



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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

PHILIP L. BROWNING
Interim Director

November 17, 2011

Dear Prospective Proposers:

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

ADDENDUM NUMBER TWO TO THE YOUTH DEVELOPMENT SERVICES
REQUEST FOR PROPOSALS, CMS #11-016

The County of Los Angeles Department of Children and Family Services (DCFS) is issuing Addendum Number Two to all prospective proposers who participated in the Proposers' Conferences for Youth Development Services, held on October 11, 2011 and November 7, 2011. Addendum Number Two incorporates the Questions and Answers (Attachment A and B) from both conferences and extends the deadline for proposal submission.

Answers to the questions were developed on the basis of the original RFP and consideration for changes based on responses from the conferences. The answers may include upcoming changes in Addendum Number Three to the RFP. All formal changes to the RFP will be addressed in Addendum Number Three. Prospective proposers are reminded that a prospective proposer's failure to incorporate the requirements of this Addendum or any subsequent addenda may result in their proposal(s) being disqualified, as determined at the sole discretion of the County.

Prospective proposers will need to review Addendum Number Three because changes in the number of youth to be served, the proposal format, including cost proposal, will be addressed. Addendum Number Three will be released on or about December 6, 2011. If there is a delay in the release of Addendum Number Three, an adjustment to deadlines will be considered in the Addendum, and if any adjustments are made, they will be incorporated into Addendum Number Three.

1. RFP, Part A, Section 9.0 RFP TIMETABLE, is amended to incorporate a second Proposers' Conference and adjust deadlines. It reads as follows:

9.0 RFP TIMETABLE

The following timetable represents the County's best estimate of the schedule that shall be followed in this contract solicitation process. County reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the timeline shall be provided to all Proposers by posting on DCFS website (www.lacdcfs.org).

"To Enrich Lives Through Effective and Caring Service"

- Release RFP September 30, 2011
- Mandatory Proposers' Conference October 11, 2011
- 2nd Mandatory Proposers' Conference November 7, 2011
- (Extended) Deadline to Submit Request for Solicitation Review November 10, 2011
- Questions and Answers Released November 17, 2011
- Submission of Application for Exemption to Living Wage ~~December 2, 2011~~
January 6, 2012
- Deadline for Proposal Submission ~~December 13, 2011, 5:00 P.M.~~
January 18, 2012, 5:00 P.M.
- Anticipated Contract Start Date July 1, 2012

2. RFP, Part C, Section 4.0 PROPOSAL SUBMISSION, Paragraph 4.1 is amended to read as follows:

4.1 **The closing date and time for proposal submission is ~~November 15, 2011~~ January 18, 2012, at 5:00 P.M.** It is the sole responsibility of the Proposer to ensure that its proposal is received with a time and date stamped receipt before the submission deadline. Proposer shall bear all risks associated with delays in the U.S. Mail or other courier service. Any proposal(s) received after the scheduled closing time for proposal submission will be returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

3. RFP, Part E, Section 1.0, SELECTION PROCESS, Paragraph 1.2.1 is amended to read as follows:

1.1.1 Proposals received by ~~November 15, 2011~~ January 18, 2012, 5:00 p.m. will be reviewed for responsiveness and responsibility of Phase One of the selection process. Proposals received after the deadline are non-responsive and will be returned to the Proposer.

4. RFP, Part F, Section 6.0, SUBMISSION OF APPLICATION FOR EXEMPTION TO LIVING WAGE PROGRAM, is amended to read as follows:

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 ~~November 4, 2011~~ January 6, 2012, the Application for Exemption, as set forth below, including all necessary documentation to support the claim. Proposer will be notified by ~~November 9, 2011~~ January 11, 2012 of the County's decision.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Armand Montiel".

Armand Montiel, Assistant Division Chief
Contracts Administration Division

Attachment (2)

AM:RD:mw

ATTACHMENT A

QUESTIONS AND ANSWERS FROM OCTOBER 11, 2011 PROPOSERS' CONFERENCE

1. Question:

How many (Probation) youth do you anticipate will be part of 1,500 served?

Answer:

300 youth

2. Question:

Would some of the curriculum be different for Probation youth (i.e. have workshops with law enforcement, LAPD representatives)?

Answer:

The curriculum should be based on the individual needs of DCFS TAY and Probation TAY.

3. Question:

Will the youth on Probation have the same program objectives and outcomes as the others? If not, what would be the outcomes that are considered successful performance?

Answer:

Yes.

4. Question:

Our agency is seeking to establish a collaborative to apply in the South regions. Will we have access to the sign-in sheet so that we may begin the process of partner identification?

Answer:

See Exhibit 1 for list of attendees from both conferences.

5. Question:

Is there an incumbent in the South? If so, are evaluation data available that can be used to inform the program design? Are data available on lessons learned?

Answer:

There are no existing programs in Los Angeles County, as this is the first effort to provide Individualized Transition Life Skills in the home of a TAY. Therefore, there is no evaluation data to share.

6. Question:

Is it true that we can only bill for session hours, but we have to pay the TDSs for travel time?

Answer:

Yes, per Part H-Statement of Work, Part A-Definitions, the definition of a Session – means a period of time (minimum of one hour) devoted to Individualized Transition Skills Program services provided in the home of the TAY/Caregiver or community location by CONTRACTOR’s TDS. Travel time related to curriculum such as a field trip or group activity is allowed and is to be included in the Session.

The cost for travel time is included in the fixed hourly rate.

7. Question:

Firm Fixed Pricing – How will travel time to and from the deliver of services be paid?

Answer:

Travel time to and from an ITSP session cannot be invoiced. Travel time is referenced in the Part H-Statement of Work Part A-Definitions, page 193, the definition of a Session. It notes travel time related to curriculum such as a field trip or group activity is allowed to be included in the Session.

8. Question:

How will time spent preparing reports and documentation be paid?

Answer:

The amount for reporting time is included in the fixed hourly rate.

9. Question:

You mentioned rates were determined by looking at the labor statistics. Was the data you reviewed for program similar to what you are asking respondents to provide? Was the \$25/hr for tutors from an environment where all general and administrative expenses were to be included? Can you share your data in your written reply?

Answer:

There is no current program similar to the proposed in-home Life Skills program (ITSP); therefore, there is no data to share. The contract does not require the Tutors to have a degree therefore the rate for a Tutor in this contract is supported based on similar or comparable tutorial services for this population today. As noted in the Part H-Statement of Work, Part A, the language states:

6.4.1 To qualify as a Tutor, the individual must be currently enrolled in a higher education institute (2 or 4 year college) and have completed at least 15 semester units, with a cumulative grade point average of 3.0 or higher in all academic subjects.

The RFP will be amended to reflect a volunteer may also be a Tutor and the tutor shall meet the minimum requirements as noted in the Part H-Statement of Work, Part A, Section 6.0, subsection 6.4.1.

10. Question:

What is the relationship of contractor with CSW and or Probation Case carrying worker?

Answer:

First, in the Contractors general responsibility section, Page 196, section 5.0, subsection 5.5, the Contractor shall maintain communication with the ILP and case carrying CSW/DPO regarding the TAY enrolled in the Youth Development Services Program. Secondly, the referral documents are completed by the CSW or the Probation Case carrying worker. The referral documents are provided to the Contractor via the DCFS ILP Coordinator. Per the Part H – Statement of Work, page 216, section 7.0, subsection 7.1.1. The Contractor (TDS) shall contact the Transition (ILP) Coordinator to communicate the 6 month TILP update is due and request to attend the TILP meeting at which time the Contractor (TDS) will have specific knowledge of the youth's progress in ITSP and status of him/her meeting his/her goals. Thirdly, per the Part H-Statement of Work, page 216, Section 8.0 requires the Contractor to provide documentation to the Coordinator who will provide copies to the case carrying CSW/DPO. Fourth, per the contract, page 217, section 9.0, the contractor shall provide Quarterly Progress Reports for ITSP to the ILP Coordinator who shall provide copies to the case carrying CSW/DPO.

Participation in this meeting can be considered a session and may be an opportunity for an ITSP incentive to be disbursed to the TAY.

11. Question:

When looking at the pricing methodology, was there consideration taken to the contractors ability to:

- a. Purchasing Insurance
- b. Post Position (HR Funding)
- c. Training staff
- d. Holding functions for activities within the contract
- e. Space

Answer:

Yes, the fixed rates provided were calculated based on the related expenditures for service delivery.

12. Question:

Were there questions raised from a population of providers either currently providing the services or similar service?

Answer:

Yes, there were collaborative meetings held to discuss the program design and the expected outcomes.

13. Question:

What did those agencies say about the cost of the delivery of service?

Answer:

This is a new program. There are no existing programs providing in-home ITSP services as described in the RFP, therefore there is no standard baseline costs associated with these services. The costs associated with the cost specific to the Educational Assessments and Tutoring is based on the past contracted services.

14. Question:

Are "volunteers" allowed to receive stipends to offset their costs such as child care, transportation, supplies, etc? If so, is there a limit?

Answer:

No.

15. Question:

Can this service be applied to Residential youth at a level 14 group home?

Answer:

For the purposes of this contract, the services are limited to ILP Eligible youth. This means that the youth must meet the Federal and State Regulation/guidelines for eligibility. Youth shall be eligible for Independent Living Program (ILP) services up to their 21st birthday provided one of the following criteria is met:

Were/are in foster care at any time from their 16th to their 19th birthday. This does not include youth placed in detention facilities, locked facilities, forestry camps, training schools, facilities that are primarily for the detention of youth who are adjudicated, delinquent, medical and psychiatric facilities, voluntary placements, wraparound program participants, youth placed pursuant to an individualized education program and guardianship placements in which the youth is not a dependent or ward of the court. Eligibility for the ILP shall not be determined by outside agencies such as contractors or vendors.

However, the ILP Coordinator will screen all TAY referred for ILP Eligibility and proceed to refer the youth to the Contractor if he/she is eligible to receive services.

16. Question:

Is this strictly community based program?

Answer:

Per Part H-Statement of Work, Section 8.0, this is not strictly a community based program. The intent of the service delivery is in the home of the TAY. However, the Contractor can use community-based locations to render YDS services if it is in the best interest of the TAY and agreed upon by the TAY, Caregiver and TDS.

17. Question:

What kind of experience needed? On the contract, it says five years. Can Wraparound outpatient services and residential experience be acceptable to accommodate the requirements of the program?

Answer:

Refer to Part A of the RFP, section 8.0, for the Proposer's Minimum Requirements. Wraparound outpatient services and residential experience with TAY would be acceptable.

18. Question:

Is there an opportunity for lead agency applicants to subcontract with others?

Answer:

Yes.

19. Question:

Can we get a list of attendees at today's conference?

Answer:

See question #4 above.

20. Question:

If the County decides to make changes to the RFP, will the deadline be extended?

Answer:

Yes, if there are changes to be made to the RFP that justify additional time for responses to the RFP, the deadline will be extended.

21. Question:

Beyond the TDS reporting to the CSW, the relationship between the TDS and CSW is not described. How does the County expect the TDS to work the CSW?

Answer:

First, in the Contractors general responsibility section, section 5.0, subsection 5.5, the Contractor shall maintain communication with the ILP and case carrying CSW/DPO regarding the TAY enrolled in the Youth Development Services Program. Secondly, the referral documents are completed by the CSW or the Probation Case carrying worker. The referral documents are provided to the Contractor via the DCFS ILP Coordinator. Per Part H-Statement of Work, Part C, Section 7.0, subsection 7.1.1, the Contractor (TDS) shall contact the Transition (ILP) Coordinator to communicate the 6 month TILP update is due and request to

attend the TILP meeting at which time the Contractor (TDS) will have specific knowledge of the youth's progress in ITSP and status of him/her meeting his/her goals. Thirdly, per Part H-Statement of Work, Part C, Section 8.0 requires the Contractor to provide documentation to the Coordinator who will provide copies to the case carrying CSW/DPO. Fourth, Part H-Statement of Work, Part C, Section 9.0, the contractor shall provide Quarterly Progress Reports for ITSP to the ILP Coordinator who shall provide copies to the case carrying CSW/DPO. As reflected in Part C, Section 5, subsection 5.4.1.6 the TDS may attend specific meetings that include the CSW.

22. Question:

What is the referral process from the County to the organization?

Answer:

Per Part H-Statement of Work, page 205, section 4.0, subsection 4.1 the referral process for Youth Development Services ITSP, for TAY ages 16 through 19 is referenced. Per Part H-Statement of Work, page 219, section 3.0, subsection 3.1 the referral process for Youth Development Services Program Educational Assessments and Tutoring Program for TAY ages 14 through 18 is noted.

23. Question:

Is there a limit to the number of pages allowed in the proposal?

Answer:

The number of pages is listed in each section of Part C: Instructions to Proposers. Unless a specific number of pages are listed, there is no limit, unless changes are listed in subsequent addenda.

24. Question:

Can you include additional attachments to the RFP to enhance your proposal?

Answer:

Yes, attachments are allowed.

25. Question:

If there is a minimum of 1,500 youth per month and the TDS case load is 25, are you basically saying that there needs to be 60 TDSs?

Answer:

Based on the number of youth served and the number of youth noted per caseload, the mathematical answer would be 60 TDS's. However, this contract does not require the TDS to be a full time employee; therefore, the proposer will determine the number of TDS's hired. There will be an amendment to the original RFP related to the use of full-time vs. part-time employees.

26. Question:

Is there a limit to the length of the proposal?

Answer:

See question number 23.

27. Question:

Is there only one grant award, not multiple?

Answer:

County of Los Angeles may award up to two contracts: one contract for each region (North and South).

28. Question:

What are the reporting requirements if awarded?

Answer:

Per the Part H-Statement of Work of the RFP, the required reports are as follows: Part C, page 217, section 9.0 ITSP Reports are noted. Per the Contract/STATEMENT OF WORK, Part D, page 224, section 7.0 Educational Assessments and Tutoring Reports as well as Part E, page 225, section 1.0, YDS Program Reports

29. Question:

Define volunteer, 7.1.1, Section 1?

Answer:

A Volunteer means an individual that meets the minimum staffing requirements listed in Part H – Statement of Work, Part A, subsections 6.2. and 6.4 and has obtained background clearance to donate their time as Transition Development Specialist (TDS) or Tutor to a TAY participating in ITSP or Educational

Assessment and Tutoring Program and is not getting paid. RFP will be amended to add definition of Volunteer.

30. Question:

Are there any extra points for non-profit firms submitting proposal?

Answer:

No, unless your organization applies for County programs that offer preferences (LSBE and Transitional Job Preference). Once preference is granted, the proposer's costs are calculated by reducing the proposer's cost by a specified percentage, thus lowering their cost to gain higher points. This does not mean the cost will actually be reduced but rather the deduction will increase the points earned during the evaluation and selection process. The cost proposed in the proposal shall remain.

31. Question:

14-15 year olds – what services are to be provided?

Answer:

The services to be provided for TAY ages 14 through 18 is Educational Assessments and Tutoring. These services are inclusive of TAY ages 14 and 15 years of age.

32. Question:

Where will services be provided? What locations?

Answer:

Services for all Youth Development Services are to be provided in the home of the TAY within the region in which the contract is awarded. If services cannot be rendered in the home, per Part H – Statement of Work, page 201, section 8.0, subsection 8.2, the contractor shall ensure that the service delivery is in the home is at a community based sites near their residence or in their defined Community.

33. Question:

Is classroom instruction still allowed?

Answer:

Per Part H – Statement of Work, page 201, section 8.0, subsection 8.3, “CONTRACTOR shall use community based sites for group meetings/events/activities (e.g. Independent City, employment workshops, financial aid workshops) for TAY and their Caregivers who are participating in the ITSP. The group activities shall assist in meeting the individual ITSP goals for each TAY as well as ensure Chafee Outcomes”.

The RFP will be amended to reflect new stipulations for group activities in the ITS Program as defined below:

Define Term - Group Activity – means an opportunity for the Transition Development Specialist (TDS) to host a session with a maximum of three to five TAY. Each group activity must meet TAY individual goals and/or ensure Chafee Outcomes.

Part H – Statement of Work, page 201, Section 8.0, subsection 8.3 is amended as follow in Addendum Number Three:

8.3 CONTRACTOR may use community based sites for group activities. 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 the duration of their ITSP participation (e.g. Employment workshops, Job Fairs, Financial aid workshops). The group activities shall assist in meeting the individual ITSP goals for each TAY as well as ensure Chafee Outcomes.

34. Question:

Who is Chafee?

Answer:

“John Chafee sponsored legislation that increased funds to states to assist youth in making the transition from foster care to independent living; recognized the need for special help for youths ages 18 to 21 who have left foster care; offered states greater flexibility in designing their independent living programs; and, established accountability for states in implementing independent living programs. As a testimonial to the late Senator Chafee, the program is now entitled the John H. Chafee Foster Care Independence Program.”

(Internet Accessed, November 4, 2011:
<http://www.bing.com/search?q=John+H.+Chafee&FORM=O1FD;>
<http://www.cwla.org/advocacy/indlivhr3443.htm>)

35. Question:

On page 231: What is the “90 transition plan?”

Answer:

The 90 Day Transition Plan is a plan that each CSW is expected to complete on behalf of a TAY who is soon to exit care. This plan is often completed during an exit meeting/conference with the TAY, Caregiver, CSW, ILP Coordinator and possibly other relevant parties. For the sake of this contract, the TDS should be a participant in this meeting as he/she can render the important information relative to his/her progress in ITSP, his/her goals.

The word Day will be added to the STATEMENT OF WORK on page 208, section, 5.0, subsection 5.4.1.6 to ensure clarity.

36. Question:

Just to clarify you only get paid based on providing the services as mentioned in 7.1.1.1.?

Answer:

Yes.

37. Question:

Just to clarify every six months a youth is to get \$300 in a reward?

Answer:

Per Part H – Statement of Work, Section 6.0 INDIVIDULIZED TRANSITION SKILLS PROGRAM PARTICIPANTS INCENTIVES, subsection 6.1.1

6.1.1 Deliverable 1

CONTRACTOR shall provide the TAY with **four** monetary incentives in the amount of \$75 each to reward the TAY every six months. Incentives are to be disbursed when TAY achieves an ITSP goal anytime within a six month period, as defined in the STATEMENT OF WORK, Part B Program Goals, subsection 1.2. The ITSP goals developed for each TAY shall focus on the following self sufficiency areas: (1) educational goal; (2) acquire and/or an employment opportunity including an internship or volunteer opportunity; (3) obtain/maintain appropriate housing (plan) and (4) demonstrate the knowledge of how to obtain his/her important/vital documents such as a birth certificate, social security card and California ID/Driver License; proof of citizenship; academic records. Proof of relevant documentation and incentive distribution shall be maintained in the TAY's ITSP files.

In short, a TAY participating in ITSP can receive a total of four \$75 incentive payments totaling \$300 for the duration of their individualized two year ITS program.

38. Question:

Is there a provider that already has this contract? If so, are you satisfied with their service?

Answer:

This is a new model for life skills and this is the first time the County is soliciting for these services. The Educational Assessment and Tutoring Program is currently being provided by three contractors: Para Los Ninos, The Community College Foundation and Foundation of California Community Colleges. We are satisfied with their services.

39. Question:

On page 4, 7.0, I see the pricing for the contract. Is there a certain percentage of the contract for administrative services as well? Is that the total revenue for the contract, as detailed in 7.1.1? How did you come up with \$29.94/hour and \$9.98/hour? How long to you project that an educational assessment will take to complete?

Answer:

The administrative cost has been calculated into the hourly flat rate of ITSP services. Contractors are eligible to invoice up the maximum annual contract sum otherwise known as the budget. The \$29.94 hourly rate for employed ITSP services for 700 TAY at part time totaled approximately \$1.7. Our cost estimates were based on a \$17 rate for TDS. The rate of \$9.98 hourly rate is 1/3 of the Administrative Cost associated to recruiting volunteers. The 1/3 rate is higher than normal administrative cost percentage; however this is justified as recruitment for volunteers is more difficult and higher in costs.

Per Part H – Statement of Work, Part D, section 3.0, subsection 3.4.1.5 the Educational Assess shall administer the educational assessment within five business days of receiving the referral. The timeframe to complete an educational assessment is approximately sixty minutes from start to finish.

Refer to Addendum Number Three for changes.

40. Question:

On 7.1.1a. what do you mean by "for full-time TDS/TAY sessions"? What is the differentiation between "full-time" and "part-time" or "non full-time"? Are you only paid if it is a full hour, so if you are going to go over you either stretch it to two hours or stop early? Can any of the ITSP service be provided in groups? If so, will you be paid per person in the group or strictly by the hour - \$29.94/hour, no matter how many are in the group?

Answer:

The term full-time is no longer a requirement for a TDS employee. Full-time is someone who a minimum of 40 hours and above per week. Part time is someone who works less than 35 hours per week. Anyone that is not working full-time is a non full time employee. Contractors can be paid per hour and in half hour increments. The Contractor can host group activities "sessions" but are limited to the number group session as TAY can participate in. See Question #33.

41. Question:

We know it is too late for this contract, but how does one get certified as a Transitional Job Opportunity Vendor (see page 14 and 125)? How many vendors actually have this designation? If there are just a few, who are they?

Answer:

To qualify as a Transitional Job Opportunity Vendor, proposers must be a non-profit organization as defined in 2.205 of the County Code and must have been in operation for at least one year providing transitional jobs and the related supportive services to program participants. Proposers must submit forms listed in 2.205.050 of the County Code. These forms include: hard or electronic copies of forms supplied by the County along with its application form and three (3) most recent annual tax returns (Form 990 or Form 990-EZ) to DCFS Contracts Administration Division; a profile of its program participants; a description of the entity's program components designed to help program participants transition towards unsubsidized competitive employment, including a description of support services offered to participants; the number of participants in the program during the last calendar year; and any other information that may be requested by DCFS.

Transitional Job Opportunities vendors must claim the preference when responding to the solicitation. Form 18 – Transitional Job Opportunities Preference Application and the required/supporting documents must be included in the Proposal for certification and application of preference if certified.

The number of certified Transitional Job Vendors varies as certification is completed by each County department for its respective solicitation.

42. Question:

On page 113, 2.1, it says, "2.1 The term of this Contract shall commence on July 1, 2012 or the date of execution by the Director of Children and Family Services and the Chief Probation Officer of the Probation Department, whichever is later, and shall expire on June 30, 2012, unless terminated earlier or extended, in whole or in part, as provided in this Contract." Is it safe to assume the June date should be 2013?

Answer:

The year noted should be 2013. The RFP will be amended to reflect the correct year.

43. Question:

On page 134, 1.0:1.2, what is the process for the county approving or disapproving "all of CONTRACTOR's staff performing work" on the contract?

Answer:

The language in the contract is standard contract provision. The County reserves the right to approve or disapprove the Contractors staff on case by case basis.

44. Question:

On page 147, 25.0, does this refer only to the compliance of the agency or also the compliance of all staff who work at the agency? If it is all staff, what is the procedure for verifying this?

Answer:

Refer to Part J, Appendix C of the RFP. The intent of this provision is to the level of the Contractor and not its employees.

45. Question:

On page 197. 6.0. What is the percentage of variance that is allowed in hiring exactly the percentage that reflects the cultural diversity of the population served in the contract? Is there a procedure to follow if you cannot get that percentage?

Answer:

The information shared in Part H – Statement of Work, page 197, section 6.0, is information reflecting the cultural diversity of foster youth in placement during a certain time. These percentages are not meant to indicate that the staff hired for the purposes of this contract should be numerically equivalent to the percentages noted.

The language will be amended in the RFP to reflect this change.

46. Question:

On page 199, 6.2.4, if a TAY moves from one contract area to another and there is an agreement between the two providers to change the services from one contract to the other, is that allowable?

Answer:

The Contractors do not have the ability to make such an agreement without the involvement of the County Program Manager. In circumstances such as these, if the Contractor is informed of a TAY moving within the county but to another region, per the Part H - Statement of Work, page 201 section 8.0, the contractor shall follow the procedures noted to timely address the matter and ensure a continuum of services.

47. Question:

On page 200, 6.2.5.1, if the contractor has to “make available the required number of TDSs to train up to 1,500 TAY by the first day of the fourth month of the contract,” what is the county’s obligation in making sure 1,500 are referred? Are we supposed to have TDSs for 1,500 hired and sitting around with nothing to do if the county has only referred 800 for services?

Answer:

During the solicitation of the contract the county, Youth Development Services Division staff will compile a list of eligible TAY to refer as well as attend Regional offices General Staff, Unit and Information meetings to inform case carrying social workers of the new contract and services. If the referrals base is not met by DCFS we will work collaboratively to make adjustments.

48. Question:

On page 201, 7.3 does that state that the Contractor must have a “toll” free number?

Answer:

Yes. The RFP will be amended to reflect a local and/or toll free number.

49. Question:

On page 219, does this mean that the educational assessment (for which you are paid \$200) is only for those in the tutoring program and not in the ITSP part of the program? Of 1,500 youth referred, what do you project will be the number receiving ITSP services as opposed to the number receiving Assessment and Tutoring?

Answer:

Yes, the \$200 is only for the TAY referred for the tutoring program. Per the contract, if a youth is referred for ITSP he/she will be administered a different Assessment (The Ansell Casey Assessment) as noted in part C, on page 206, section 5.0, subsection 5.3.1. Refer to Part H: STATEMENT OF WORK, page 264, Exhibit A-8. Will any youth be involved both programs? Youth ages 14 to 16 can be referred for both programs at the same time; however, the contractor is expected to provide the services separately as the deliverables are different. What determines which programs they will be in? The case carrying CSW/DPO will make the referral for each TAY based on his/her individual needs and will specify the services being requested on the referral form. The ILP Coordinator will screen the referral and determine the youth ILP Eligibility and proceed to make the referral to the applicable contractor for the contract region or the referral for services will be returned to the case carrying CSW sharing the reason for denial.

50. Question:

On page 219, 1.0; 1.1 it appears that by this definition, no youth in an ITFC or MTFC foster home, or in a group home, will be served in the Assessment and Tutoring program. Is that correct?

Answer:

Yes.

51. Question:

On page 236 on the middle column and on several other pages, it refers to "exit outcomes." Please explain what those email and how they are obtained?

Answer:

The Contractor generated TAY Status Updates and reports documenting service delivery of the contractor will be shared with the case carrying CSW/DPO by the ILP Coordinator. When the CSW/DPO receives that information they will be responsible to complete an Internal Exit Outcomes document when applicable (when a TAY is preparing to exit care). The Exit Outcomes document will then become an internal method of tracking service delivery for each TAY. This is not a document that the contractor completes, but a method of internal data collection to track service delivery.

52. Part A – Overview, Section 7.0, Pricing Methodology and Contract Sum, section 7.1.1 Fixed Rates, Item C: Educational Assessments, page 4, “Educational Assessments - \$200 per completed assessment” I believe the County will pay at the completion of each assessment. In other words, we will bill and earn 200 dollars for the pre and 200.00 for the post.

Questions:

- a. Is the \$200 payment per assessment for both pre and post or are the pre and post \$200 for each assessment?
- b. Assessments - says \$200 for completed assessments - can that be broken down to \$100 pre and \$100 post?
- c. If not, what happens when a youth starts a program, but doesn't complete it?

Answer:

The \$200 is the total payment for one (pre or post) Educational Assessment. Therefore, a youth should be assessed twice and the amount would be a total of \$400 per TAY. The contractor can only invoice for an assessment after the assessment is completed. If a youth is administered a pre assessment, begins tutoring but services are terminated before completion of the tutoring, no post assessment can be administered. Therefore, no invoice can be submitted for a post assessment.

There is no payment applicable for administering any Ansell Casey Assessments rendered to a TAY referred for the ITS Program.

53. STATEMENT OF WORK – PART D, 6.0.TAY Status Update, Page 223.
6.1.3....Incomplete Assessment

Question: Who pays for staff's time while they attempt to complete an assessment and/or the time spent documenting all the follow up activities?

Answer:

The amount for reporting time is included in the fixed hourly rate.

54. Part G –Sample Contract, Section 5.0 Invoices and Payments, subsection 5.1, *page 119* "For work performed in accordance with the terms of this Contract and Statement of Work, and as determined by COUNTY, CONTRACTOR shall invoice COUNTY monthly in arrears at the rate of compensation specified in the Exhibit A-12, Pricing Schedule, as supported by Exhibit A-13 Line Item Budget, and in the format prescribed by the COUNTY. CONTRACTOR shall be paid only for the work performed as specified in the Contract and any amendments thereto."

Question:

What kind of documentation will need to be provided along with the invoices as proof that services were performed as required in order for us to be able to bill for them (e.g. Completion of assessments, tutoring hours provided, hours of life skills training, etc.)?

Answer:

The Contractor will be responsible to provide a TAY ledger in addition to the Invoice noting the names, dates, time and hours spent with each TAY every month. The County will provide the template to each contractor for these purposes.

The Contractor is responsible for maintaining case files documenting all services provided to each TAY serve. The case files must include all information and contacts including but not limited to sessions/trainings, initial contacts, agreements, assessments, assessment results/scores, TAY Status Updates documenting contacts with TAY, caregiver, ILP Coordinator, CSW/DPO and County Program Manager.

55. Part H – Statement of Work, Exhibit A, Part A: Introduction, Section 6.0 Contractor's Staffing – paragraph 1 , *page 197*, "Contractor shall ensure no staff person perform dual roles/tasks."

Questions:

Does this mean?

- a) Within the program itself (i.e. Tutor cannot be a Transition Development Specialist?)

Answer:

Yes, that is correct. The Tutor cannot be a Transition Development Specialist and vice versa.

- b) Within the company itself (i.e. The YDS Contract Program Director cannot be involved in other programs in the contractor's organization?)

Answer:

The YDS Program Director shall work on this contact full time (100%).

- 56. Part H – Statement of Work, Exhibit A, Part A: Introduction, Section 6.2 Transition Development Specialists (TDS), subsection 6.1.9 – paragraph 1, page 198, “CPD shall conduct and 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. The topics addressed should include, but not be limited to: when the final assessment will occur, when the final incentive payment will be disbursed (if applicable), the final survey and any other topics that may arise and are TAY specific. If a TAY does not complete the ITSP for any reason, Contractor shall follow the process notes in STATEMENT OF WORK, Part C, sub-section 8.1.5”

Questions:

- a) Who is responsible for the coordination of the exit meeting?
- b) Is it the CPD, the TDS, or both?

Answer:

The CPD is responsible for the coordination of the exit meeting however; he/she can work collaboratively with the TDS to ensure the meeting is executed during the timeframe as noted in the contract.

- 57. Part H – Statement of Work, Exhibit A, Part A: Introduction, Section 6.2 Transition Development Specialists (TDS), subsection 6.2.4 – paragraph, page 199, “...The TDS shall provide transportation for the TAY (and Caregiver when available) when necessary to meet the eight Chafee Outcomes.”

Questions:

- a) How often will transporting youth be required?

Answer: Transportation will not be often as the service delivery is in the home of the TAY, at a community based site or a location within the TAY’s defined community. The location of where the sessions will take place shall be identified at the beginning of the service provision. The expectation is for the TAY and/or caregiver to meet the TDS at the site at the pre-arranged times set for the sessions to occur.

Transportation may be applicable when the TDS is engaging in a session that requires the TAY to be at a different location such as a local One Stop Center as it relates to the TAY's individualized employment goals.

b) Would bus/metro passes qualify as providing transportation?

The TAY should receive a bus pass from his/her case carrying CSW or ILP Coordinator. The contractor is not required to provide a bus pass or tokens.

c) How much time is the Contractor able to bill DCFS for travel time? As an example, the TAY lives in SPA 1 and wants their experiential activities in SPA 3 the community where they are going to live. That community is not the same or even close to where the TAY is placed. The TDS will be expected to assist in identifying the services and physically connecting the TAY to those resources. Is there a limit on number of hours provided one TDS to service one TAY?

The Contractor is able to bill for a session (minimum of one hour) and is not limited in the amount of hours per session. The contracted service delivery is expected to be held in the Service Planning Area in which the TAY resides. However if there is a TAY that wants to receive services regularly in another SPA, the Contractor shall contact the County Program Manager to review each case. The contractor is responsible for factoring the applicable travel time into the fixed hourly wage as reflected in the contract and pays the TDS. The contract/STATEMENT OF WORK will be amended to reflect this change.

58. Part H – Statement of Work, Exhibit A, Part A: Introduction, Section 6.2 Transition Development Specialists (TDS), subsection 6.2.4 – paragraph 2, **page 199**, “TDS shall provide services and support to the referred TAY throughout the TAY’s participation in ITSP. TDS shall continue to provide services and support if the TAY relocates during his/her participation in ITSP, as this continuity of support is a critical aspect of ITSP.”

Questions:

a. Who will receive payment if the youth relocates to another region that is out of the contracted service area?

Answer: The initial Contractor that receives the referral will receive payment for services rendered to TAY. If the TAY relocates, that same Contractor will continue to provide the service as the goal is a continuity of services for each TAY served. The only way a different Contractor can begin ITSP services to a TAY that has relocated is if approval has been received by the County Program Manager as reflected in the STATEMENT OF WORK, page 201, section 8.0, subsection 8.1.1.

- b. What if the youth relocates out of county?

Answer: The contractor is expected to continue YDS ITSP services. However if a TAY is receiving tutoring services, the Contractor must proceed to follow the process noted in the Part H – Statement of Work, page 223, section 6.0, subsection 6.1.4 to terminate services as no tutorial services can be provided to TAY who reside out of county.

- c. What if the youth relocates out of state?

Answer: A TAY that relocates out of state is no longer eligible to receive YDS services.

59. Part H – Statement of Work, Exhibit A, Part A: Introduction, Section 6.2 Transition Development Specialists (TDS), subsection 6.2.5.2 – paragraph 1, **page 200**, “CONTRACTOR shall make available the required number of TDSs to train up to 1,500 TAY by the first day of the fourth month of the Contract.”

Questions:

- a. Will the contractor be expected to front / carry the cost for the three months of the program (e.g. Which includes space, in-assurances, HR, Accounts payable/receivable, management staff salaries, developing program implementation tools, training tools, internet services, equipment, telephones, establishing community contracts?)

Answer: Yes, unless otherwise stated in subsequent addenda.

- b. How is the 1500 defined? What activities are considered acceptable/billable for the 1,500 youth? Are these youth defined as recruited, enrolled, participating, and/or completing?

Answer: 3.53.1 **Enrolled TAY-** means a TAY who is enrolled YDS program.

3.53.2 **Referred TAY** – means a TAY identified to benefit from and is eligible to receive YDS services by the CONTRACTOR.

The RFP will be amended to include an additional definition of “Participated TAY”.

Participated TAY – means a TAY who participated and completed the program.

- c. Does this 1500 carry over into the 2nd year? Or is it a brand new 1500 per year?

Answer: Contractor shall provide services up to 1,500 TAY per month if awarded both contracts. The initial 1,500 TAY shall continue into second contract period as program is for 24 months.

- d. Is the 1500 per year per region (North & South) or is the 1500 divided by the two regions?

Answer: The 1500 is divided between the North and South region as defined in the STATEMENT OF WORK Exhibit A8.

- e. Given that the County will not guarantee the number of the referrals, how will the Contractors know how many TDS staff to hire (considering that the number of ITSP hours per youth, locations of youth, and gender of youth will vary)?

Answer: The contractor will hire the necessary amount of TDS as it relates to their program plan detailed in their Proposal.

60. Part H – Statement of Work, Exhibit A, Part A: Introduction, Section 8.0 Service Delivery Location, subsection 8.1, **page 201**, “8.1 CONTRACTOR shall provide a continuum of services to TAY that may relocate outside of Los Angeles County.”

Questions:

- a. What type of services does the County consider acceptable for “out of county youth” under the “continuum” that can be provided?

Answer: The continuum of services shall continue as though the TAY did not relocate with exception to Community locations, Group session and Field trips and any other activity approved by the County.

- b. Should the TAY relocate, will the Contractor have an opportunity to submit a request to obtain waiver of the continuation of TDS/TAY match if relocation of TAY is not practical?

Answer: As noted in the STATEMENT OF WORK, Part C, section 8.0, subsection 8.1.1 notes, yes there is a process for submission of a waiver.

- c. Is the County willing to pay for the travel time, should the TDS be willing to meet with the TAY outside of the county boundaries? If so, is there a maximum of time?

Answer: The cost for travel time is included in the fixed hourly rate.

61. Part H – Statement of Work, Exhibit A, Part A: Introduction, Section 8.0 Service Delivery Location, subsection 8.3 – paragraph 1, **page 201** “CONTRACTOR shall use community based sites for group meetings/ events/activities (e.g. Independent City, employment workshops, financial aid workshops) for TAY and their Caregivers who are participating in the ITSP. The group activities shall assist in meeting the individual ITSP goals for each TAY as well as ensure Chafee Outcomes.

Questions:

- a. What percentage of the total ITSP hours can be in a group?
- b. Where (within what geographic community) do the community base activities need to take place? What is the TAY wants to be connected to services and in group activities in another SPA?

Answer: There is no specific percentage for group ITSP services, only the number of group activity a TAY is eligible to participate. The RFP will be amended to include the definition of a group activity.

Group activity should take place within the SPA of the TAY, unless approval has been obtained from the CPM for another SPA.

62. Part H – Statement of Work, Exhibit A, Part C: Individualized Transition Skills Program (ITSP), Section 2.0 Scope of Work – paragraph 1, **page 204**, “The TDS shall complete a quarterly assessment/evaluation (Part C, 9.1 of STATEMENT OF WORK) of the program progress to determine the effectiveness of the program.”

Questions:

- a. What tools are the County using/suggesting as part of the quarterly assessment/evaluation?

Answer: The contractor shall use the Ansell Casey Life Skills Assessment Form Level 4 STATEMENT OF WORK Exhibit 7.

- b. Is this a formal assessment referring to the Ansell-Casey or an assessment based on whether goals have been met or not according to the initial plan?

Answer: Yes, the Assessment tool to be used for ITSP is the Ansell Casey Life Skills Assessment – Level 4. This assessment will be administered up to 5 times during the course of the ITSP service delivery and the TAY’s meeting his/her goals.

63. Part H – Statement of Work, Exhibit A, Part C: Individualized Transition Program (ITSP), Section 4.0 Referrals, subsection 4.4.1.1 – paragraph 1, **page 206**, “Deliverable 1 CONTRACTOR shall acknowledge receipt of the referral by submitting a TAY Status Update (STATEMENT OF WORK, Exhibit 4) via fax to the referring ILP Coordinator/Probation Liaison.”

Question:

Can the receipt of the referral and any other update be sent via email and not just fax?

Answer: The receipt can be sent via fax and/or email. The RFP will be amended to include email.

64. Part H – Statement of Work, Exhibit A, Part C: Individualized Transition Skills Program (ITSP), Section 4.0 Referrals, subsection 4.4.1.2 – paragraph 2, **page 206**, “Deliverable 2 CONTRACTOR shall match/assign TDS to TAY by gender and then geographical location of the TAY.”

Questions:

- a. Should the TDS and TAY be the same gender? If so, would that still be the case for youth who identify as LGBTQ?

Answer: No, there is gender specificity. The RFP will be amended to reflect that update.

- b. Should same gender staff be unavailable, could the Contractor submit a letter to the CPM to request an exception or is there any other form of action that can be taken?

Answer: No, there is gender specificity. The RFP will be amended to reflect that update.

- c. For how long does the Contractor hold a specific TDS' assignment for a replacement TAY in anticipation of a re-entry and re-matching TAYs who left the program?

Answer: There will be no specified timeframe related to a TAY's re-entry into the ITS Program. Each situation will be addressed on a case by case basis. If the re-match with the original TDS is unsuccessful, a new TDS can be assigned.,

65. Part H – Statement of Work, Exhibit A, Part C: Individualized Transition Skills Program (ITSP), Section 5.0 Program Deliverables, subsection 5.4.1.2 – para-

graph 1, **page 207-208**, “Deliverable 2 – TDS shall meet with the TAY and Caregiver to ensure he/she is timely enrolled in classes to graduate as required by their respective school district, and provide assistance to ensure he/she is knowledgeable of and/or enrolled in classes that meet the A-G requirements (A. History/Social Science – 2 years; B. English 4 years; C. Mathematics – 3 years required, 4 years recommended); D. Laboratory Science-2 years required, 3 years recommended); E. Language Other than English (Foreign Language) – 2 years required, 3 years recommended (two years of the same language); F. Visual & Performing Arts – 1 year required; G. College Preparatory Electives – 1 year required) necessary to pursue a post secondary education.”

Questions:

- a. What if a youth and/or caregiver do not agree to share credit/class information?

Answer: In the initial outreach and communication with referred TAY, the Contractor will address the services of the Youth Development Services sharing the relevant information and documentation necessary for the program to be successful. The Contractor should develop an initial agreement form as part of their program plan. This plan should require that relevant documents needed to provide services will be provided by the TAY/Caregiver. If unavailable, TDS shall contact the TAY’s assigned CSW to obtain information.

- b. What if the TAY is not interested in pursuing a four college education and therefore does not need to achieve the A-G requirements?

Answer: As noted in the contract Part H – Statement of Work, Exhibit A, Part C: Individualized Transition Skills Program (ITSP), Section 5.0 Program Deliverables, subsection 5.4.1.2 – paragraph 1, “Deliverable 2, page 208: “provide assistance to ensure he/she is knowledgeable of” the A-G requirements. It is the task of the Contractor to identify the TAY’s individualized goals. If he/she does not want to go to college, the role of the contractor is to inform him/her of the requirements “necessary to pursue a post secondary education”. Therefore, he/she can decide to prepare him/herself accordingly.

- c. What other post secondary education/vocational training will DCFS allow in instances where the TAY has no desire to pursue a four year degree?

Answer: The contractor will be provided with the TAY’s Transitional Independent Living Plan (TILP) at the time of the referral. The TILP identifies the TAY’s current educational and/or career goal. During the two-year participation in the ITS Program, the TAY will communicate

his/her educational/career goals and the contractor is allowed to work with the TAY based on their individualized goals, which may not include a four-year degree goal.

- d. Does requesting this information from the school violate FERPA?

Answer: The educational information requested is from the TAY and his/her caregiver while in the home. The contractor (TDS) is not requesting information directly from any school/district therefore there is no violation of FERPA.

- e. How are services and information coordinated with the CSW or DPO?

Answer: A copy of all documentation including TAY Status Updates and reports completed by the contractor will be sent to the DCFS or Probation ILP Coordinator who will provide copies to the case carrying CSW/DPO.

66. Part H – Statement of Work, Exhibit A, Part C: Individualized Transition Skills Program (ITSP), Section 5.0 Program Deliverables, subsection 5.4.5 – (paragraph 1 listed incorrectly as 5.3.5.1), **page 210**, “Deliverable 1 – TDS shall inform TAY or TAY and Caregiver of various ways to avoid Incarcerations.”

Questions:

- a. Can you please give an example of how a contractor would provide verification that the youth was formed of various ways to avoid incarceration?

Answer: Contractors need to be flexible and creative with this. They could work on connecting a youth to a mentor; check for truancy tickets for the youth; address sealing of records (training); appear at hearing (if necessary); facilitate gang diversion; connect with DMH services (mental health has high correlation with criminal activity).

- b. What does DCFS/Probation consider to be “risk taking activities/behaviors” most likely to result in incarceration?

Answer: Examples of risk taking activities smoking marijuana; drug possession; traffic tickets for riding the train; credit fraud; possession of stolen goods; shoplifting; domestic violence; prostituting, etc...

67. Part H – Statement of Work, Exhibit A, Part C: Individualized Transition SKILLS PROGRAM (ITSP), Section 5.0 Program Deliverables, subsection 5.4.6 Gaining Employment – 5.4.6.2 Deliverable 2, **page 211**, “TDS shall register/link TAY at local WIA employment/training service centers such as: Employment Development Department (EDD), WorkSource, One Stop Centers,

DPSS GROW (if eligible) in their respective communities. CONTRACTOR shall provide proof of registration for each Enrolled TAY.”

Questions:

- a. Does this refer to youth 18 and older or all youth receiving ITSP services?

Answer: It refers to all youth receiving ITSP services.

- b. These services are often “reserved” for youth who have dropped out of high school and/or those who meet a certain criteria, what activities are acceptable to demonstrate the contractor has done his/her best to ensure this deliverable was met?

Answer: Proof of registration and/or supporting documentation linking TAY to those services and ensure deliverable was met.

68. Part H – Statement of Work, Exhibit A, Part C: Individualized Transition SKILLS PROGRAM (ITSP), Section 5.0 Program Deliverables, subsection 5.4.6 Gaining Employment – 5.4.6.7 Deliverable 7, **page 211**, “TDS shall assist TAY in acquiring and/or retaining employment for a minimum of two months (e.g. summer employment (when available), with the ability to use as a Reference and serve as sufficient work experience resulting in Gainful Employment.”

Question:

What is sufficient evidence to support that the TDS has supported the TAY in meeting this deliverable, especially considering the current economic and job climate?

Answer:

It is well understood that the economic job climate isn't strong however, efforts must be made in TAY acquiring and/or retaining employment by supporting documentation that TAY has either submitted applications for employment and/or show proof of current employment, (e.g. work schedule, pay stubs, statement of hiring from employer or statement of acceptance from a apprenticeship or internship) in which the TDS will assist in retaining employment.

69. Part H - Statement of Work, Exhibit A, Part C: Individualized Transition Skills Program (ITSP), Section 5.0 Program Deliverables, subsection section 5.4.7.10 – paragraph 1, **page 214**, “Deliverable 10 – TDS shall ensure the TAY is scheduled to visit the local Transition Resource Center (TRC) within 30 days of their 18th birthday or within 90 days of their dependency case closure to meet with DCFS/Probation ILP Coordinator/staff and acquire the contact information

for future services. CONTRACTOR shall only use other service sites that are approved by the ILP Coordinator or the CPM.”

Questions:

- a. There was a statement that the TRC structure might be abandoned. What if there are no TRC’s to schedule the youth with?

Answer: The TRC structure will not be abandoned but may be enhanced.

- b. Can you give some examples of what other service sites might be approved by ILP Coordinators?

Answer: If there is no TRC within a reasonable distance of the ITSP service delivery, the County Program Manager (CPM) will address this issue on a case by case basis with the intent of a local resource center being identified.

- c. If there is insufficient staff or hours of TRC not conducive for the youth’s schedule, are there other options, or a way to request an exception via writing to the CPM?

Answer: The County Program Manager (CPM) will address this issue on a case-by-case basis with the intent of a local resource center being identified.

70. Part H – Statement of Work, Exhibit A, Part D: Assessment and Tutoring Program, Section 3.0 Referrals, Subsection 3.4 Processing Referrals, 3.4.1.5 – Deliverable 4, **page 220**, “Educational Assessor shall administer the educational assessment tool as referenced in the Part D, sub-section 4.1.1 of STATEMENT OF WORK to Referred TAY. The assessment shall be completed within five business days of receiving the referral.”

Questions:

- a. Will the County reconsider the number of days for this deliverable?
Five days within receipt of referral to contact and schedule an assessment is challenging. Especially considering the schedule of the Education Assessor, the youth/caretaker, and the number of hours families are available to complete this service.
- b. What happens when the contractor receives multiple referrals?

Answer:

The RFP will be amended to reflect “within ten business days of receiving the referral”. The Contractor shall provide the Educational Assessment for all youth referred.

71. Part H – Statement of Work, Exhibit A, Part D: Assessment and Tutoring Program, Section 4.0 Program Deliverables, Subsection section 4.1.1.1 – paragraph 1, **Page 221**, “WRAT4 Educational Assessments for TAYCONTRACTOR shall use WRAT4 (Statement of Work Exhibit A-2-Educational Assessment Tool) to conduct a baseline assessment of the referred TAY to determine the TAY’s academic level in English Language Arts (10th grade State standards) and Mathematics (8th grade standards) based on the content standards of the California High School Exit Exam. (This Assessment tool is limited to TAY for educational purposes only and shall not be administered to a TAY referred for ITSP services unless a separate referral is received.)”

Question: Are two separate sets of TILP and 5557 needed to refer a youth for an Education Assessment and ITSP?

Answer: TAY may be referred with one set of referral documents (TILP and a 5557) completed by his/her case carrying CSW/DPO at the same time. The service delivery for all TAY ages 14 through 19 can be referred based on their individual needs. The contractor should clearly know the specific services to provide the TAY upon receipt of the referral.

72. Part H – Statement of Work, Exhibit A, Part G: Evaluation and Outcome, Section 2.0. Performance Outcome Summary, **page 232**, Performance Targets “90% of the Enrolled TAY (enrolled in what?) are assessed for their academic skill level.”

Questions:

- a. Please define enrolled? Are these youth who verbally agree to Participate in services (enrolled) but fail to participate? Or are these youth who actually “participate” and receive some type of face-to-face service?

Answer: As noted in the Part H – Statement of Work, Part A, Definitions, Section 3.0, subsection 3.53.1 Enrolled TAY- means a TAY who is enrolled YDS program.

- b. 90% of enrolled TAY will have an increased knowledge of self-advocacy skills? What is the definition of “enrolled”?

Answer: As noted in the STATEMENT OF WORK, Part A, Definitions, Section 3.0, subsection 3.53.1 Enrolled TAY- means a TAY who is enrolled YDS program.

- c. What if the youth is only enrolled for a day or another short amount of time?

Answer: Any situation in which the assessment cannot be legitimately completed or the TAY drops out of the program, it needs to be clearly documented in the case notes, case plans and TAY Status Update.

- d. Are there any exceptions for former foster youth in the minimum education requirements to be hired as a TDS or EA?

Answer: There are no exceptions. Former foster youth are eligible for TDS or EA positions if he/she meets the minimum requirements.

- e. If youth can demonstrate that he/she has passed the CAHSEE, will Contractor be required to assess him/her with the WRAT IV?

Answer: No, a TAY that has passed the CAHSEE should not be referred to the contractor for an educational assessment or for tutoring. All TAY referrals are screened by the ILP Coordinator prior to submission to the contractor. If the Contractor receives a referral for a TAY that can provide proof of passing the CAHSEE, the contractor shall follow the procedures as referenced in the Part H: Statement of Work, Part D, Section 6.0.

73. Part H – Statement of Work, Exhibit A, Part G: Evaluation and Outcome, Section 2.0 Performance Outcome Summary, **page 239**, Performance Targets “90% of the Enrolled TAY are assessed for their academic skill level. “75% of youth will have a permanent connection or relationship.”

Questions:

- a. How would this be qualified or documented?
- b. What if the youth refuses to identify someone?

Answer: At the time of program screening, DCFS will obtain from each youth a status report on “permanent connection or relationship” and report this accordingly to the provider/contractor. Should the initial response be “yes”, the TDS/contractor will need to continue to “monitor” that this permanency connection continues to exist while the TDS service is being provided. If the answer is “none”, this should be one of the specified goals of the TDS program with follow-ups on the case plan updates (which is where data can be obtained). At any time the TAY refuses to identify someone or identifies this is service not needed, this would be documented in the TAY Status Updates, quarterly reports and maintained in the case files and not be counted against the 75% goal.

ATTACHMENT B

QUESTIONS AND ANSWERS FOR NOVEMBER 7, 2011 PROPOSERS' CONFERENCE

1. Question:

General questions, does subcontractor have to turn in all the forms, exhibits, etc as the contractor?

Answer:

Contractors are responsible for submitting the required forms, with the exception for the Application for Living Wage Exemption.

2. Question:

General questions, is the \$3.6 million per year or for the 5 year period?

Answer:

\$3.6 million is per contract period (year).

3. Question:

Part B, Section #10.0, Paragraph 1 last sentence, marked as "Trade Secret", "Confidential", or "Proprietary". When Proposer has any "Trade Secret", "Confidential", or "Proprietary, we write with Exception as Public Record?

Answer:

Proposer must specifically label on those parts or provisions of the Proposal, which are justifiably defined by the Proposer as business/trade secret. It must be plainly marked as "Trade Secret," "Confidential," or "Proprietary."

4. Question:

Part B, Section #15.1, Paragraph 1, How to be for sure (if) we are Transitional Job Vendors?

Answer:

To determine your agency's eligibility for Transitional Job Opportunities Preference Program, please refer to Page 14, Section 15.0 of the RFP. To qualify, Proposer must meet the following:

- The entity is, and has been such for three (3) years, a non-profit organization recognized as tax exempt pursuant to section 501 (c) (3) of the Internal Revenue Services Code;
- The entity shall set forth, under penalty of perjury, such information as requested by the County on either electronic or hard copy forms, along with their application form and three most recent annual tax returns to the department with their bid response to the purchasing or contracting solicitation for which they are competing;
- The entity has been in operation for at least one year providing transitional jobs and the related supportive services to program participants; and,
- The entity must also provide a profile of their program, a description of their program components designed to assist program participants, number of past program participants, and any other information requested by a contracting department.

See Attachment A – Q/A from October Proposers’ Conference, question number 41 for application procedures.

5. Question:

Part C, Section 3.6, Paragraph 1. Page 30 – Exceptions to the Terms – When submitting proposal if an exception, just write exception for that part of contract, correct? I do understand that (it) might decrease points and all other requirements.

Answer:

Correct, as stated in Part C, subsection 3.6.2.2:

- For each exception, the Proposer shall provide:
 - An explanation of the reason(s) for the exception;
 - The proposed alternative language; and
 - A description of the impact, if any, to the Proposer’s price.
- Indicate all exceptions to the Sample Contract and/or the Statement of Work by providing a ‘red-lined’ version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County’s sole discretion, from later making such exceptions.

6. Question:

Part C, Section 4.2, Paragraph 1 page 40- Two CD ROMs – (Do) you want us to copy complete proposal to 2 CD ROMs or (do) you need blank CD ROMS?

Answer:

CD ROMS should contain the electronic copy of your organization's proposal. If submitting for both regions, submit 2 CD ROMs for each region.

7. Question: (RICHARD CAN YOU EXPLAIN?)

Part D, Form 20, page 67, - GENERAL INFORMATION – What is the copy right assignment?

Answer:

Copyright assignment involves the County's taking ownership of products, designs, ideas, etc. developed with public funds. However, this is a services contract involving mainly payments to contractors for services to youth.

8. Question:

Part D, Form 20, page 68 – Paragraph 5 – County shall have the right to register all copyrights? Is this where we would write in an exception because we have copyrights to a program/service?

Answer:

As stated in Part B, Section 10, Copyrights are to be plainly marked as "Trade Secret or Copyright" on each section or page of the proposal where copyright applies.

9. Question:

Sample Contract, Section 30.0 Fixed Assets, Paragraph 1, page 150 – If asset is already purchased prior to contract, but the contract does have to expand asset to better serve, serve more, etc will Contractor still own?

Answer:

Yes, Contractor shall show proof of source (revenue) used to purchase concerned items.

10. Question:

Part G (SOW, Part H of RFP), Section 1.2.1, Evaluation and Outcome – What is the name of the County’s web-based application?

Answer:

The County’s intent is to use a web-based application. However, the web-based application is still under development and official name of program has not been identified.

11. Question:

Part G, SOW Exhibit A-1 Monitoring Method page 242 – How to access ES/ILP Data Tracking System and National Youth Transition Database?

Answer:

These are internal tracking system the County uses. Contractor will not have access to these databases.

12. Question:

SOW Exhibit A-3, page 246 Transition Independent Living Plan and Agreement – Is this form a new? What date was this form made?

Answer:

It is an existing form but the latest version being used was developed in 2008.

13. Question:

On Form 7, (page 50): List of Business Partners or Associates: Does this also include subcontractors?

Answer:

Yes.

14. Question:

Form 12 on page 56: How does one determine this?

Answer:

You can obtain information for your general ledger – liabilities.

15. Question:

On page 88 (4.2) Bonus: Does this mean that only the top five agencies with the highest in-kind/matching funds will receive the extra points?

[Answer:](#)

Yes.

16. [Question:](#)

If it is being done by an outside agency (e.g. Kaplan), are we responsible for getting the youth to the tutoring site or must that also be done in the home, must the Transition Development Specialist be present as well?

[Answer:](#)

Services for tutoring are to be provided in the home of TAY or local community site of the TAY. DCFS provides bus tokens for tutoring sessions held at local community sites. Contractor is not required to transport TAY to site. Transition Development Specialists are to provide life skills services as specified under your agency's ITSP. Transition Development Specialists are not required to provide services under the Education Assessment and Tutoring program.

17. [Question:](#)

The qualifications require for tutor listed on page 200 (6.4) If we must use an outside agency such as Kaplan for tutoring, wouldn't they be responsible for hiring tutors(?), are we just to use their curriculum and hire our own tutors?

[Answer:](#)

If using an outside agency, hiring of its employees is the responsibility of the outside agency unless other agreements state otherwise. Proposer can use their (Kaplan) curriculum and hire their tutors. [Proposer can use any recognized individualized multilevel tutoring curriculum as long as tutoring services are in the home of the TAY or community site.](#)

18. [Question:](#)

Does 10 page limit pertain only the Individualized Transition Skills Program (stated on page 27). Should we include the proposer's educational assessments and tutoring plan within those 10 pages or can it be separate with no requirements in terms of (the) number of pages?

[Answer:](#)

Refer to question number 23 in Attachment A.

19. Question:

An agency will be awarded 500 extra points if we use volunteers as part of the ITSP plan. On page 199, you say the Transition Development Specialist may be volunteers, but will we get points if we use them in other ways such as mentors, speakers etc.

Answer:

Volunteers will only apply to TDS position and Tutors. Changes to include volunteer tutor is in Addendum Number Three.

20. Question:

Can we regularly schedule group sessions in “Community Centers” for TAY so that we can have speakers do field trips, or have group sessions with role playing interviews and such?

Answer:

The intent of ITSP is to provide services in the home of TAY or at a local community site. Refer to question number 33 in Attachment A.

21. Question:

How does Living Wage Program affect subcontractors and/or joint venture contractors?

Answer:

Living Wage Ordinance applies to all contractors and subcontractors. If subcontractors feel that the exemptions apply to them, they must submit the application of Living Wage exemption by January 6, 2012.

22. Question:

Is it possible for all bidders to receive a copy of the names of those attending this proposers’ conference.

Answer:

Yes. See Exhibit1.

23. Question:

What is (the) November 10th Solicitation Review?

Answer:

A Solicitation Requirements Review is a formal request from a person or entity to the County contest issue(s) related to the four categories: Minimum Requirements, Evaluation Criteria, Business Requirements or Unclear Instructions. It is not mandatory for prospective proposer to submit a Solicitation Requirements Review.

24. Question:

Are there 1,500 clients for each of the two region/service areas or 750 for each region?

Answer:

The total number of TAY to be served from both regions is 1,500. The number of TAY to be served per region is listed in Part H, SOW, Exhibit A-8.

25. Question:

What does service category mean? Can you elaborate?

Answer:

Service category is the name of the program the TAY is being referred to. This is listed in Part G, SOW, Exhibit A-4.

26. Question:

Can you provide a Sample Budget?

Answer:

A sample budget (template) is available in Part D. The budget is to be determined by the Proposer for it proposed program. The County cannot dictate a Proposer's budget.

27. Question:

What the "radius of service?" – for each office? And may offices expand over time as program grows? Must all offices be in place at the onset of the program?

Answer:

A business office or main headquarter is required in each region, but offices are not required for each SPA. Proposers can choose to have offices in any SPA they feel is needed to support their program. Business office or main headquarter must be in place at the onset of the program.

28. Question:

Is there a “TBS-like” position (required)? (We) understand need for Program Director, tutors, assessor, social skills trainer and volunteers, but the RFP talks about a staff working with youth to avoid gangs, or cope with/deal with life problems (e.g. substance abuse, counseling, etc..). Is this a requirement of another position?

Answer:

The issues address in the question relates to the eight Chafee outcomes and deliverables. These services are to be address and provide by a Transition Development Specialist.

29. Question:

Can a TDS function as a tutor?

Answer:

No. Overlapping roles

30. Question:

What does this mean, “Need to have 30 staff in four months?”

Answer:

The number of staff required to provide ITSP services depends on your organization’s staffing plan. 30 staff is simply calculated by 750 divided by 1:25 ratio of TDS to TAY per region. Contract requires contractors to be able to provide service to up to 750 (if equally divided between two regions) by the fourth month of contract term.

31. Question:

Could you specify what is expected of the “green initiative?”

Answer:

We are encouraging proposers to support the green initiative in any manner or method that its feels that will support the intent of the initiative and can be incorporated into their daily operation. Examples are use of recycled products, electronic transmission of information, alternate fuel vehicles, etc.

32. Question:

What is the average staffing requirement? How many staff does an average program need?

Answer:

We do no have an answer for these questions, as the each proposed program (plan) will differ. It is the responsibility of each Proposer to provide an adequate staffing plan that will meet the needs of the contract. The only restriction listed in the RFP is the requirements of the Living Wage Ordinance if you are subject to adhere to this ordinance.

33. Question:

You mentioned “in home.” Is it acceptable to provide these services for youth in residential substance abuse/mental health services (and) who are on probation?

Answer:

It is the responsibility of the County to determine the eligibility of the referred TAY. Each referral will be screened prior to referral being submitted to contractor. Determination of those listed in the category listed in your question will be address on a case-by-case basis.

34. Question:

If your employee is truly P.T., is there still a minimum hourly wage or is it the state minimum wage?

Answer:

It is the County’s decision to authorize part-time (part-time employees of the contractor) per the Living Wage Ordinance. Those subject to full-time must adhere to the Living Wage hour wage of \$11.84 or \$9.64. The County encourages contractors to offer full-time employment to their part-time employees (if use of part-time is granted.) The state’s minimum wage would apply for those granted to use part-time employees (part-time employees of the contractor), but Contractors are encouraged to offer the LWO wages.

35. Question:

If there are mono-lingual youth, how will they be served? Is there a provision in the contract?

Answer:

Service should be provided in the language the TAY is most comfortable.

36. Question:

Is the program for only documented youth? Who will check for this?

Answer:

Contractor is not responsible for this issue. DCFS will determine the TAY's eligibility.

37. Question:

If a provider is delivering an education program that includes tutoring as one aspect of the program, can the tutors be contracted with the provider and not employees? All other services would be provided by employees of the provider.

Answer:

Yes, Providers can subcontract for tutors.

38. Question:

If exempt from Living Wage, and application submitted on time, does the Living Wage Compliance Section (3.7) need to be completed or / Do we just include the exempt form and do not need to answer / address all the questions in the section?

Answer:

There is a correction to this section, as those who are granted an exemption to the Living Wage Ordinance are still required to submit: Acknowledgement and Statement of Compliance, Labor/Payroll Debarment History and Staffing Plan. In lieu of the Declaration, place letter of exemption. RFP will be amended to reflect change.

39. Question:

When will the selected contractor(s) be notified? Date?

[Answer:](#)

Our tentative schedule for notice of contract award is March 2012.

40. [Question:](#)

If we did not attend the previous bidding meeting, are we eligible to apply?

If so, can we receive the notes, minutes or questions and answer from that meeting as it seems that a more comprehensive description of program detail was provided there?

[Answer:](#)

Yes, you are still eligible to apply as long as your organization attended one mandatory conference. See for questions and answers (Attachment A) from the October 11, 2011 Proposers' Conference.

41. [Question:](#)

Is there an indirect cost percentage limitation with contract?

[Answer:](#)

If the indirect cost is in reference to administrative cost, it is the standard allowable percentage. Cost should be based on the proposer's budget.

42. [Question:](#)

Can tutors be college graduates as well as those defined in the RFP?

[Answer:](#)

Yes, as long as they meet the minimum requirements listed in the Part H of the RFP.

43. [Question:](#)

An amendment to the RFP has been mentioned a few times, can you share when the amendment will come out and if there will be an opportunity to ask questions about the prospective changes.

[Answer:](#)

Addendum Number Three is tentatively scheduled to be released on or about December 6, 2011, only after Counsel's review. November 7 is the last day to ask questions, as there is no other forum to discuss questions.

44. Question:

Will contractors be given an advance for the start-up process? If so, how much? When?

Answer:

There are no start-up fees in this contract.

45. Question:

If you would like to use part-time staff for your program, what is the process for approval? Who do you send the request to?

Answer:

Request to use part-time employees (part-time employees of contractor) must be submitted to Contract Analyst, Margaret Wong as listed in Addendum Number One prior to proposal submission. There is no specific deadline, but it is advisable that appropriate time is available for County to respond prior proposal deadline.

46. Question:

Can a TDS and Volunteer work with the Youth at the same time (Within the same hour)? If needed for the specific Activity.

How would a service provider give tutoring in English-Language Arts with a youth who is more comfortable speaking Spanish? How would this be possible for CAHSEE Prep?

Answer:

ITSP services are to be provided by the employed TDS or volunteer TDS. Services (hours) from a volunteer worker (e.g. presenter, speaker, instructor, etc) cannot be invoiced.

Service can be conducted in Spanish or language of choice of TAY, but all CAHSEE topics must be addressed/discussed and taught to assist the TAY with passing the CAHSEE. Both the chosen language and English shall be used to address the Language Art component of CAHSEE.

47. Question:

Will you be screening the youth better for certain SPA's concerning Crips and Bloods, so they do not end up in the same facility?

Answer:

Since the services are individualized and in the home or Community of the TAY, there should be no contact with other TAY during sessions other than during Group Activity, which are limited to the number of participating TAY.

48. Question:

I provide mental health services, in-home. What type of work group, mental health services is to be provided?

Answer:

Mental health services are not required for this contract and cannot be claimed in YDS invoices.

49. Question:

Can workshops be held at the agency or separate sites?

Answer:

Workshops could be at the agency or separate site as long as it is with the TAY's Community.

50. Question:

Can you cross SPA's to address the specific language needed?

Answer:

This issue should be addressed in your proposal. DCFS' Program staff will deal with it on a case-by-case situation.

51. Question:

Are outside of county TAY eligible for services?

Answer:

Only Los Angeles residents are eligible for YDS services. Services shall continue to TAY, who transfers to another adjacent county.

**YOUTH DEVELOPMENT SERVICES
PROPOSERS' CONFERENCES
CMS #11-016
LIST OF ATTENDEES**

EXHIBIT 1

1	A Thousand Joys	1313 W. 8th Street, Suite 214	Los Angeles	CA	90017
2	Aspiranet	615 N. Nash Street, Suite 305	El Segundo	CA	90245
3	Aviva Family and Children's Services	7210 Franklin Avenue	Los Angeles	CA	90046
4	B and I Group Home	197 E. Alvarado	Pomona	CA	91762
5	Bayfront Youth and Family Services	3224E. Bixby Rd	Long Beach	CA	90807
6	CAASS	1441 E. Rowland Avenue	West Covina	CA	91791
7	California Hispanic Comm	2100 Capital Ave.	Sacramento	CA	91205
8	CASA	201 Centre Drive	Monterey Park	CA	91754
9	Centro CHA Inc.	727 Pine Avenue	Long Beach	CA	90813
10	Cerritos College	11110 Alonda Blvd	Norwalk	CA	90650
11	Child Alliance, Inc.	21143 Hawthorne Blvd., Suite 480	Torrance	CA	90503
12	Children Uniting Nations	6380 Wilshire Blvd., #1006	Los Angeles	CA	90048
13	Circle of Help	1011 Goodrich Blvd.	Los Angeles	CA	90022
14	Circle of Help Foundation	1011 Goodrich Blvd.	Los Angeles	CA	90022
15	Coalition of Mental Health Professionals	9219 S. Broadway	Los Angeles	CA	90003
16	Community Career Dev	3550 Wilshire Blvd., #500	Los Angeles	CA	90010
17	David and Margaret	1350 Third Street	La Verne	CA	91750
18	Developing Options Landmark Edu	8117 W. Manchester Ave., #249	Playa Del Rey	CA	90293
19	EdNet Career Inst	7301 Topanga Canyon Bl., #350	Canoga Park	CA	91303
20	El Camino College	16007 Crenshaw	Torrance	CA	90503
21	El Nido Family Centers	10200 Sepulveda Blvd, #350	Mission Hills	CA	91345
22	Esperanza Services, Inc.	1000 S. Fremont Ave, MS 33	Alhambra	CA	91803
23	Estwick and Associates	PO Box 862225	Los Angeles	CA	90086-2225
24	Foundation for Ca Community Colleges	1102 Q Street	Sacramento	CA	95825
25	Futuro Infantil Hispano	2227 E. Garvey	West Covina	CA	91791
26	HOPE (Helping Other People Excel)	11163 S. Central Avenue	Los Angeles	CA	90059
27	Hub Cities Consortium	2677 Eve Ave.	Huntington Park	CA	90255
28	I-Adarp	6911 Hayvenhurst Ave., #101	Van Nuys	CA	91406
29	IMCES	3580 Wilshire Blvd, #200	Los Angeles	CA	90010
30	Inner Circle Foster Care	7210 Hayvenhurst Ave.	Van Nuys	CA	91406
31	Isaac Deres Foundation	8921 Sepulveda Blvd	Los Angeles	CA	90045
32	JVS	6505 Wilshire Blvd., #200	Los Angeles	CA	90048
33	Kids Coach	P O Box 3095	Cypress	CA	90630
34	KYDS, Inc.	7555 Van Nuys Blvd.	Van Nuys	CA	91405
35	LA Urban League	3450 Mt. Vernon Dr.	Los Angeles	CA	90008
36	Living Advantage	7095 Hollywood, #726	Hollywood	CA	90028
37	Los Angeles Child Guidance Clinic	3031 S. Vermont Avenue	Los Angeles	CA	90007
38	Los Angeles Youth Network	1680 N. Vine	Los Angeles	CA	90028
39	Love & Respect youth	4728 S. Western Ave.	Los Angeles	CA	90062
40	M & I Education Consult Network	5318 E. 2nd St., #700	Long Beach	CA	90803
41	McDuffy's Academy of Academic Excellence	7705 Victoria Avenue	Inglewood	CA	90305
42	New Directions for Youth	7400 Van Nuys Bl., #203	Van Nuys	CA	91406
43	New Horizons	100 Corporate Park, #270	Culver City	CA	90230
44	New Image Emergency Shelter	401 E. Ocean Bl., Ste 401	Long Beach	CA	90802
45	Okuli's Eagle Nest	1315 N. Bullis Rd, #12	Compton	CA	90021
46	Olive Crest	17800 Woodruff Ave, Suite A	Bellflower	CA	90706
47	Open Arms	8306 Wilshire Bl., #7024	Beverly Hills	CA	90211

**YOUTH DEVELOPMENT SERVICES
PROPOSERS' CONFERENCES
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LIST OF ATTENDEES**

EXHIBIT 1

48	Optimist Youth Homes	6957 N. Figueroa St.	Los Angeles	CA	90041
49	Pacific Lodge Youth Services	4900 Serrania	Woodland Hills	CA	91364
50	Pals, Inc.	3777 Long Beach Blvd., #406	Long Beach	CA	90807
51	Para Los Ninos	500 Lucas Avenue	Los Angeles	CA	90017
52	Pathways to Your Future	335 E. Albertoni #653	Carson	CA	90746
53	People Who Care Youth Center	1500 W. Slauson Avenue	Los Angeles	CA	90047
54	Plaza Community Services	4018 City Terrace Dr.	Los Angeles	CA	90063
55	Refuge Christian Center	119 E. Washington Blvd	Pasadena	CA	91103
56	Rosemary Children Services	36 S. Kinneloa Avenue	Pasadena	CA	91107
57	San Gabriel Valley Conservation Corps	3629 Cypress Ave.	El Monte	CA	91731
58	SBCC	360 N. Sepulveda, #2075	El Segundo	CA	90245
59	Singleton Housing Project	1897 W. Jefferson	Los Angeles	CA	90018
60	Soledad Enrichment Action, Inc.	3763 E. 4th Ave.	Los Angeles	CA	90063
61	South Bay Center for Community Dev.	360 N. Sepulveda, #2075	El Segundo	CA	90245
62	Southeast Los Angeles County Workforce Investment Board	12440 E. Firestone Blvd.	Norwalk	CA	90650
63	St. Anne's	155 N. Occidental Blvd.	Los Angeles	CA	90029
64	Tessie Cleveland Community	8019 Compton Avenue	Los Angeles	CA	90250
65	The Community College Foundation	3530 Wilshire Blvd, Suite 610	Los Angeles	CA	90010
66	The New You Center	1030 Florence	Los Angeles	CA	90044
67	The Positive Results Corp	720 W. 124th St.	Los Angeles	CA	90044
68	The Village Family Services	6736 Laurel Canyo Blvd, #200	North Hollywood	CA	91606
69	Transcendence	450 W. Mission St., #308	Pomona	CA	91766
70	Turning New Corners	1525 Orange Grove Ave, Ste A	Glendale	CA	91205
71	United Friends of the Children	1055 Wilshire Bl., #1955	Los Angeles	CA	90017
72	Vista Del Mar	3200 Motor Avenue	Los Angeles	CA	90034
73	Voices, Inc.	3550 Wilshire Blvd., #916	Los Angeles	CA	90010
74	West Angeles Counseling Center	3017 S. Crenshaw Blvd.	Los Angeles	CA	90016