0 DEFINITIONS, Subsection 2.8 is renumbered and amended to read as follows:

~~2.8~~ 2.9 **County Program Manager (CPM)** – means the individual designated by the County Program Director to manage the operations of this Contract.

11. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 2.0 DEFINITIONS, Subsection 2.22 is renumbered and amended to read as follows:

~~2.22~~ 2.23 **Group Activity/Group Session** – means an opportunity for Transition Development Specialist (TDS) to host a Session with a maximum of

five TAY. Each Group Activity must meet the TAY's individual goals and/or ensure Chafee Act Outcomes. Each TAY is limited to participate in ~~two~~ **four** Group Activities **during the 24 month period** (unless otherwise approved by the CPM).

12. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 5.0 CONTRACTOR STAFFING, Subsection 5.1.1 is amended to read as follows:

5.1.1 CPD must have a Bachelor's degree from an accredited university, with an academic concentration in **sociology (social work)**, education, psychology, counseling, child development, or a closely related field and a minimum of five years experience working with the target demographic. CPD must be full-time staff dedicated to this Contract.

13. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 5.0 CONTRACTOR STAFFING, Subsection 5.2.1 is amended to read as follows:

5.2.1 CONTRACTOR shall hire and maintain the appropriate number of TDSs to meet the TAY population served in ITSP. To qualify as a TDS, he/she must possess a Bachelor's degree from an accredited university, with an academic concentration in **sociology (social work)**, education, psychology, sociology, counseling, child development, public administration or a closely related field; minimum two years experience working with the target population with Community Based Programs in the area of self-sufficiency life skills and social services.

14. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 5.0 CONTRACTOR STAFFING, Subsection 5.2.2 is amended to read as follows:

5.2.2 CONTRACTOR shall administer a COUNTY approved Nationally recognized life skills assessment tool (such as the Ansell Casey Life Skills Assessment (ACLSA) Form – TAY Level 4 (SOW Exhibit A-5 and also available on the Casey Programs website at the following link:
www.caseylifeskills.org/pages/assess/assess_aclsa.htm)
http://caseylifeskills.force.com/clsa_learn_provider to conduct baseline assessment of the Referred TAY to determine his/her level in relation to the eight Chafee outcomes, as referenced in the Part C, sub-section 8.2 of this Statement of Work.

15. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.1.8.1 is amended to read as follows:

10.1.8.1 These documents will be provided to the CPM or County designee ~~d~~during technical review and/or upon request.

16. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.2.3 is amended to read as follows:

10.2.3 Deliverable 2

CONTRACTOR shall identify and develop connections, ~~partnerships~~ **Collaborations** and/or relations to promote linkages to public and private resources that may enhance the TAY's strengths and address their challenges. This shall include, but is not limited to, Los Angeles County DCFS and Probation regional offices, Los Angeles County departments such as the Department of Mental Health, the Department of Public Social Services; Work Source Centers One-Stop Centers, and state entities/partners such as the Regional Centers, the Department of Rehabilitation, the Employment Development Department, applicable Community Based Organizations and available tutoring services.

17. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.3.2.1 is amended to read as follows:

10.3.2.1 ~~CONTRACTOR shall complete Deliverables 1 through 5 within five business days of receipt of the referral.~~ CONTRACTOR has up to ten business days from the receipt of the referral to complete Deliverables 1 through 5.

18. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.3.2.1.1 is amended to read as follows:

10.3.2.1.1 Deliverable 1

CONTRACTOR shall acknowledge receipt of the referral by submitting a TAY Status Update (SOW, Exhibit A-3) via fax **or email** to the referring ILP Coordinator/Probation Liaison.

19. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.3.4 is added to read as follows:

10.3.4 **CONTRACTOR shall make up to five telephonic attempts within five business days to the referred TAY and Caregiver. If the contact is unsuccessful, CONTRACTOR shall complete supporting documentation of all efforts including dates and times in a TAY Status Update and send to the referring ILP Coordinator (as noted in the SOW, Section 10.7.1.5). CONTRACTOR shall maintain the documentation in the office files subject for review. CONTRACTOR shall send the information to the CPM via email requesting their ability to Re-target the TAY for services in the future. CPM or designee will provide a response or approval within five business days of the request.**

20. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.4.2 is amended to read as follows:

10.4.2 Life Skills Assessment

CONTRACTOR shall use a COUNTY approved Nationally recognized life skill assessment tool such as the Ansell-Casey Life Skills Assessment

Form –TAY Level 4 (SOW Exhibit A-5 and also available on the Casey Family Programs' website at the following link: www.caseyliveskills.org/pages/assess/assess_acls.htm)

http://caseyliveskills.force.com/clsa_learn_provider to conduct a baseline assessment (initial life skills assessment) of the Referred TAY to determine his/her level in relation to the eight Chafee outcomes as referenced in sub-section 10.4.3 below. COUNTY, at its sole discretion, may request CONTRACTOR to utilize a different life skills assessment tool, if the current COUNTY approved life skills assessment tool has been determined to be insufficient at any time throughout the term of the Contract.

21. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.4.3.1.7 is amended to read as follows:

10.4.3.1.7 Deliverable 7

TDS shall ensure the TAY has basic knowledge of computer use including Microsoft Suite (Word, Excel (**where appropriate**), Power Point and Access) and internet research ability.

22. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.4.3.3 is amended to read as follows:

10.4.3.3 Avoiding Non-Marital Child Birth

CONTRACTOR shall ensure the TAY receives vital information that will result in him/her ~~avoiding~~ **making a decision to avoid** Non-Marital Child Birth.

23. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.4.3.6.5 is amended to read as follows:

10.4.3.6.5 Deliverable 5

TDS shall ~~provide the TAY~~ **assist and/or refer TAY for assistance** with employment preparation services including, but not limited to: resume writing, completing an employment application, securing potential job leads, interviewing techniques/skills, be work ready, explore career options, strategies for seeking and retaining employment.

24. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.4.3.8.2 is amended to read as follows:

10.4.3.8.2 Deliverable 2

TDS shall provide the TAY with tools/resources such as 211 and <http://www.ilponline.org> as well as complete exercises via <http://www.careerzone.com> that will result in his/her awareness of how to avoid homelessness- **or maintain emergency shelter when necessary.**

25. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.4.3.8.5 is amended to read as follows:

10.4.3.8.5 Deliverable 5

TDS shall inform the TAY or TAY and Caregiver of the importance in participating in the 90-Day Transition Planning Conference where TAY can be assessed for appropriate housing referrals (e.g. transitional housing, mental health). TDS shall participate in the 90-Day Transition Planning Conference- **initiated and/or conducted by the assigned DCFS CSW or Probation DPO.**

26. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.7.1.2.1 is added to read as follows:

10.7.1.2.1 **CONTRACTOR is limited to claim a maximum of two consecutive no-shows for any TAY. CONTRACTOR (TDS) shall ensure the documentation of all no shows are documented as required in the SOW, Section 10.7/TAY Status Updates and commence to initiate the termination process as reflected in the SOW 10.7.1.5 when applicable.**

27. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 10.0 SCOPE OF WORK, Subsection 10.7.1.4 is amended to read as follows:

10.7.1.4 Completion of ITSP Goals

For each TAY served, TDS shall submit the TAY Status Update to the ILP Coordinator within 10 calendar days of the TAY's completion of each ITSP goal. The TAY Status Update shall include specific information regarding the sessions/workshops **and dates of completion** he/she participated in during the applicable timeframe to include the total numbers of sessions/workshops and hours per TAY. There should also be notation including an incentive payment amount to a TAY including the amount, date and time he/she received the incentive payment.

28. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 12.0, MONTHLY REPORTS, Subsection 12.4.7 is renumbered and reads as follow:

~~12.4.7~~ 12.4.8 Additional Reports

COUNTY shall have the sole discretion to request additional reports from CONTRACTOR. CONTRACTOR shall submit reports as requested.

29. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 12.0, MONTHLY REPORTS, Subsection 12.4.7 is added to read as follows:

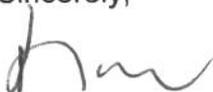
12.4.7 Monthly Complaint Report

This report shall list the total number of TAY complaints received per month.

30. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 15.0, CONTRACTOR'S QUALITY ASSURANCE PLAN (QAP), Subsection 15.4 is added to read as follows:
- 15.4 **CONTRACTOR shall establish and maintain a complaint process and procedures for receiving, investigating and responding for each TAY and/or caregiver participating in ITSP.**
31. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 15.0, CONTRACTOR'S QUALITY ASSURANCE PLAN (QAP), Subsection 15.5 is added to read as follows:
- 15.5 **CONTRACTOR shall provide a plan to demonstrate how they will ensure the TAY and/or caregiver will receive notification of the planned ITSP sessions and/or that a planned ITSP can be invoiced as a No Show as referenced in the SOW 10.7.1.2.**
32. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 17.0, Performance Outcome Summary, Avoid Homelessness, Performance Target is amended to read as follows:
- 25% of Participated TAY ages 18 -20 will acquire **permanent/affordable** housing prior to case closure.
33. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), 17.0, Performance Outcome Summary, Avoid Homelessness, the third bullet in Performance Target is amended to read as follows.
- 85% of Participated TAY will secure transitional or **permanent/affordable** housing prior to case closure **(when applicable)**.
34. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), SOW Exhibit A-6, Number of TAY to be Serve is amended as identified in Attachment B of Addendum One.
35. RFP, PART E, EXHIBIT A TO SAMPLE CONTRACT (STATEMENT OF WORK), Attachment C, Service Planning Area Map is added as SOW Exhibit A-9.

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

Sincerely,



Kimberly A. Foster, Section Manager
Contracts Administration Division

County of Los Angeles – Department of Children and Family Services
INDIVIDUALIZED TRANSITION SKILLS PROGRAM SERVICES (RFP CMS #12-044)
QUESTIONS AND ANSWERS for ITSP SERVICES

The following is official response to the questions submitted by mail/fax/email to the December 7, 2012 deadline and at the Proposers' Conference.

The questions have been categorized by the submittal type: December 7, 2012 submission and Proposers' Conference submission.

QUESTIONS SUBMITTED BY DECEMBER 7, 2012

1. Page 20, Section 41.2

“If a Proposer believes that it does not fall within the Living Wage Program’s definition of Employer or that it meets any of the exceptions to the Living Wage Program, then the Proposer must complete and submit to the County, no less than 15 business days prior to submission of the proposal, the Application for Exemption, as set forth in PART G, REQUIRED FORMS, Form 34, and include in its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Proposer’s application, the County will determine, in its sole discretion, whether the Proposer falls within the definition of Employer or meets any of the exceptions to the Living Wage Program. The County’s decision will be final.”

Question: If our organization was previously approved for Living Wage Exemption from last November, is that exemption still good?

Answer: You will need to reapply for this contract. If awarded a contract, exemption will be verified for each contract extension period.

2. Page 135, Section 10.1.8

“10.1.8 CONTRACTOR shall acquire and maintain full signatures and dates from all TAY participants and their Caregivers for all ITSP services rendered during Sessions.

10.1.8.1 These documents will be provided to the CPM or County designee curing technical review and/or upon request.”

Question: Will this contract permit the efficiencies that will result from following Federal and State laws relating to electronic signatures?

Answer: DCFS is addressing this matter and will be able to discuss this once the new contracts commence.

3. Page 128, Section 5.0

“CONTRACTOR shall ensure no staff performs dual roles/tasks (staffing assignments.)”

Question: Does this only apply to the two positions listed (Contractor Program Director and Transition Development Specialist) or does it also apply to any additional clerical, admin support, or data entry staff?

Answer: This applies to all staff providing direct services to the target population (transition age youth (TAY) ages 16 to 20 years of age. Clerical staff may be able to perform dual roles/tasks in an administrative capacity. The contractor that is awarded the contract may communicate with the Contract Program Manager (CPM) for additional clarification if necessary/when applicable.

4. Page 129, Section 5.1.6

“CPD shall participate and ensure CONTRACTOR staff participates in a minimum of three trainings with topics that shall include, but not be limited to: (1) Mandated Reporter Training, (2) Mediation (Conflict Resolution) Skills, and (3) Education System to include Special Education, Public, Private and County Resources annually. CONTRACTOR shall provide proof/certificates of completion.”

Question: Will DCFS provide these trainings or will the contractor be responsible for providing them?

Answer: It is the responsibility of the contractor to ensure the required/recommended trainings are completed however DCFS may assist the Contractor with Mandated Reporter Trainings resources when possible.

5. Page 129, Section 5.1.9

“CPD shall conduct an exit meeting with the TAY, or TAY and Caregiver. This meeting will occur 60 days prior to the anticipated ITSP completion date and prepare all parties for case closure.”

Question: Can the TDS also conduct the exit meeting? With one CPD per contract (possibility of 550 cases), having one person conduct all the exits would be very challenging?

Answer: The CPD shall conduct the exit meetings. However, the supervisory staff and/or TDS may be designated to conduct the exit meeting in his/her absence or the CPM has provided approval.

6. Page 130, Section 5.2.2

“CONTRACTOR shall administer a COUNTY approved Nationally recognized life skills assessment tool (such as the Ansell Casey Life Skills Assessment (ACLSA) Form – TAY Level 4 (SOW Exhibit A-5 and also available on the Casey Programs website at the following link: www.caseylifeskills.org/pages/assess/assess_aclsa.htm) to conduct baseline

assessment of the Referred TAY to determine his/her level in relation to the eight Chafee outcomes, as referenced in the Part C, sub-section 8.2 of this Statement of Work.”

Question: The assessment listed (ACLSA Form –TAY Level 4) is no longer available and the web link listed does not work. Would you please provide the correct web address and assessment name?

Answer: Refer to the addendum for link address. The name of the assessment is New Case Life Skills.

7. Page 131, Section 5.2.6

“TDS shall maintain a caseload of up to 20 TAY at a time. Part-time TDS (if approved by the COUNTY) shall maintain a caseload of up to 10 TAY at a time.”

Question: Is there a minimum caseload?

Answer: No, the county has not stipulated a minimum caseload per TDS. However, it should be noted that Contractors will be funded based on fee for service.

8. Page 132, Section 7.4

“CONTRACTOR shall use community based sites for Group Activity (e.g. Independent City, employment workshops, financial aid workshops) for TAY and their Caregivers. A Group Activity shall be limited to a maximum of five TAY. However, the TAY shall not participate in more than two Group Activities during his/her participation in ITSP. The Group Activities shall assist in meeting the individual ITSP goals for each TAY, as well as ensure Chafee Outcomes.”

Question: Would it be possible to do a maximum of 50? The group activity such as Independent City is a crucial component and it allows youth to build relationships with other youth in care.

Answer: The county recognizes and consents to the Contractor encouraging attendance in programs that encourages relationship building and socialization. The county will allow the contractor to host group activities as defined in the Statement of Work (SOW), definitions section.

9. Page 133, Section 9.1

“ITSP will serve all TAY referred by the COUNTY.”

Question: Do we refuse referrals if the maximum number of TAY (listed on page 185 SOW Exhibit A-6) have been served?

Answer: No. The contractor should consider ITSP is a voluntary program and all youth referred may not agree to participate, he/she may not

be able to participate at the time of the referral or TAY may drop from the program. The contractor shall report their status of referrals to the CPM and provide approval of a wait list or allow the contractor to re-target the youth in the future.

10. **Page 134, Section 10.1.3.1**

“Level of needs is defined as follows: Level 1 means the TAY has been assessed to possess self sufficiency skills requiring four hours of ITSP services per month. Level 2 means the TAY has been assessed and would benefit from four and a half hours of ITSP services per month. Level 3 means the TAY would benefit from five hours of ITSP services per month.”

Question: How is level determined? Do youth with lower scores receive more hours (Level 2 or Level 3)?

Answer: The contractor shall use the TILP or TAYLP, the referral form (DCFS 5557), the results of the assessment administered by the contractor to determine the youth’s level of need as defined above. The number of hours provided to each TAY is based on the level determined. Yes, a youth that with lower assessment scores receive more hours as defined on page 134, section 10.1.3.1.

11. **Page 136, Section 10.3.2.1**

“CONTRACTOR shall complete Deliverables 1 through 5 within five business days of receipt of the referral.”

Question: Is there anyway this could be changed to Deliverables 1-3 within 5 days? To acquire an appointment and visit the home within 5 days of receiving the referral would be very challenging?

Answer: Please refer to the addendum.

12. **Page 137, Section 10.3.2.1.1**

“CONTRACTOR shall acknowledge receipt of the referral by submitting a TAY Status Update (SOW, Exhibit A-3) via fax to the referring ILP Coordinator/Probation Liaison.”

Question: Can it be emailed?

Answer: Please refer to the addendum

13. **Page 138, Section 10.4.2**

“CONTRACTOR shall use a COUNTY approved nationally recognized life skill assessment tool such as the Ansell-Casey Life Skills Assessment Form –TAY

Level 4 (SOW Exhibit A-5 and also available on the Casey Family Programs' website at the following link:

www.caseylifeskills.org/pages/assess/assess_aclsa.htm) to conduct a baseline assessment (initial life skills assessment) of the Referred TAY to determine his/her level in relation to the eight Chafee outcomes as referenced in sub-section 10.4.3 below.”

Question: The assessment listed (ACLSA Form –TAY Level 4) is no longer available and the web link listed does not work. Would you please provide the correct web address and assessment name?

Answer: Refer to Question 6.

14. Page 157, 17.0 PERFORMANCE OUTCOME SUMMARY- PERFORMANCE TARGETS

Question: Could you explain the difference between “25% of Participated TAY ages 18 -20 will acquire housing prior to case closure” and “85% of Participated TAY will secure transitional or housing prior to case closure”? It reads as the same goal except with different percentages.

Answer: Please refer to the addendum

15. On Page 27 of the RFP (Part B, Section 50.2, First paragraph of the page) you indicated that “The Proposer shall insert applicable documents as stated in PART G REQUIRED FORMS...Form 4 Board of Director’s Resolution...” As with many organizations, our Board of Directors is not meeting between the time the RFP was released and the proposal due date of January 11, 2013.

Question: Are there any alternatives for this form?

Answer: Unfortunately we can not answer this question as this relates to your organization’s operational policy.

16. PART A, 8.4 – Contract Term and Program Budget (page 4):

“The annual budget for ITSP contracts is approximately \$3,000,000 to fund both contracts. Percentage allocation to North Region is 47% and 53% for the South Region.”

Question: Is there a range of amounts to be awarded per Contractor, and b) what are the boundaries of the North and South Regions?

Answer: Please refer to addendum.

17. PART A, 10.0 – Days of Operation (page 5):

“When school is not in session, the hours of operation shall be 9 AM to 9 PM.”

Question: Are Contractors' offices required to stay open during these hours, or are these the hours during which individual service providers must be available?

Answer: These hours reference the hours in which the TDS' are available to provide ITSP services.

18. **EXHIBIT A, PART B, 5.2 - Transition Development Specialist (TDS), 5.2.4 (page 130):**

"TDS will provide primarily in-home ITSP sessions and community based ITSP sessions."

Question: Can you clarify what is meant by "primarily in-home and community based ITSP sessions?" Can sessions be done at home OR in the community, or must they be done at both?

Answer: The Contractor is to approach the referred TAY and/or caregiver with the intent to provide the services in the home. In the event in home ITSP is not available, the services will be provided at a community based site (as defined in the SOW, definitions section).

There may be a combination of the two service delivery locations on a case by case basis and the CPM is aware of the plan and approves this plan.

19. **EXHIBIT A, PART B, 5.2 - Transition Development Specialist (TDS), 5.2.6 (page 131):**

"TDS shall maintain a caseload of up to 20 TAY at a time."

AND

EXHIBIT A, PART C, 9.0 – Target Population and Participation Requirements, 9.3.1 (p. 133):

"CONTRACTOR agrees to accept all referrals and understands that the number of TAY to be referred and to be served may vary from month to month. The County does not guarantee a minimum number of TAY to be served per month per contract period."

Question: Is there a maximum number of referrals that the County will make? What if the number of referrals does not meet the minimum caseload of 20 TAY?

Answer: Exhibit A-6 reflects the number of youth. The caseload is up to 20 TAY which is considered a maximum (Refer to 5.2.6).

20. **EXHIBIT A, PART C, 10.4.3 – ITSP Program Plan and Chafee Outcomes (page 139):**

“CONTRACTOR shall provide a program plan (e.g. an Experiential Learning Tool) to meet the ten program goals and the eight Chafee Act outcomes.

Question: To what extent will Contractors be held to all eight of the Chafee Act outcomes per TAY? Will contracts be awarded to agencies who specialize in one or a few of these outcomes (i.e. youth employment), but not necessarily all of them?

Answer: The Contractor is responsible for developing and administering a program plan that meets all ten goals and all eight Chafee Outcomes for each TAY served.

21. **Question:** Who are the current providers of ITSP services?

Answer: There are no current providers as this is a new contract.

22. **Question:** Are the current contractors of ITSP services meeting the program outcomes and performance metrics for the service?

Answer: This is a new program and therefore data is not available.

23. **Question:** Does LA County intend to contract with a single provider for this service or multiple providers? If the County intends to contract with multiple providers, what is the ideal number of providers that the County is seeking in order to adequately cover services?

Answer: The County is offering to issue two contracts. One for the North region and one for the South region.

24. **Question:** Will the contract be awarded by Region or by SPA?

Answer: The contract will be awarded by Region.

25. **Question:** Do we need to designate the region(s) or SPA(s) we propose to serve within our written proposal or will that be done during contract negotiations?

Answer: Your proposal should designate which Region you plan to service.

26. **Part B (Proposal Submission Requirements) Proposer’s Approach to Provide Required Services – 50.6 #3 (p. 29) & Part E (SOW): Contractor’s Staffing - 5.0 (p. 128)**

Section 50.6 #3. Will your staff be full-time employees, but provide part-time services to this Contract or will the staff be a full-time employees of your organization and provide full-time service to this Contract?

Contractor's Staffing 5.0 - CONTRACTOR shall ensure no staff performs dual roles/tasks (staffing assignments.)

Question: Can staff provide services to other contracts (Section 50.6) or must they be full time under this contract only?

Answer: Employee must be a full-time employee for your organization per the Living Wage Program requirement, but can work part-time to this County contract. The intent of the Living Wage Program is to encourage employers to hire full-time staff at the minimum wage of \$11.84 without health insurance or \$9.64 with health insurance. If offering to use part-time employees, approval must be authorized by the County.

27. Part D (Sample Contract): Contract Sum – 3.2 (pp. 59-60)

COUNTY and CONTRACTOR agree that this is a firm-fixed-priced Contract not to exceed the Maximum Contract Sum. During the term of this Contract, COUNTY shall compensate CONTRACTOR, as specified in Exhibit C-1, Pricing Schedule, for the services set forth in Exhibit A, Statement of Work, in accordance with Part I, Section 5.0, Invoices and Payments, of this Contract.

Question: For clarification purposes, payment under this contract will be based on the amount allocated in Exhibit C-1 (based on the number of visits per month/attempts, assessments and incentives). So excluding the first two months, would reimbursement under this contract be considers this as more of a "fee for service" type model? If not, could you describe the funding model?

Answer: Yes.

28. Part E (SOW): Contractor's Staffing - 5.0 (p. 128)

CONTRACTOR shall ensure no staff perform dual roles/tasks (staffing assignments.)

Question: Can a staff member serve as a supervisor and have a small caseload of youth for this contract (to maintain services with youth/should referrals necessitate a supervisors to carry a caseload)?

Answer: No

29. Part E (SOW): Contractor Program Director (p. 129)

CPD shall conduct an exit meeting with the TAY, or TAY and Caregiver.

Question: Under this contract, could this task be designated to another staff member?

Answer: Refer to Question 5.

30. **Part E (SOW): Transition Development Specialist (TDS) – 5.2.4 (p. 130)**

The TDS shall provide transportation for the TAY (and Caregiver when available) when necessary to meet the eight Chaffee outcomes

Question: Can transportation of client to particular locations be contracted out or provided by a collaborative partner?

Answer: No, transportation cannot be contracted out or provided by a collaborative partner. Transportation must be provided by the TDS as reflected in the SOW (Part E (SOW): Transition Development Specialist (TDS) – 5.2.4 (p. 130)).

31. **Part E (SOW): Transition Development Specialist (TDS) – 5.2.6.2 (p. 131)**

CONTRACTOR shall make available the required number of TDSs to train up to the number of TAY to be served identified in SOW Exhibit A-6, by the first day of the third month of the Contract.

Question: What is the county's expectation for the Contractor to be "fully staffed" by the first day of the third month? Is it that the Contractor will have enough staff hired for the full number of youth (512 Northern Region and 588 Southern Region) or is it for the Contractor to be staffed for the number of referrals received by the first day of the third month.

Question: Does the County have a plan for meeting the number of referrals for the Contractors by the first day of the third month especially considering that the "County does not guarantee that the number of TAY requiring services will be the number of ITSP TAY identified in the SOW Exhibit A-6 per month" (Section 10.4.3 ITSP Program Plan and Chafee Outcomes)?

Answer: Contractor should have sufficient staffing to provide services up to the number of TAY per Region as identified in SOW Exhibit A-6 by the first day of the third month of the contract period.

County will develop a strategy to recruit and will implement this before the start of this contract. County will inform all prospective participants and caregivers of the program and its goals. CSW and DPO will also be included in this outreach plan so they will be able to make the appropriate assessment for referrals to the ILP coordinator.

32. **Part E (SOW): Service Delivery Location 7.2 (p. 132)**

CONTRACTOR shall provide a continuum of services to TAY that may relocate outside of Los Angeles County.

Question: Please outline/describe the “continuum of services” the county would like to see for a TAY who has relocated out of the county. And reasonable for expectation when Contractor must drive to meet with youth for face-to-face visit (if that is the County’s expectation)?

Answer: This would be applicable only to adjacent counties. Contractor should make every effort to ensure linkages to the current TILP goals are made. This should be documented in your files/reports.

33. Part E (SOW): Processing In County Referrals 10.3.2 (pp. 136 – 137)

10.3.2.1 CONTRACTOR shall complete Deliverables 1 through 5 within five business days of receipt of the referral.

10.3.2.1.1 Deliverable 1 CONTRACTOR shall acknowledge receipt of the referral by submitting a TAY Status Update (SOW, Exhibit A-3) via fax to the referring ILP Coordinator/Probation Liaison.

10.3.2.1.2 Deliverable 2 CONTRACTOR shall match/assign a TDS to the Referred TAY. If TAY is re-enrolling in ITSP, CONTRACTOR shall re-match the Reenrolled TAY with his/her original TDS before matching/assigning a new TDS.

CONTRACTOR shall match/assign TDS to TAY by geographical location of the TAY.

10.3.2.1.3 Deliverable 3 TDS shall contact the TAY and his/her Caregiver immediately upon receipt of the referral to share his/her role and schedule a date and time for the assessment (COUNTY approved life skills assessment) to occur.

10.3.2.1.4 Deliverable 4 TDS shall use an agreement form, developed by the CONTRACTOR, signed by the TAY or TAY and Caregiver stating their willingness to participate in ITSP. Agreement shall be maintained in the TAY’s ITSP case file maintained by the CONTRACTOR.

10.3.2.1.5 Deliverable 5 TDS shall administer the applicable assessment tool as referenced in sub-section 10.4.2 below to Referred TAY.

Question: Deliverables #4 & #5 appear challenging, especially considering that caregiver/youth(families) may have other obligations (e.g. youth is in extracurricular activity such as football), and it can be difficult to schedule an appointment within 5 business days.

Deliverable #2 can fall may be considered challenging depending on the program's proposed model for matching. Please clarify the expectation for these deliverables. Is the County willing to revisit the timeframe for these deliverables?

Answer: Please refer to the addendum. In the event that a TAY is re-enrolling in ITSP, the Contractor must consider the originally matched TDS to promote a smooth transition back into ITSP for the TAY. If this is not possible due to the previously assigned TDS has a caseload of 20 TAY, the Contractor can proceed to re-match the TAY to ensure the TAY begins ITSP.

34. **Part E (SOW): Out-of-County Referrals 10.3.3.1.3 (p. 138)**

CONTRACTOR will not be penalized for failing to implement a two-year ITSP curriculum for an Enrolled Out-of-County TAY who reunifies from care prior to meeting the two-year curriculum goal.

Question: Are there any other instances in which the contractor will not be penalized when working with an out-of-county TAY?

Answer: Since this is a new program, we do not anticipate other situations that would be identified under this category.

35. **Part E (SOW): Evaluation and Outcome 16.2.1 (p 156)**

16.2.1 CONTRACTOR may be required to use a COUNTY web-based application for purposes of tracking. Use of this web-based application will be determined prior to contract commencement.

Question: Are there any costs that the contractor's will incur from the use of this system? Will the county provide the technical assistance, free of charge, associated with using the County's web-based program?

Answer: No, there will be no cost to the contractor. The county will provide training and technical assistance, free of charge to the contractor.

36. **SOW Exhibit A-6, Table Number of TAY to be Served, Column, "Service Planning Area (SPA), Page 185**

Question: "Service Planning Area (SPA)" lists 4 areas (1-4). What are the locations of each area for the South Region?

Question: Logistically, where will TAY servicing occur? Within each SPA location/office?

Answer: Please refer to the addendum (e.g. County Map). The ITSP services provided to the TAY will occur in the home located in the SPA in which the residence is located. For example,

if a youth resides in the city of Inglewood he/she resides in SPA 8.

37. 10.5 ITSP Participant’s Incentives, 10.5.1.1 Deliverable 1, “CONTRACTOR shall provide the TAY with four monetary incentives of \$75 each to reward the TAY every six months.”

PART G – Form 40, INDIVIDUALIZED TRANSITION SKILLS PROGRAM SERVICE, (RFP #12-044), PRICING SHEET, “Prices include applicable charges and costs associated with receipt, delivery, confirmation, and any other costs necessary in the performance of all tasks outlined in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments, and Contract.”

Question: Is the monetary incentive (Incentive Pay) considered part of the overall budget or will it be a separate cost provided by DCFS?

Answer: The incentive pay is to be considered part of your proposed price. Contractors are to invoice the County when incentives are paid in the appropriate invoice month.

38. **Part B: Proposal submission Requirements – 44.0 RFP Timeline (pg. 23)**

Question: Please provide clarification about the contract start time. It is unclear why the window of time is so long.

Answer: The start was intentionally scheduled with a window to allow flexibility in the solicitation process for instances like postponement of the Proposal Submission Due Date.

39. **Part B: Proposal Submission Requirements- 50.6 Proposer’s Approach to Provide Required Services (Section C) #4 (pg. 29)**

Do you plan on using part-time employees with part-time service to this Contract? If so, provide justification as required by the Living Wage ordinance.

Question: Could an example of a suitable justification for a part-time staff be provided?

Answer: The justification should be based on your organization’s situation and proposed staffing model. The example given during the conference was staff enrolled in “school.” A person who is providing Part-time service to County contract but who is a full-time employee to your company is not considered a part-time employee. Part-time employee is an employee who works less than 35 hours for your company. If you want to use part-time employee, you must obtain approval from the County prior to placing the part-time employee on this contract.

40. **Part B: Proposal Submission Requirements- 50.6 Proposer’s Approach to Provide Required Services (Section C) #7 (pg. 30)**

How will your organization recruit TAY to participate in ITSP?

Question: Why will TAY recruitment need to take place if all TAY will be referred?

Answer: Not all TAY are going to be referred. DCFS and Probation will be developing a process to identify eligible TAY and will be refer the TAY for services. **900** slots will be available. A recruitment process managed by DCFS/Probation will lead to a referral. Once the TAY is referred, contractor shall “encourage/recruit” TAY to participate in this program for two years by having them sign an agreement form developed by your organization.

41. Part E: Exhibit A to Sample Contract (SOW)- 5.1.8 Contractor Program Director (CPD) (pg. 129)

CPD shall develop and implement a contingency plan to ensure continuous ITSP services to the TAY. If there is an anticipated or unanticipated disruption of services, CONTRACTOR shall provide written notification to the CPM and identified county designee. CONTRACTOR shall ensure services restart within four weeks of the disruption.

Question: What if TAY has gone absent without leave and cannot be contacted?

Answer: Absent without Leave (AWOL) is a considered a disruption. County will work with assigned CSW/DPO to immediately locate TAY and determine if the TAY will continue with the program. County will work with contractor to remedy this situation by either termination or continuance. This will be completed within this window period of four weeks.

42. Part E: Exhibit A to Sample Contract (SOW)- 5.1.9 Contractor Program Director (CPD) (pg. 129)

CPD shall conduct an exit meeting with the TAY, or TAY and Caregiver. This meeting will occur 60 days prior to the anticipated ITSP completion date and prepare all parties for case closure.

Question: What if this is physically impossible? Does the County mean the CPD representative will conduct Exit Meetings with TAY?

Answer: Please refer to answers provided for questions number 41 and 29.

43. **Part E: Exhibit A to Sample Contract (SOW)- 5.2.6.2 Contractor Program Director (CPD) (pg. 131)**

CONTRACTOR shall make available the required number of TDSs to train up to the number of TAY to be served identified in SOW Exhibit A-6, by the first day of the third month of the Contract.

Question: Does this imply that there is a three month grace period at the beginning of the contract?

Answer: No, the Contractor is allowed a two month period to hire staff in preparation to provide ITSP services to referred TAY as noted in Exhibit A-6 of the SOW.

44. **Part E: Exhibit A to Sample Contract (SOW) 6.1 Days/Hours of Operation (pg. 131)**

The TAY's Caregiver must approve any Sessions requiring a different start or end time.

Question: What if TAY caregiver does not give access to youth?

Answer: If the caregiver does not give access to a youth and a TDS has shown up to the residence of a TAY to ITSP services, the TDS shall document the occurrence and that documentation shall be shared with the referring Transition (ILP) Coordinator via a Status Update Form, the CPD and the CPM within 1 business day to ensure the matter is addressed timely.

Additionally, per the contract, Part G/Form 40, page 297 this can constitute as a "No Show" and the contractor can claim 25% of the Firm Fixed Rate for this occurrence.

45. **Part E: Exhibit A to Sample Contract (SOW)- 7.2 Service Delivery Location (pg. 132)**

CONTRACTOR shall provide a continuum of services to TAY that may relocate outside of Los Angeles County.

Question: What is the expectation for the continuum of services?

Answer: The Contractor shall provide uninterrupted services to a TAY if he or she relocates to a county adjacent to Los Angeles County. The contractor may contact the CPM to address any potential inability for the ITSP Services to discontinue. The decision to discontinue services must be approved by the CPM.

In some instances a TAY may need to re-enroll in ITSP services during the two year term (e.g. court ordered/approved visit with

parent or relative). Per the SOW definition section 2.5, subsection 2.5.2.4 on page 125 (“**Re-enrolled TAY** – means a TAY who was previously enrolled in ITSP and has been re-enrolled to finish the term remaining in the two year ITSP. Re-enrolled TAY who completes more than 50% of the ITSP will be counted as Participated TAY for statistical purposes”) this is allowable.

46. **Part E: Exhibit A to Sample Contract (SOW)- 7.4 Service Delivery Location (pg. 132)**

CONTRACTOR shall use community based sites for Group Activity (e.g. Independent City, employment workshops, financial aid workshops) for TAY and their Caregivers. A Group Activity shall be limited to a maximum of five TAY. However, the TAY shall not participate in more than two Group Activities during his/her participation in ITSP.

Question: Does the limitation of participation apply for a month, a quarter, a service period, or a different duration of time?

Answer: This timeframe is in reference to the two-year ITSP program. For additional information related to this question, please refer to the addendum.

47. **Part E: Exhibit A to Sample Contract (SOW)- 9.3.1 Target Population and Participation Requirements (pg. 133)**

CONTRACTOR agrees to accept all referrals and understands that the number of TAY referred and to be served may vary from month to month. The COUNTY does not guarantee a minimum number of TAY to be served per month or contract period.

Question: Does the number of referrals impact ability to invoice for all program related cost?

Answer: The invoicing/billing by contractor is inclusive of all cost associated with providing ITSP services with the exception of the Life Skills Assessments as referenced in the contract , Part G, Form 40, page 297.

48. **Part E: Exhibit A to Sample Contract (SOW)- 10.7.1.5 TAY Status Update (pg. 149)**

CONTRACTOR shall submit TAY Status Update to the ILP Coordinator notifying them of proposal to terminate service delivery. A Termination of Progress is required when the TAY participant has demonstrated unresponsiveness and/or noncompliance for participation in ITSP.

Question: What are the ramifications for invoicing if TAY decides not to finish

services?

Answer: There are no ramifications. ITSP is a voluntary program. If the TAY decides not to finish ITSP services, the contractor is required to document the communication of his/her decision to discontinue services on the TAY Status Update and follow the procedures as noted in the contact Part E: Exhibit A to Sample Contract (SOW)-10.7.1.5 TAY Status Update (pg. 150).

Contractor is expected to maintain all documentation in the TAYs individual case file.

49. **Part G: Required Forms- Individualized Transition Skills Program Services (RFP # 12-044) Pricing Sheet (pg. 297)**

ITSP – TDS hourly session rate

Question: Pricing Sheet asks that we provide an ITSP – TDS hourly session rate and above the grid it says “Prices include all applicable charges and costs associated with receipt, delivery, confirmation, and any other costs necessary in the performance of all tasks outlined in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments, and Contract.” THEN Page 299 asks us to provide a line item budget which includes direct costs and indirect costs. Will contractors be allowed to bill for our full direct and indirect costs or are we to build all of that into our ITSP – TDS hourly session rate on page 297?

Answer: Refer to Question 61 below.

Question: How do you calculate an hourly rate for a person who is salary/Exempt?

Answer: Calculation should be based on Full Time Equivalent (FTE). Per the Living Wage Ordinance, full-time is defined as a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such the Chief Executive Officer, but in no event less than 35 hours worked per week.

Question: Is the Preparation Period funding only allowed in the first year of the contract or will it be allowed for each extension?

Answer: Preparation time is only allowed for the first year of the five year contract term.

Question: How many youth does the County anticipate the contractor will have to test annually in each region?

Answer: Refer to RFP, Part E, SOW Exhibit A-6 and 10.4.2 Assessments.

WRITTEN QUESTION SUBMISSION FROM CONFERENCE

50. Question: There is no subcontracting allowed, however, collaborative and partnership is different than subcontracting. Is collaboration acceptable?

Answer: Yes, collaboration is allowed as referenced in the SOW, Section 10.2 ITSP PROMOTION LINKAGE pages 135 and 136. Also, please refer to the addendum for definitions.

51. Question: If we identify TAY who are eligible for the ITSP program, can we reverse the referral and refer these participants to the County to determine eligibility for the ITSP program. If so, what is the process?

Answer: The Contractor is welcomed to identify potentially ITSP eligible youth for these contract services and share they TAY's information with the ILP Coordinator.

52. Question: Does this Quality Assurance Plan have to contain work instructions and analytic procedures?

Answer: Yes.

53. Question: Is the \$75 incentive considered within the allocated funding or will it be funded separately?

Answer: The incentive payments are not funded separately. Refer to answer for question number 37.

54. Question: Will Service Planning Area (SPA) TAY numbers remain static?

Answer: No. Refer to SOW, Exhibit A6 on page 185.

55. Question: Does the TDS have to be an individual or can it be individual collaborations?

Answer: The TDS must be one individual providing ITSP services to the TAY. A combination of TDS's is not allowable.

56. Question: Does the provider have to reside in the Region proposed, e.g. South Region requires proposers in Southern California, not Northern California?

Answer: No, the Proposer must meet the requirements noted in the contract, Section 6.0 titled Minimum Mandatory Requirements.

57. Question: Will you provide a list of attendees?

Answer: The list of attendees will not be released.

58. Question: How long till Los Angeles County implements the program completely? How will the implementation process begin?

Answer: Please refer to the SOW, Section 10.0 Scope Of Work and section 10.3 explaining the referral process.

59. Question: Will you provide a roster to those who attended today?

Answer: Please refer to the answer in number 57.

60. Question: North Region to serve 512 TAY = 47% of \$3 million = \$1,410,000, Southern Region to serve 588 TAY = 53% of \$3 million = \$1,590,000. This means that the North Region receives 2753 per youth and Southern Region would receive 2704.08 per youth. Why? Same service in both regions correct?

Answer: The percentages were rounded and will be adjusted accordingly. Please refer to addendum of the changes.

61. Question: Will contractors be compensated for recruitment, documentation, prep time, all activities besides direct service?

Answer: All service activities with the exception of assessment are to be included in the hourly rate calculation.

62. Question: Are the contractors supposed to build into our billable hourly rate all overhead and administrative costs? Will contractors be allowed to bill for these costs even in the instance where they weren't receiving enough referrals?

Answer: Please refer to question 61 above.

63. Question: How many contracts will be awarded per region? Will they be awarded according to SPA area?

Answer: Please refer to question 23 above.

64. Question: The total estimated number of youth that needs to be served is 1,100. Meaning each region will have to serve approximately 550 youth, which in turn totals approximately 30 TDS's. If only two contracts are awarded, and we must comply with Living Wage requirements, and figure in mileage and administrative costs, a

balanced program budget does not seem feasible. Can you please consider awarding more than two contracts? Maybe one per SPA?

Answer: The RFP was designed to allow the prospective contractor the flexibility to design a program plan utilizing alternative methods of communication to minimize administrative costs and to hire staff to match the needs of each SPA within its region. Refer to Addendum Number One for changes to the number of TAY to be served.

65. Question: Please explain how you think the # of hours (including maximum) are sufficient in achieving the proposed Chafee outcomes?

Answer: The numbers of hours are sufficient because the TDS is expected to leverage their efforts and activities in conjunction with the case carrying CSWs and DPOs to meeting the Chafee outcomes. These outcomes are also still part of the primary worker's case plan. Thus, communication between the case carrying CWS/DPO and the TDS is essential. In addition, some outcomes will continue throughout a youth's transition period after they exit care.

66. Question: Why no subcontractors? Are you saying that instead of me being added to the proposal as a subcontractor I should be written in as a partner who performs specific task?

Answer: The county will not allow subcontracting for this contract. The county is supportive of collaboration as referenced in the SOW, Section 10.2 ITSP PROMOTION LINKAGE pages 135 and 136.

67. Question: Can a part of the RFP include a mandatory RFP term to enclose prior partnership of event logs and how those logs are displayed?

Answer: Please refer to question 22 above.

68. Question: Can we include other agencies as a full-time worker like Department of Social Services?

Answer: No

69. Question: Can a part-time employee come from another government agency or full-time with expectation to transition into a direct hire?

Answer: No

70. Question: Can a collaboration arrangement between government agencies help leverage cost to ensure program stability and distribution of funds?

Answer: Yes. Collaborations with LACOE or LAUSD are examples of where collaboration would not impact your cost.

71. **Question:** Can an employment partnership be in place for the conformation of the transition process? Partnership designed to support career searching from home of at a certified facility.
- Answer:** Yes, collaboration and partnership is strongly encouraged.
72. **Question:** Can the County offer a building or location that can help suit the individuals that will enroll into the program? This will help eliminate recidivism (rate) in the community or surrounding community.
- Answer:** No
73. **Question:** Can Group Activities be increased by four per term or eight per term?
- Answer:** Please refer to the addendum
74. **Question:** What is the administrative cost associated with Living Wage Program?
- Answer:** The administrative cost for your organization's proposal is unknown, as this cost depends on the specific circumstances related to the number of TAY served and staffing.
75. **Question:** How many cities make-up the Southern Region? North Region?
- Answer:** A map of the SPAs has been included in the Addendum.
76. **Question:** Subcontracting allowed? Please reconsider this issue.
- Answer:** No, subcontracting is not allowed. Please refer to the answer provided for question number 50.
77. **Question:** Can we serve more than one youth, more than twice a month at a time?
- Answer:** Yes, the Contractor may serve more than one TAY during group activity as defined in the SOW, definitions section on page 122. Refer to the addendum for updates regarding the number of times a group activity can occur per TAY.
78. **Question:** Can youth receive more than five hours of service per month?
- Answer:** Yes, a TAY may receive more than five hours of service per month however this can only occur when approved by the CPM. Additionally, see SOW, section 10.1.7 Scope Of Work on page 135.
79. **Question:** Will the agency be paid on a fee-for-service basis (per referral of service)?
- Answer:** Payment is made at an hourly rate and life skills assessment. Refer

to RFP, Form 40.

80. **Question:** Are there specific services that can be billed for at this time?
Answer: Please refer to question 80 above.
81. **Question:** IS the total number of youth to be serviced 1,100 for both contract areas (North and South) or 1,100 each?
Answer: **900** TAY are to be served every contract period (1 year) for both contracts. Refer to RFP, Part E, SOW Exhibit A-6.
82. **Question:** Given the broad-geographic areas of the two Regions, is collaboration through subcontracting strictly prohibited? Is subcontracting allowed in your response on December 28, 2012, can the deadline of January 11, 2013 be extended to allow for collaboration?
Answer: Subcontracting is prohibited. Refer to Addendum for extension.
83. **Question:** Will bidders be provided with a list of current providers, locations and historical performance data?
Answer: Please refer to the answer provided for question number 22.
84. **Question:** Will attendees be provided a list of attendees at the Bidder's Conference?
Answer: Please refer to the answer provided for question number 57.
85. **Question:** Are there any specific instruction required for completing the required forms that were not addressed in the RFP that would impact the requirements for submitting a full-RFP?
Answer: No

QUESTIONS FROM CONFERENCE WITHOUT WRITTEN SUBMISSION

86. **Question:** If the RFP allows under bidding, will there be an alternate way to use the difference if monies are left in the budget?
Answer: No, the cost proposal will determine the contract amount of the highest scored proposal for each region. This amount is used as part of the evaluation process to determine the highest scored bidder. The Chafee monies left in the budget will be managed by DCFS YDS to be distributed to other ILP eligible youth throughout the County.
87. **Question:** We are an employment agency. Can we just focus on specific deliverables?

Answer: No, Contractor must be able to provide all services listed in the SOW.

88. Question: Are electronic fill-able forms available?

Answer: These forms will need to be addressed through our IT division. These forms will not be available due to time restriction.

89. Question: Are the contractors going to be compensated for services such as outreach for TAY who are AWOL if this is a fee for service contract?

Answer: No. Disruption to services must be immediately reported for non-compliance/unresponsive to services (SOW 10.7.1.2).

90. Question: Who compensates for the time you are spending from the time you get the referral? You are trying to get in touch with the caregiver and TAY. Is the agency paying for this?

Answer: This is part of hourly rate, as services are inclusive in the hourly rate. The number of engagement (number of attempts) is referenced in the addendum.

91. Question: If you get three Group Home TAYs in the same location, how will the process work since they all live in the same location?

Answer: Regardless of the location, services are to be conducted on a one-to-one session, unless it is part of a Group Activity (session).

92. Question: What is the number of youth that need to be reached by the first year and then the next year?

Answer: The number per year is listed in SOW Exhibit A-6. This number should continue to the second year of the contract, as this program is a two-year voluntary program. Should a youth terminate his/her participation a new referral will be provided and this youth will start his/her participation for two years.

93. Question: The RFP allows 25% of the TDS hourly rate for No-Shows, what happens if caregiver will not allow access to the youth?

Answer: This would be considered a No-Show and procedures listed in 10.7.1.2 shall be completed. DCFS and Probation will develop a strategy to address this issue. DCFS/Probation recruitment efforts will address this issue by engaging with the youth and caregiver ahead of time.

NUMBER OF TAY TO BE SERVED

		Eligible Youth	TAY Served
Region	Service Planning Area (SPA)	Ages 16 - 20	Number of ITSP Participants (TAY Ages 16-20)
		(A)	(B)
NORTH	1	372	70-84
	2	324	70-84
	3	901	170-184
	4	213	53-67
Subtotal		1810	419
SOUTH	5	114	6-10
	6	1033	238-250
	7	409	86-96
	8	516	115-125
Subtotal		2072	481
TOTAL		3882	900

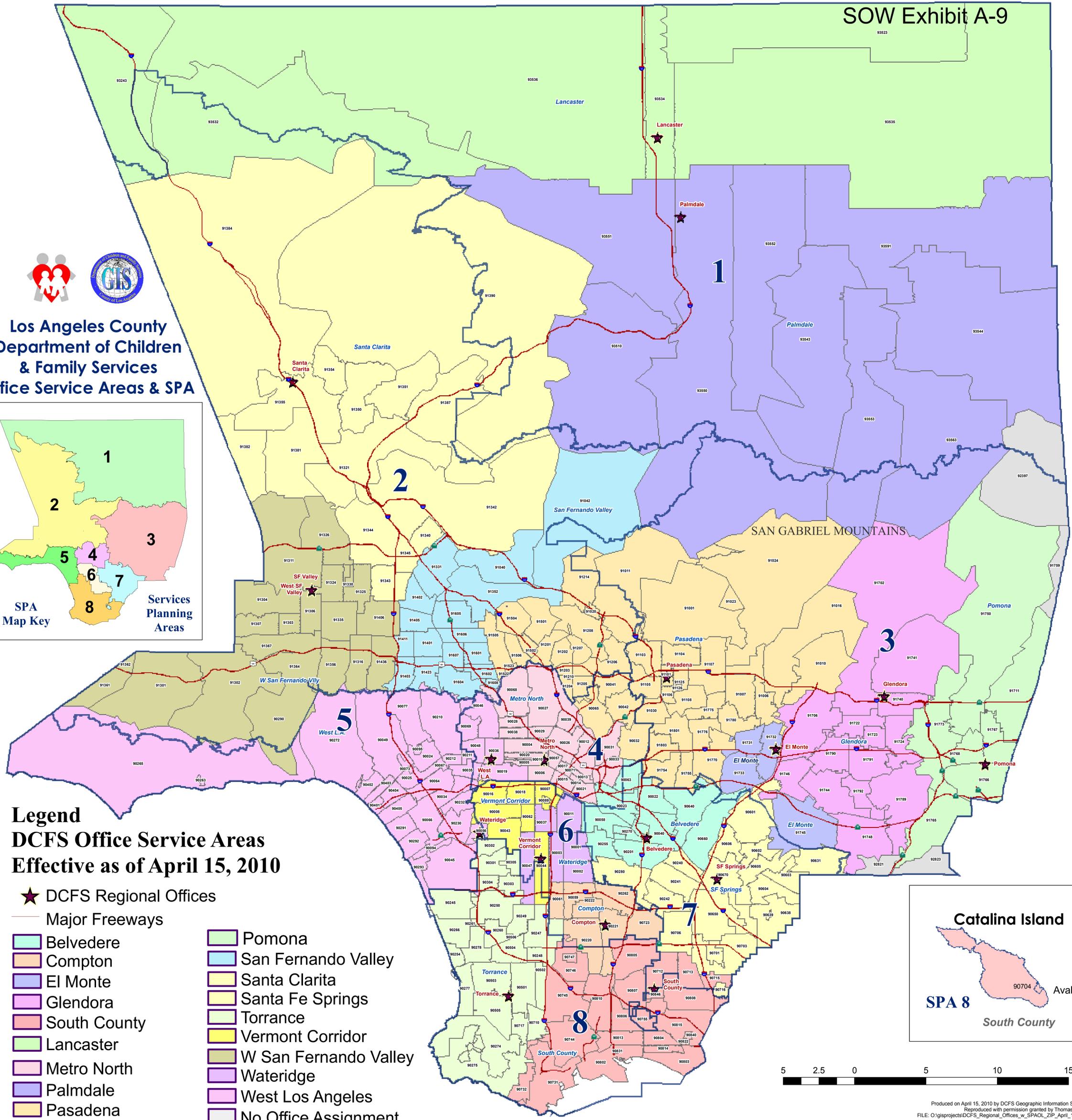
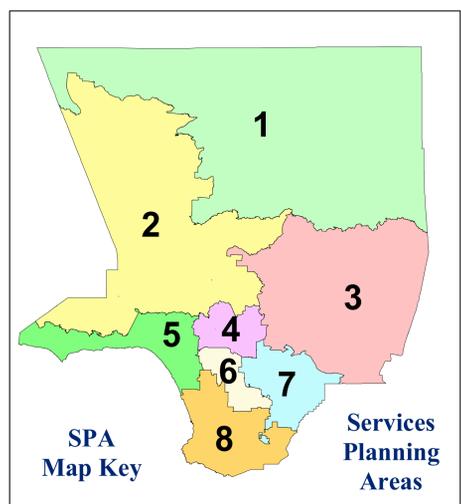
The data in Column A includes the total number of TAY that are eligible for the contracted services at the time the information was accessed from the DCFS Intranet on “*The Site*”.

The information in column B indicates the projected number of TAY to be served by this contract.

The number of TAY to be served per SPA can be adjusted within its region to meet the needs of the County at anytime.



Los Angeles County
Department of Children
& Family Services
Office Service Areas & SPA



Legend
DCFS Office Service Areas
Effective as of April 15, 2010

- ★ DCFS Regional Offices
- Major Freeways
- Belvedere
- Compton
- El Monte
- Glendora
- South County
- Lancaster
- Metro North
- Palmdale
- Pasadena
- Pomona
- San Fernando Valley
- Santa Clarita
- Santa Fe Springs
- Torrance
- Vermont Corridor
- Wateridge
- West Los Angeles
- No Office Assignment

