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Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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August 1, 2012

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Dear Prospective Contractors and Interested Parties:

ADDENDUM NUMBER TWO TO REQUEST FOR PROPOSALS NUMBER 11- 053 FOR SAFE CHILDREN STRONG FAMILIES SERVICES

Addendum Number Two is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Safe Children Strong Families Request for Proposals (RFP) Number 11-053. Addendum Number Two 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 Two 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 with the following list of attachments included within this Addendum: Attachments to the Question and Answers for Exhibits A through E along with Contract Related Question and General Questions and Answers will be posted no later than Thursday, August 2, 2012.

Attachments to Addendum Number Two	Attachment Name
Attachment I	Total Funding Allocations by Program
Attachment II	Technical Forms A-9 through A-11 for Exhibit A
Attachment III	Revised Required Forms
Attachment IV	Questions and Answers for Exhibit A
Attachment V	Questions and Answers for Exhibit B
Attachment VI	Questions and Answers for Exhibit C
Attachment VII	Questions and Answers for Exhibit D
Attachment VIII	Questions and Answers for Exhibit E
Attachment IX	Questions and Answers Contract Related
Attachment X	Questions and Answers General

RFP, Introduction, Section 7.0 - Minimum Mandatory Requirements, Sub-sections 7.1, 7.2, and 7.3 are deleted in their entirety.

“To Enrich Lives Through Effective and Caring Service”

- 7.1 ~~Proposer must attend the mandatory "PROPOSERS" Conference scheduled for July 16, 2012, from 5:00 PM to 9:00 PM PST. The conference will be held at the following location:~~
~~Arboretum — Ayers Hall~~
~~301 N. Baldwin Avenue~~
~~Arcadia, CA 91007~~
- 7.2 ~~Proposer must submit proposals by Thursday, August 23, 2012, at 12:00 PM, PST.~~
- 7.3 ~~Proposer must comply with the RFP format and requirements set forth in the Proposal Submission Requirements, Part B, of this RFP when submitting its proposal.~~

RFP, Introduction, Section 7.0 - Minimum Mandatory Requirements, Sub-section 7.8 – Additional Minimum Requirements to Qualify for APSS, Sub-paragraph 7.8.3 is amended to read as follows:

- 7.8.3 ~~Proposer or proposer's sub-contractor must be a certified Medi-cal provider. and be able to utilize Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) Funding.~~

RFP, Introduction, Section 7.0 - Minimum Mandatory Requirements, Subsections 7.9 and 7.9.1 – Additional Minimum Requirements to Qualify for Partnerships for Families has been added as follows:

- 7.9 Additional Minimum Requirements to Qualify for PFF:
- 7.9.1 Proposer must have a minimum of three (3) years experience during the last five (5) years in providing social services to families, or coordinating social services among other community providers equivalent or similar to the services listed in the Partnerships For Families Statement of Work.

RFP, Part A: General Information and Requirements, Section 9.0 Contract Term is amended to read as follows:

9.0 Contract Term

Please refer to Part F – Sample Contracts for the contract term for each contract.

RFP, Part A: General Information and Requirements, Section 10.0 – Contract Rates is amended to read as follows:

10.0 Contract Rates

Please refer to Part F – Sample Contracts for the contract rates for each contract.

RFP, Part A: General Information and Requirements, Section 11.0 - Days of Operation is amended to read as follows:

11.0 Days of Operation

Please refer to Part F – Sample Contracts for the days of operation for each contract.

RFP, Part A: General Information and Requirements, Section 14.0 – Mandatory Requirement to register on County's Webven is amended and Sub-section 14.2 is added to read as:

14.0 Mandatory Requirement to register on County's Webven

14.1 Prior to a contract award, all potential Contractors must register in the COUNTY's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the COUNTY's home page at http://lacounty.info/doing_business/main_db.htm.

14.2 Once contracts are awarded, Contractors shall ensure that the registration information entered on the County's Webven remains current.

RFP, Part A: General Information and Requirements, Section 36.0 – Local Small Business Enterprise Preference Program is deleted in its entirety.

RFP, Part A: General Information and Requirements, Section 37.0 – Local Small Business Enterprise Prompt Payment Program is deleted in its entirety.

RFP, Part B: Proposal Submission Requirements, Section 49.0 – Business Proposal Format is amended to read as follows:

49.0 Business Proposal Format

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

- Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies
- Transmittal Letter
- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Proposer's Quality Control Assurance Plan (Section D)
- Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of / or Exceptions to (Section E)
- Business Proposal Required Forms (Section F)
- Required Forms (Section G)

- Last Page of Proposal

RFP, Part B: Proposal Submission Requirements, Section 49 – Business Proposal Format, Sub-section 49.6.5.2 – Proposers' approach to Provide Required Services for Partnerships for Families (PFF) (Section C) is deleted in its entirety:

49.6.5.2 ~~Experience in providing psychotherapy services to the different communities of Los Angeles County.~~

RFP, Part B: Proposal Submission Requirements, Section– Business Proposal Format, Sub-section 49.6.5.8 – Proposers' approach to Provided Required Services for Partnerships for Families (PFF) (Section C) is amended to read as follows:

49.6.5.8 Provide a Quality Assurance Plan that describes how requirements of the ~~Prevention and Aftercare—Resource Center~~ PFF service delivery plan will be met, measured, and how any compliance issues will be addressed and managed.

RFP, Part B: Proposal Submission Requirements, Section 49.0 – Business Proposal Format, Sub-section 49.7 – Proposer's Quality Control Plan (Section D) is re-titled and amended to read as follows:

49.7 Proposer's Quality ~~Control~~ Assurance Plan (Section D)

Present a comprehensive draft Quality ~~Control~~ Assurance Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Exhibits A, B, C, and D, Statements of Work (as applicable), Statements of Work and Section D, Performance Outcome Measures, of each Statement of Work.

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.

RFP, Part B: Proposal Submission Requirements, Section 49.0 – Business Proposal Format, Sub-section 49.9 – Business Proposal Required Forms (Section F) is amended to read as follows:

49.9 Business Proposal Required Forms (Section F)

Proposal shall include all completed, signed, and dated forms indentified in Part E - Required Forms.

Required Form 1	Proposer's Organization Questionnaire/Affidavit
Required Form 1-A	Transmittal Letter
*	Table of Contents (must immediately follow the Transmittal Letter)
Required Form 2	Certification of "No Conflict of Interest"
Required Form 3	Offer to Perform and Acceptance of Terms and Conditions
Required Form 4	Proposal Sheet
Required Form 4-A	Line Item Budget
Required Form 5	Attestation of Willingness to Consider GAIN/GROW Participation for Employment
Required Form 6	Familiarity of the County Lobbyist Ordinance Certification
Required Form 7	Proposer's/Offeror's EEO Certification
Required Form 8	Community Business Enterprise Form (CBE)
Required Form 9	List of Proposer's Commitments
Required Form 10*	Sample Board of Director's Resolution (non-public Proposer)
Required Form 11	Prospective Contractor List of Contracts
Required Form 11-A	Prospective Contractor References
Required Form 12	Agency Involvement in Litigation and/or Contract Compliance Difficulties
Required Form 13	Revenue Disclosure (non-public Proposer)
Required Form 14	List of Current Members of Board of Directors/Other Agencies
Required Form 15	Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
Required Form 16	Certification of Ownership and Financial Interest

Required Form 17	Jury Service Program, Application for Exception and Certification
Required Form 18	List of Subcontractors
Required Form 19	Audited Financial Statement
Required Form 20	Proof of Insurability
Required Form 21	Organizational Data
Required Form 22	Secretary of State Filings – Statement of General Information
Required Form 23	Copies of all licenses, certifications, and permits
Required Form 24	Charitable Contributions Certification
Required Form 25	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Required Form 26	Transitional Job Opportunities Preference Application
Required Form 27	Prospective Contractor's List of Terminated Contracts

RFP, Part B: Proposal Submission Requirements, Section 49.0 – Business Proposal Format, Sub-section 49.10 – Transmittal Letter is added to read as follows:

49.10 Transmittal Letter

The Transmittal Letter shall not exceed four (4) pages and shall be on the Proposer's letterhead stationery. The Transmittal Letter shall include: (1) Proposer's legal business name and legal business status (i.e., partnership, corporation, etc.); (2) address, telephone, and facsimile numbers of the person(s) to be used for contact; (3) **the names and original signatures of the persons identified on the agency's Board Resolution as authorized to sign on behalf of Proposer and to bind the agency in a Contract**; (4) the number of years in business under the present name; (5) the programs the agency is attempting to qualify; (6) which target population category(s) the proposer is attempting to serve; (7) the number of years of experience the Proposer has had in providing the required Services identified in Part D: Statements of Work; and (8) Proposer's disclosure (if any) of any employee or any other person acting on Proposer's behalf, who is within the purview of County Code Section 2.180.010

RFP, Part B: Proposal Submission Requirements, Section 50.0 – Cost Proposal Format is amended to read as follows:

50.0 Cost Proposal Format

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

- Cover Page identifying, at a minimum, the RFP and the Proposer's name.

- Proposal Price Sheet – Required Form 4A – 4E
- Line Item Budget – Required Form 4F
- Budget Narrative – Required Form 4G
- Certification of Independent Price Determination & Acknowledgement of RFP Restrictions – Required Form 15
- Audited Financial Statement – Required Form 19

RFP, Part C – Selection Process and Evaluation Process, Section 52.0 – Selection Process, is amended to read as follows:

52.0 Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin after the close of the RFP submission date on ~~August 23~~ October 12, 2012, at 12:00 PM, PST. Please allow sufficient time to submit your proposals, including the time to locate parking, delivery your proposal(s) to the correct location; and obtain a receipt. Proposals will not be accepted after 12 PM on ~~August 23~~ October 12, 2012.

RFP, Part C – Selection Process and Evaluation Process, Subsection 52.2 is amended to read as follows:

52.2 Proposals received by ~~August 23~~ October 12, 2012, at 12:00 PM, PST, 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.

RFP, Part C – Selection Process and Evaluation Process, Section 52.0 – Selection Process, Sub-section 52.10 is re-titled as follows:

52.10 Adherence to Minimum Requirements and ~~Proposal Format~~ (Pass/Fail)

RFP, Part C – Selection Process and Evaluation Process, Section 52.0 – Selection Process, Sub-section 52.17 – Cost Proposal Evaluation Criteria (20% of Total Possible Points), Sub-paragraphs 52.17.6 and 52.17.7 are deleted in their entirety, and Sub-section 52.17.8 is renumbered to read as follows:

~~52.17.8~~ 52.17.6 Transitional Job Opportunities Preference: Five percent (5%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Transitional Job Opportunities Preference.

RFP, Part D – Statements of Work, Exhibit A: Prevention and Aftercare Services-Resource Center

Section 2.0 Target Population, Subsection 2.1.3 has been amended as follows:

2.1.3 DCFS referred clients, who are receiving Family Reunification services. Ten (10) percent of the total Prevention and Aftercare Services contract award shall be allocated for use with this population.

Section 4.0 Differential Response Path 1, Subsection 4.5 has been deleted in its entirety.

4.5 ~~CONTRACTOR's MDT designees shall be at the paraprofessional level or higher.~~

Section 4.0 Differential Response Path 1, Subsection 4.7 has been amended as follows:

4.7 CONTRACTOR shall maintain completed Differential Response Path 1. Multidisciplinary Team Designee Forms for all Contractor staff who serve as MTD designees. The Differential Response Path 1 Multidisciplinary Team Designee Forms shall be kept on file and made available to COUNTY Program Manager upon request.

Section 5.0 Case Navigation, Subsection 5.2 has been amended as follows:

5.2 DCFS referred clients receiving Family Reunification services shall be eligible for all services outlined in the Scope of Work, with the exception of the "Individual/family share of Cost" paid through the Contractor's Discretionary Funds. Ten (10) percent of the total Prevention and Aftercare Services contract award shall be allocated for use with this population.

Section 5.0 Case Navigation, Subsection 5.1.2 has been amended as follows:

5.1.2 DCFS referred clients receiving Family Reunification services shall be eligible for all services outlined in the Scope of Work, with the exception of the "Individual/family share of Cost" paid through the Contractor's Discretionary Funds.

Section 5.0 Case Navigation, Subsection 5.2 has been amended as follows:

5.2 CONTRACTOR shall verify that the family does not have an open case with another SCSF Contractor by asking the client at the time of intake and/or searching a COUNTY maintained database. If the family has an open case with another SCSF Contractor, provision of any non-duplicative service which has been identified as a need, in addition to linkage services, is permissible. COUNTY shall provide training and technical assistance regarding COUNTY database as required. ~~provision of linkage services is permissible. For all other service needs, CONTRACTOR shall refer the family to the appropriate SCSF Contractor for the geographic catchment area.~~

Section 5.0 Case Navigation, Subsection 5.2.4.3 has been amended as follows:

5.2.4.3 CONTRACTOR shall make the needs assessment and individualized service plan and Prevention and Aftercare Services Intake/Exit Form available to COUNTY Program Manager upon demand.

Section 5.0 Case Navigation, Subsection 5.2.4.4 has been deleted in its entirety.

~~5.2.4.4 Consistent with the Strengthening Families: Protective Factors Framework CONTRACTOR shall, whenever possible, include the family's informal support system and the referring Community Stakeholder to the family group meeting.~~

Section 5.0 Case Navigation, Subsection 5.2.5 has been amended as follows:

5.2.5 CONTRACTOR shall, at the initiation of Prevention or Aftercare Services, actively plan for client self sufficiency. At the time of conclusion of Prevention and Aftercare Services CONTRACTOR shall conduct an exit planning meeting with the family to discuss their plan for sustaining all progress made. ~~CONTRACTOR shall conduct a needs assessment to update the Prevention and Aftercare Services Intake/Exit form to assess the family's status at the time of termination.~~

Section 5.0 Case Navigation, Subsection 5.2.9 has been amended as follows:

5.2.9 If the family's need ~~as assessed by the Prevention and Aftercare Services Intake/Exit form~~, is beyond the scope of what CONTRACTOR can provide CONTRACTOR shall coordinate and collaborate with other County CONTRACTORS or community based organizations in the distinguished geographic catchment area; thereby, tailoring continuing services to the family's needs, reducing duplication of services and ensuring continuity of care.

Section 10.5 Emergency Basic Support Services (EBSS), Subsection 10.6.2.1 has been added as follows:

10.6.2.1 COUNTY Program Manager has the discretion to approve EBSS in excess of \$500 per family, per contract year under extraordinary circumstances and on a case by case basis. CONTRACTOR shall not provide EBSS in excess of \$500 per family, per contract year without written approval from COUNTY Program Manager.

RFP, Part D – Statements of Work, Exhibit B: Prevention and Aftercare Services- CAPIT

Section B Project Foundation, 1.0 Purpose has been amended as follows:

1.0 Child Abuse and Neglect Prevention, Intervention and Treatment (CAPIT) program Services are mandated by California State Assembly Bill 1733 aimed at preventing and treating child abuse and neglect. CAPIT programs will provide range of child abuse and neglect prevention, intervention and treatment services to at risk families. ~~preferably in one location.~~ Services shall consist of:

1. Intake and Assessment,

2. Individual, family and group psychotherapy,
3. Counseling,
4. In-home services, including psychotherapy, counseling, crisis response and teaching and demonstrating homemaking instruction;
5. Case management and linkage services, and
6. Parenting education

Section 2.0 – CONTRACTOR’S GENERAL RESPONSIBILITIES, is amended to add Subsections 2.4 and 2.5 to read as follows:

- 2.4 CONTRACTOR shall, at minimum, make services available during the traditional business hours of Monday through Friday from 9 a.m. to 5 p.m.
- 2.5 CONTRACTOR will have a physical location in the service area they are contracted to serve within 30-60 days from the contract award.

Section 3.0 – TARGET POPULATIONS, Subsection 3.1 is amended to read as follows:

TARGET POPULATIONS

3.1 Prevention and Aftercare Services will target the following population residing in the County of Los Angeles in the following priority:

- Families referred by the Resource Centers;
- **Families with open DCFS cases;**
- The general population ~~including self-referred~~;
 - Walk-in clients,
 - Community stakeholder referrals such as schools, hospitals and law enforcement agencies;
- Families and children at risk of abuse and/or neglect;

Section 4.1 – INTAKE AND ASSESSMENT SERVICES has been amended as follows:

4.1 INTAKE AND ASSESSMENT SERVICES

CONTRACTOR shall provide Intake services to all client individuals and/or families via face-to-face meetings and /or interventions.

The intake shall include an assessment of the Strengthening Families Protective Factors Framework, Attachment Q (Center for the Study of Social Policy’s Strengthening Families™ Approach). ~~The intake shall include an assessment of the client families five protective factors.~~ The contracted agency is responsible for developing an appropriate intake. ~~The Intake must be approved by CPM.~~

Section 4.1 – INTAKE AND ASSESSMENT SERVICES Subsection 4.1.2 through 4.1.5 have been added as follows:

- 4.1.1. Intake services must be provided by a paraprofessional level staff or above
- 4.1.2 The intake process shall include verification of Los Angeles County residency
 - 4.1.2.1 Appropriate documentation for verifying Los Angeles County residency includes, but is not limited to, a copy of any paperwork (i.e. home bills, school reports) or identification card which has the families address printed, or a form created by the agency in which the family indicates that they are Los Angeles County residents.
- 4.1.3 The intake assessment will drive the initial development of the case plan for the family.
- 4.1.4 Consistent with the Shared Core Practice Model the CONTRACTOR shall engage the individual and/or family in the case planning process to develop a case plan which meets the individual needs for each child and family.
- 4.1.5 The case plan should at minimum include the following:
 - Identify client therapeutic needs;
 - Identify client's basic needs;
 - Include the client's signature indicating that they are in agreement with the case plan;

Section 4.2 CASE MANAGEMENT AND LINKAGE SERVICES are amended and renumbered as follows:

4.2 CASE MANAGEMENT AND LINKAGE SERVICES

Contractor's Case Management Services shall consist of:

- ~~Intake and assessment of the client/family needs;~~
 - ~~Verification of County of Los Angeles residency;~~
- ~~Development of the case plan;~~
 - ~~Identify client therapeutic needs;~~
 - ~~Identify client basis needs~~
 - ~~Client families signature on case plan;~~
- Referrals and linkages for services identified in the case plan using Linkage Form, Exhibit B-2;
 - Follow-up to ensure client is receiving needed service;
 - Verify no client waits longer than 10 days prior to receiving services;
 - ~~Assess client progress and success of the case plan;~~
- Evaluation of case plan progress;

- Document continuous improvement of families circumstances;
- 4.2.1 CONTRACTOR shall ensure that follow-up, evaluation and reporting of the findings and resolution is included in its case file documentation.
- 4.2.2 All Case Management Services shall be documented in the client case records.
- 4.2.3 ~~Case Plans:~~ CONTRACTOR shall, at three month intervals, conduct ongoing reviews and documentation of the family's progress toward achieving their goals as identified in their written case plan.
- 4.2.4 Case Management services can be provided by a case aid level staff or above.
- 4.2.5 CONTRACTOR shall ensure that each individual and family case record includes all of the following:
- ~~4.2.3.1~~ 4.2.5.1 Verification of County of Los Angeles residency.
 - ~~4.2.3.2~~ 4.2.5.2 Consistent with the Shared Core Practice Model, Exhibit B-4 an adult, child, and/or family intake assessment shall be completed which includes the date and signature of staff conducting the intake assessment.
 - ~~4.2.3.3~~ 4.2.5.3 ~~The intake shall include an assessment of the Strengthening Families Protective Factors Framework, Attachment Q (Center for the Study of Social Policy's Strengthening Families™ Approach).~~
 - ~~4.2.3.4~~ 4.2.5.4 ~~Consistent with the Shared Core Practice Model the CONTRACTOR shall engage the individual and/or family in the case planning process to develop a case plan which meets the individual needs for each child and family.~~
 - ~~4.2.3.5~~ 4.2.5.5 The case plan shall address the protective factor(s) which were assessed to need strengthening.
 - ~~4.2.3.6~~ 4.2.5.6 ~~The case plan shall include the client's signature noting their acceptance of the case plan.~~
 - ~~4.2.3.7~~ 4.2.5.7 Documentation of all services provided to the person through CAPIT including dates, time spent, type of contact, description of what occurred during the contact, and signature of the person providing the service.

Section 4.3 – COUNSELING SERVICES is deleted in its entirety and replaced as follows:

4.3 COUNSELING SERVICES

These services are provided by the CONTRACTOR to families via face-to-face meetings and/or interventions by a counselor with an individual, couple, family, or group.

In home teaching and demonstrating services may be provided by a case aide staff.

CONTRACTOR will be required to provide crisis response to current clients, but not required to respond to crisis calls for individuals who are not agency clients.

Section 4.5 – PARENTING EDUCATION SERVICES is deleted in its entirety and replaced as follows:

4.5 Parenting Education Services

Parenting groups shall meet for a minimum of twenty (20) sessions conducted over a period of not less than twenty (20) consecutive weeks or CONTRACTOR has the ability to submit a request for CPM approval to waive the (20) session requirement based on the agency's curriculum and/or training.

CONTRACTOR shall administer a pre and post test to each parent.

CONTRACTOR shall require regular attendance by each parent, and CONTRACTOR shall evaluate the skills and knowledge gained by each parent, prior to providing a report, if requested, to the Juvenile Court or to DCFS.

These groups shall be facilitated by a paraprofessional level instructor or above.

Parenting groups shall be administered at the agency or off-site to meet the needs of the community.

Section 5.0 QUALITY ASSURANCE PLAN AND MONITORING, SUBSECTION 5.1 QUALITY ASSURANCE PLAN, 5.1.3 is deleted in its entirety:

~~5.1.3 Contractor's QAP shall include a description of how its strengthening families protective factor outcomes will be measured to ensure compliance with the CAPIT contract.~~

RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention

Section 6.0 – FAMILY PRESERVATION (FP) ASSESSMENT SERVICES, Subsections 6.1.6, 6.1.9, 6.1.12 have been amended to read as follows:

6.1.6 CONTRACTOR shall ensure that if the family is not present the assessor immediately contacts the COUNTY designee. The COUNTY designee is to confirm the address and contact information. If the family is not contacted within 15 ~~30~~ minutes of the assessor's arrival at the home, the referral shall be closed unless otherwise specified by the COUNTY designee. CONTRACTOR is to contact the COUNTY designee to report an

attempted contact. CONTRACTOR shall leave an Attempted Contact Letter Exhibit C-10 at the residence. CONTRACTOR is to submit an Initial Attempted Contact Form, Exhibit C-11 to the COUNTY designee by fax. Documentation of all referral activity shall be kept in the case record.

6.1.9 CONTRACTOR shall ensure that the completed, approved, and signed report be submitted to the requesting Supervising Children's Social Worker (SCSW) and COUNTY designee no later than 24 hours after the assessment has been completed. CONTRACTOR shall not e-mail the report due to confidentiality guidelines. The report must clearly provide the clinician's or registered intern's assessment in the areas of mental health status, substance abuse, and domestic violence history and a recommendation regarding what impact, if any, those factors may have on a parent/caregiver's ability to safely care for a child, capacity/incapacity, and must include recommended linkage services, as described in Attachment P to meet identified needs consistent with DCFS Core Practice Model, Exhibit C-9. Attachment P, Linkages, describes the linkages and their processes. The report must clearly document the assessor's arrival and departure time in the heading of the report. CONTRACTOR shall maintain documentation of submission to DCFS.

6.1.12 Emergency Auxiliary Good and Services (ERCP Referrals Only)

CONTRACTOR shall be responsible for consulting with the ERCP or COUNTY designee, to assess the emergency needs of families. If such needs are necessary, CONTRACTOR shall use available auxiliary funds to purchase goods and services, one time per family, up to a maximum of \$500.00. CONTRACTOR has up to five calendar days following with and approval by the ERCP or County designee to purchase the approved items.

Emergency Auxiliary goods and services purchased by the CONTRACTOR shall include, but are not limited to, bedding, clothing, flatware and temporary emergency housing. CONTRACTOR shall use the designated web-based system to invoice for reimbursement for goods and services on Exhibit C-22, Emergency Auxiliary Goods and Services.

Section 6.0 – FAMILY PRESERVATION (FP) ASSESSMENT SERVICES, Subsection 6.2.7 has been amended to read as follows:

6.2.7 CONTRACTOR shall ensure that the completed, approved, and signed assessment report be submitted to the requesting Supervising Children's Social Worker (SCSW) and COUNTY designee no later than 72 hours (three business days) after the assessment has been completed. CONTRACTOR shall not e-mail the report due to confidentiality guidelines. The report must clearly provide the clinician's or registered intern's assessment in the areas of mental health status, substance abuse, and domestic violence history and a recommendation regarding what impact, if any, those factors may have on a parent/caregiver's ability to safely care for a child, parental capacity/incapacity, and must include recommended services and resources to address any identified service needs consistent with DCFS Core Practice Model, Exhibit C-9. The report must clearly document assessor's arrival and departure time in the heading of the report. CONTRACTOR shall maintain documentation of submission to DCFS.

NOTE: A completed signed and written report must be submitted to the requesting Emergency Response SCSW and COUNTY designee in order for an agency to submit an invoice for payment.

Section 7.0 – FAMILY PRESERVATION (FP) INTERVENTION SERVICES, Subsections and subparagraphs 7.1.4, 7.1.5, 7.1.8.3, 7.1.9, and 7.1.9.1 have been amended to read as follows:

7.1.4 CONTRACTOR shall ensure that the IHOC shall make contact with the family within two business days following the receipt of the referral to include a minimum of three telephone attempts and one face-to-face home visit attempt. If contact is unsuccessful, CONTRACTOR shall immediately contact the COUNTY designee. CONTRACTOR shall leave an Attempted Contact Letter, Exhibit C-10 at the residence when the attempted face-to-face is made. Attempted visits shall be documented on the Initial Attempted Contact Form, Exhibit C-11, and kept in the case record. The Initial Attempted Contact Form shall be made available to the COUNTY designee upon request.

CONTRACTOR shall terminate the referral within two business days after the attempted face to face visit, if a response has not been received by the family. If CONTRACTOR does not receive a response from DCFS within three days then the referral shall be closed. DCFS reserves the right to make the final decision regarding closing the referral

7.1.5 Within 24 hours after the IHOC initial home visit or an attempted home visit where the IHOC was unable to make contact, the CONTRACTOR shall inform the COUNTY designee if either: 1) the family refused services; 2) the IHOC believes the family is inappropriate for services; or 3) the IHOC believes the family is appropriate for services. If CONTRACTOR, after assessing the family regards them as inappropriate for ARS, CONTRACTOR shall notify the CSW. If CSW is not available, CONTRACTOR shall contact the SCSW and/or the ARA. When a CSW and CONTRACTOR do not agree regarding the appropriateness of the family for ARS, CONTRACTOR shall utilize and confer with the DCFS Regional Office chain of command.

In any one of these cases, the CONTRACTOR may invoice for the supplemental IHOC visit that is in excess of the base rate visit, for the assessment, at the hourly rate of the educational level of the staff providing the assessment, ~~which shall not exceed one hour.~~

7.1.8.3 The attendees at the ARS/FP MCPC Service Plan meeting shall develop the ARS/FP MCPC Service Plan Agreement (Exhibit C-13), which shall: 1) determine which family members are to receive service; 2) assess the strengths of the family; 3) outline the services, intervention, and/or items to be provided; 4) identify short and long-term goals that will assist in meeting identified goals; and 5) decide who will provide the services. CONTRACTOR shall also comply with DCFS protocols as found in DCFS policy Coordination Service Action Team (CSAT) at: <http://lacdcfs.org/katieA/csat/>, to identify and address mental health disorders in children. In the event mental health issues are identified in adult family members, CONTRACTOR must complete the necessary

forms and/or processes to refer the family member to a COUNTY's DMH provider or another similarly qualified, affordable mental health provider.

Parent(s)/caregiver(s), COUNTY designee, child(ren) (over the age of 10), and Clinical Director shall sign and date the ARS / FP MCPC Service Plan Agreement.

NOTE: CONTRACTOR cannot bill for DMH services through ARS FP.

7.1.9 In-Home Outreach Counselor (IHOC) Sessions (ARS Cases)

CONTRACTOR shall provide ~~once weekly~~, one-hour, IHOC sessions for each family participating in the ARS/FP Services. Timely engagement of families is fundamental and consistent with DCFS Core Practice Model, Exhibit C-9.

IHOC sessions are face-to-face meetings between the IHOC and the ARS/FP MCPC Service Plan Agreement participants. IHOC sessions must provide case management services, crisis intervention, as well as linkage services and advocacy. In collaboration with the family and DCFS staff, the IHOC conducts psychosocial assessments, develops comprehensive treatment plans, and arranges for services and activities while monitoring the clients' progress toward a Court ordered and non-Court ordered treatment/case plan goals. Documentation of the IHOC session is case specific and documents all aspects on Progress Notes, Exhibit C-17.

7.1.9.1 The ~~weekly~~ IHOC sessions shall be at least one hour in length and are part of the base rate. Any additional IHOC sessions that are necessary, may be of shorter duration and billed accordingly. CONTRACTOR may bill for a fifth IHOC session for those months in which there are five weeks.

Section 7.0 – FAMILY PRESERVATION (FP) INTERVENTION SERVICES, Section 7.2 has been amended to read as follows:

7.2 FP INTERVENTION: OPEN DCFS/PROBATION FP CASES

The FP Intervention services approach is an integrated, comprehensive, community-based approach to service delivery that ensures child safety while strengthening and preserving families who are experiencing problems in family functioning characterized by child abuse, neglect or exploitation. The goal of the services, resources, and supports is to assure the physical, emotional, social, educational, cultural and spiritual development of children in a safe and nurturing environment.

Families will be provided FP Intervention services when they are referred AND when any of the following conditions apply:

- Families with substantiated referrals;
- Families receiving family reunification services;
- Families receiving family maintenance services;
- Families with Juvenile Probation Involvement

NOTE: Identification of Intensive Family Preservation (IFP) Families for Service Priority: Intensive Family Preservation (IFP) is services provided to families to assist in maintaining children in the family home when possible. The target demographics are families with children ages 0-5, a child with demonstrated mental health needs, or any child determined to necessitate intensive services as identified by the TDM meeting.

Eligibility criteria for IFP services:

- Child in the family, age 0-5;
- Any family with a child having a demonstrated mental health need;
- Any family as determined and documented by the TDM meeting;

NOTE: ARS cases are not eligible to receive IFP services.

The initial determination of the IFP services will be made at a TDM meeting. As schedule allows, the assigned CONTRACTOR must be involved/present at this meeting where it shall be determined if the family will receive IFP services. All base rate and Supplemental Services may be provided prior to the initial MCPC Service Plan Agreement meeting. The initial IFP services shall be documented on Supplemental Services Progress Notes, Exhibit C-18. Continued need for IFP Services shall be assessed throughout the life of the case and case plan may be changed as warranted.

NOTE: Once IFP services have been established, the length of time that the family will continue to receive IFP services shall be at the discretion of the Child-Family Team. When Child-Family Team members reach a consensus that IFP services are no longer warranted, the family's service plan will be amended and the family will be provided with the traditional FP services.

Section 7.0 – FAMILY PRESERVATION (FP) INTERVENTION SERVICES, Subsections and subparagraphs 7.2.6, 7.2.15, 7.2.15.1, 7.2.17.3, 7.2.17.4, 7.2.18.5, 7.2.18.6, 7.2.19.2, and 7.2.19.3 number 7, have been amended to read as follows:

7.2.6 Within 24 hours after the IHOC initial home visit or an attempted home visit where IHOC was unable to make contact, the CONTRACTOR shall inform the COUNTY designee if either: 1) the family refused services; 2) the IHOC believes the family is inappropriate for services; or 3) the IHOC believes the family is appropriate for services. If CONTRACTOR, after assessing the family regards them as inappropriate for FP services, CONTRACTOR shall notify the CSW. If CSW is not available, CONTRACTOR shall contact the SCSW and/or the ARA. When a CSW and CONTRACTOR do not agree regarding the appropriateness of the family for FP services, CONTRACTOR shall utilize and confer with the DCFS Regional Office chain of command.

In any one of these cases, the CONTRACTOR may invoice for the supplemental IHOC visit that is in excess of the base rate visit for the assessment, at the hourly rate of the educational level of the staff providing the assessment, ~~which shall not exceed one hour.~~

7.2.15 In-Home Outreach Counselor (IHOC) Sessions (DCFS/Probation FP Cases)

CONTRACTOR shall provide ~~once weekly~~, one-hour, IHOC sessions for each family participating in the DCFS/Probation FP Services. Timely engagement of families is fundamental and consistent with DCFS Core Practice Model, Exhibit C-9.

IHOC sessions are face-to-face meetings between the IHOC and the DCFS/Probation MCPC Service Plan Agreement participants. IHOC sessions must provide case management services, crisis intervention, as well as linkage services and advocacy. In collaboration with the family and DCFS staff, the IHOC conducts psychosocial assessments, develops comprehensive treatment plans, and arranges for services and activities while monitoring the clients' progress toward Court ordered and non-Court ordered treatment/case plan goals.

7.2.15.1 The ~~weekly~~ IHOC sessions shall be at least one hour in length and are part of the base rate. Any additional IHOC sessions that are necessary, may be of shorter duration and billed accordingly. CONTRACTOR may bill for a fifth IHOC session for those months in which there are five weeks.

7.2.17.3 ~~CONTRACTOR shall ensure that make-up visit(s) are held in order to provide the four monthly base rate visits per calendar month when all family member(s) are excused from a IHOC sessions.~~

7.2.17.4 If all family members are excused from an IHOC session and four base rate visits are not held during the month, the CONTRACTOR must back out one-fourth (1/4) of the base rate per visit, for each excused absence if CONTRACTOR made the service available to the family.

7.2.18.5 ~~If the required number of IHOC sessions is not provided during the month due to an unexcused absence(s), CONTRACTOR shall reduce payment for each unexcused visit missed. The amount to be reduced is the equivalent of one-sixth (1/6) of the base rate for each missed visit.~~

7.2.18.6 ~~In months where a case is not open for the entire month, the base rate must be adjusted on a pro rata basis for the actual number of days the case was open during that month, and any missed visits are then deducted at the rate of \$175.00 per missed visit. The amount deducted shall not exceed the pro-rated base rate for that month.~~

7.2.19.2 CONTRACTOR shall ensure all Supplemental Services are referred ~~delivered~~ within 72 hours or less after the services have been deemed necessary by the MCPC or prior to the MCPC for IFP services. CONTRACTOR shall ensure the Supplemental Service is provided within 30 days of being referred for non IFP cases. CONTRACTOR must ensure Supplemental IHOC and T&D services are delivered within 72 hours or less after the services have been deemed necessary. CONTRACTOR must use the appropriate forms identified in the Exhibits attached to this Contract, exactly in the format they appear.

7.2.19.3 Supplemental Services include, but are not limited to:

7. Parenting Training Services / Fatherhood Program:

Services that support and enhance parenting skills through training in areas such as: 1) anger management; 2) impulse control; 3) child development; and 4) alternative discipline. Parent Training Services are distinct from support groups. Documentation of Parenting Training shall be documented on Counseling Notes, Exhibit C-19, including the client's progress towards ARS/FP MCPC Service Plan Agreement goals. At minimum, staff providing parenting training service/fatherhood program must be professional level.

Section 9.0 - STAFFING, Subsection 9.3.7 has been amended to read as follows:

9.3.7 CONTRACTOR shall advise the CPM, in writing, of any change(s) in CONTRACTOR's key personnel or Subcontractors' personnel at least three business days ~~24 hours~~ before proposed change(s), including name and qualifications of new personnel. CONTRACTOR shall ensure that no interruption of services occurs as a result of the change in personnel.

RFP, Part D: Statements of Work, Exhibit D: Adoption Promotion and Support Services

(APSS), Part B – Project Foundation, Section 3.0 – Contractor's General Responsibilities, Subsections 3.13 through 3.19 are amended with the new numbering as follows:

~~3.13~~ 3.1 As required in Part II, Section 1.0, Contractor's Administration, CONTRACTOR shall designate a Program Manager responsible for daily management of Contract operation and overseeing the work to be performed by CONTRACTOR as defined in this Statement of Work. The Con-PM is identified in Attachment J.

~~3.14~~ 3.2 The Con-PM shall be responsible for CONTRACTOR's day-to-day activities as related to this Contract, and shall coordinate with the CPM on a regular basis.

~~3.15~~ 3.3 CONTRACTOR agrees that any work performed outside the scope of this SOW shall be deemed a gratuitous act on the part of CONTRACTOR and, therefore, CONTRACTOR shall have no claim against COUNTY.

~~3.16~~ 3.4 CONTRACTOR shall not schedule or conduct any meetings or Negotiations under this Contract on behalf of the COUNTY or DCFS or Probation.

~~3.17~~ 3.5 CONTRACTOR shall request approval from the CPM in writing of any change(s) in CONTRACTOR's key personnel at least three (3) business days before proposed change(s), including name and qualifications of new personnel. CONTRACTOR shall ensure that no interruption of services occur as a result of the change in personnel.

~~3.18~~ 3.6 CONTRACTOR shall hold weekly supervision reviews with all professional staff, paraprofessional staff, interns, and all other staff that provide program services under this contract. Copies of sign in logs, agendas and any other supervision materials shall be made available to the CPM upon request. Supervision reviews may be held individually or as a group.

~~3.19~~ 3.7 CONTRACTOR shall maintain documentation in the personnel files of all Professional and Paraprofessional Staff, interns, and volunteers of its staff:

~~3.19.1~~ 3.7.1 All training hours and topics;

- ~~3.49.2~~ 3.7.2 Copies of resumes, degrees and professional licenses; and
~~3.49.3~~ 3.7.3 Criminal clearances and background checks.

RFP, Part D: Statements of Work, Exhibit D: Adoption Promotion and Support Services (APSS), Part B – Project Foundation, Section 3.0 – Contractor’s General Responsibilities, Subsections 3.6 and 3.7 are amended to read as follows:

- 3.6 CONTRACTOR shall hold weekly supervision reviews with all professional staff, paraprofessional staff, interns, and all other staff that provide program services under this contract, with the exception of mentors and volunteers who may be supervised on a monthly basis. Copies of sign in logs, agendas and any other supervision materials shall be made available to the CPM upon request. Supervision reviews may be held individually or as a group.
- 3.7 CONTRACTOR shall maintain documentation in the personnel files of all Professional and Paraprofessional Staff, Mentors, interns, and volunteers of its staff:

RFP, Part D: Statements of Work, Exhibit D: Adoption Promotion and Support Services (APSS), Part B – Project Foundation, Section 5.0 – Staff Requirements, Training, and Retention, Sub-section 5.2 Staff Training, Sub-paragraph 5.2.1 and Sub-section 5.3 are amended to read as follows:

- 5.2.1 CONTRACTOR shall ensure all professionals, Paraprofessional, interns staff, volunteers, and Subcontractors’ staff providing Program services receives regular, ongoing in-service training and supervision. CONTRACTOR’s staff shall receive a minimum of eight (8) hours of training each quarter of the Contract term. APSS professionals who have worked in an adoption agency for two years or more would qualify for a reduction to 16 hours of training per fiscal year. CONTRACTOR shall hold weekly supervision reviews with all professional staff, paraprofessional staff, ~~mentors~~, interns. CONTRACTOR shall hold monthly supervision reviews with all mentors and volunteers.

5.3 Staff Record Retention

CONTRACTOR shall maintain documentation in the personnel files of all Professional, Paraprofessional Staff, mentors, interns, and volunteers of its staff: (1) all training hours and topics; (2) copies of resumes, degrees, and professional licenses; and (3) current criminal clearances and background checks for five years after the employee or volunteer has ceased employment with the CONTRACTOR.

RFP, Part D: Statements of Work, Exhibit D: Adoption Promotion and Support Services (APSS), Part C – Service Description, Section 6.3 – Case Management Services, Sub-section 6.3.1 is amended to read as follows:

6.3.1 CONTRACTOR shall develop in partnership with the family and consistent with the Shared Core Practice Model, a written individualized service plan consistent with the Strengthening Families: Protective Factors Framework including: (1) documentation of client strengths and needs; (2) measurable goals and objectives related specifically to client strengths and needs; (3) method of achieving goals (i.e., what services will be provided, how will services be provided), and who will provide the services); and (4) a ~~weekly~~ plan of activities to be accomplished with the client.

RFP, Part D: Statements of Work, Exhibit D: Adoption Promotion and Support Services (APSS), Part C – Service Description, Section 6.5 – APSS Mentor Program, Sub-paragraph 6.5.6.5 is amended to read as follows:

6.5.6.5 Present a monthly promotion, ~~in coordination with the CPM,~~ in the community, such as dissemination of information and presentations at community agencies, religious institutions and other organizations with whom the mentor is involved. CONTRACTOR shall inform CPM in writing at least six business days prior to the date of monthly promotion.

RFP, Part D: Statements of Work, Exhibit D: Adoption Promotion and Support Services (APSS), Part C – Service Description, Section 6.6 is amended to read as follows:

6.6 Support Groups

CONTRACTOR shall provide Support Groups in ~~both English and Spanish.~~ Groups shall be provided in Spanish whenever there are at least four clients who state their preference for a Spanish speaking group for: (1) prospective and adoptive parents (including kin-adopt parents); (2) birthparents; and (3) children (including children who have an alternate permanent plan of adoption) to discuss concerns, issues, frustrations, experiences, and successes related to adoption as well as everyday family life and child rearing.

RFP, Part D: Statements of Work, Exhibit D: Adoption Promotion and Support Services (APSS), Section D – Performance Outcome Summary is amended to change the data in the Performance Target and Monitoring Methods columns to read as follows:

SECTION D – Performance Outcome Summary
ADOPTION PROMOTION and SUPPORT SERVICES

SERVICE CATEGORY TARGET GROUP			
Children and families either currently or previously involved with Los Angeles County DCFS and Probation who are in various stages of the adoption process. Hesitant children who could benefit from a plan of adoption.			
DCFS OUTCOME	OUTCOME PERFORMANCE INDICATOR	PERFORMANCE TARGET	MONITORING METHODS
<p>Goal: PERMANENCY</p> <p><i>Reduction in the number of children remaining in care</i></p> <p><i>Increase in the number of children in permanent adoptive homes</i></p>	1. CONTRACTOR shall document efforts to contact family within two business days of the effective date of the referral.	1. 100% adherence to County requirements as stated in this contract	<p>Web-based Data System</p> <p>Monthly and Annual Reports</p> <p>Ad Hoc Reports as Requested by CPM</p> <p>On-Site Technical Reviews by Program Monitors</p> <p>Client Satisfaction Surveys (Exhibits D-6 and D-7)</p>
	2. CONTRACTOR shall document efforts to meet face-to-face with family to provide services within five business days of the effective date of the referral.	2. 100% adherence to County requirements as stated in this contract	
	3. CONTRACTOR shall contact family within two business days and complete initial home visit within five business days of the effective date of the referral.	3. 90% adherence to County requirements as stated in this contract	
	4. CONTRACTOR shall complete an individualized service plan that is inclusive of the strengths and needs assessment and protective factors framework with signatures of all participants.	4. 100% adherence to County requirements as stated in this contract	
	5. CONTRACTOR shall complete individualized service plan within 30 days of the effective date of the referral.	5. 95% adherence to County requirements as stated in this contract	
	6. CONTRACTOR shall provide services to all clients as specified in their case plan.	6. 100% adherence to County requirements as stated in this contract	
	7. CONTRACTOR shall at three month intervals, conduct ongoing reviews and documentation of the client's progress toward achieving goals as identified in case plan.	7. 100% adherence to County requirements as stated in this contract	
	8. CONTRACTOR will offer Medi-Cal eligible mental health services as specified in the client's case plan.	8. 100% adherence to County requirements as stated in this contract	
	9. APSS services shall facilitate the development and strengthening of parental protective factors; consistent with the Shared Core Practice Model, the Strengthening Families: Protective Factors Framework and addressing the Seven Core Issues of Adoption.	9. 100% adherence to County requirements as stated in this contract	

	<ol style="list-style-type: none"> 10. CONTRACTOR shall complete the required face to face mentor visits on a monthly basis or have weekly telephone contacts as required by the SOW. 11. CONTRACTOR shall dedicate a telephone line for the APSS Mentor Program. 12. CONTRACTOR shall present a mentor's monthly promotion in the community in which they serve per the SOW. 13. CONTRACTOR shall provide a minimum of one adoption-focused training workshop per quarter to community partners. 14. CONTRACTOR shall submit required reports within the SOW timeframes or as requested by CPM. 15. CONTRACTOR shall refer clients to appropriate linkage services and follow up within five business days to ensure linkage occurred 16. CONTRACTOR shall attend Provider meetings on a monthly basis or as scheduled by the CPM 17. CONTRACTOR program staff shall be trained on issues of cultural competency and disparity and disproportionality 18. Of the families that have received APSS services, the percentage of dissolutions of adoptive placement or finalized adoptive home 19. Of the families that have received and/or completed APSS services, the percentage of children who were stabilized or made progress toward the goal of a permanent adoptive home 	<ol style="list-style-type: none"> 10. 100% adherence to County requirements as stated in this contract 11. 100% adherence to County requirements as stated in this contract 12. 100% adherence to County requirements as stated in this contract 13. 100% adherence to County requirements as stated in this contract 14. 100% adherence to County requirements as stated in this contract 15. 100% adherence to County requirements as stated in this contract 16. 95% adherence to County requirements as stated in this contract 17. 100% adherence to County requirements as stated in this contract 18. Shall not exceed a maximum of 10%. 19. Shall meet a minimum of 70%. 	
<p>CONTRACTOR shall cooperate with COUNTY in the collection of data related to the identification of families receiving Adoption Promotion and Support Services and establishing baseline data.</p>			

RFP, Part F – Sample Contracts, Appendix D: Adoption Promotion and Support Services (APSS), Part I: Unique Terms and Conditions, Section 2.0 Term and Termination, Sub-sections 2.1 and 2.2 are deleted in their entirety and replaced to read as follows:

2.1 The term of this Contract shall commence on _____ or the date of execution by the COUNTY's Board of Supervisors, whichever is later, and shall expire on _____ or one year from the date of execution by the COUNTY's Board of Supervisors, whichever is later, unless terminated earlier or extended, in whole or in part, as provided in this Contract.

2.2 The COUNTY shall have the sole option to extend the Contract term for up to four additional one-year periods for a maximum total Contract term of five years. Each such option and extension shall be exercised at the sole discretion of the Director, by Amendment or written notice to the CONTRACTOR, provided that approval of County's Chief Executive Office (CEO) is obtained prior to any such extension.

RFP, Part D – Statements of Work, Exhibit E: Partnerships for Families

Section 2.0 TARGET POPULATION, Subsection 2.2 has been amended to read as follows:

- 2.2 ~~DCFS referred families with closed referrals, regardless of risk level or referral disposition, that~~ Community referred pregnant women who have risk factors for child maltreatment. These risk factors include:
- 2.2.1 Young Maternal Age (i.e., teen mothers)
 - 2.2.2 Domestic violence related issues
 - 2.2.3 Maternal substance abuse related issues
 - 2.2.4 Maternal mental health related issues

Section 3.0 SCOPE OF WORK, Subsection 3.4.1.1 has been added to read as follows:

- 3.4.1.1 COUNTY Program Manager has the discretion to extend PFF services beyond six months under extraordinary circumstances and on a case by case basis. CONTRACTOR shall not extend PFF services beyond six months without written approval from COUNTY Program Manager.

Section 4.0 REFERRALS, Subsection 4.6 has been amended to read as follows:

- 4.6 Within 24 hours after the initial home visit, CONTRACTOR shall inform the COUNTY designee if: 1) the family refused services; and/or 2) the ~~HOG~~ Case Manager believes the family is inappropriate for services.

Section 4.0 REFERRALS, Subsection 4.6.1 has been amended to read as follows:

- 4.6.1 If, after assessing the family, CONTRACTOR regards them as inappropriate for PFF Services CONTRACTOR shall notify the CSW. If CSW is not available, CONTRACTOR shall contact the SCSW and/or the ARA. When a CSW and CONTRACTOR do not agree regarding the appropriateness of the family for PFF Services, CONTRACTOR shall utilize and confer with the DCFS Regional Office chain of command, including the County Regional Administrator, County Program Manager and above.

Section 5.0 – CASE MANAGEMENT SERVICES, Subsection 5.2 has been amended to read as follows:

5.2 Contractor may request approval for Case Management services to be provided by a paraprofessional level staff member.

Section 5.0 – CASE MANAGEMENT SERVICES, Subsection 5.5 bullet three has been deleted as follows:

5.5 Case management sessions shall include the following services and activities:

- General Counseling Services, as described within this SOW;
- PFF Service Planning, as described within this SOW;
- ~~Ongoing assessment of family strengths and needs, utilizing the Family Assessment Form and adjustment of service plan as necessary;~~
- Ongoing monitoring of client progress toward service plan goals;
- Crisis Intervention, as necessary;
- Systems Navigation/Linkage Services; and
- Advocacy.

Section 5.0 – CASE MANAGEMENT SERVICES, Subsections 5.7.1, and 5.7.2, have been amended to read as follows:

5.7.1 ~~CONTRACTOR shall, at the time of initial contact, engage family in the case planning process, as consistent with DCFS Core Practice Model, Exhibit F-6. This includes identifying family strengths and existing protective factors.~~ CONTRACTOR shall, at the time of initial contact with the family, begin completing a needs assessment, to be updated as necessary throughout the life of the case.

5.7.2 ~~CONTRACTOR shall, at the time of initial contact begin completing the Family Functioning Assessment tool, Exhibit F-9. CONTRACTOR shall update the Family Assessment Form throughout the life of the case to continually assess family functioning. CONTRACTOR shall utilize the needs assessment tool of their choice until a standardized assessment tool is implemented by DCFS for use in specific SCSF programs. Timelines for completion of the assessment shall be consistent with intended use of the tool. CONTRACTOR shall incur no cost for use of the standardized tool selected by DCFS and shall be provided with training on the use of tool at the time of implementation.~~

Section 5.0 – CASE MANAGEMENT SERVICES, Subsections 5.7.4, 5.7.7 and 5.7.8 have been deleted in their entirety.

5.7.4 ~~CONTRACTOR shall ensure completion of the PFF service plan Exhibit F-10, within five (5) days of the initial face-to-face contact with the family.~~

5.7.7 ~~Consistent with DCFS Core Practice Model, Exhibit F-6, CONTRACTOR shall, at four (4) week intervals, conduct ongoing reviews and documentation of the family's progress toward achieving their goals as identified in PFF service plan.~~

5.7.8 ~~CONTRACTOR shall ensure that each individual and family case record includes all of the following:~~

- ~~• Consistent with the DCFS Core Practice Model, an adult, child, and/or Family Functioning Assessment shall be updated, which includes the date and signature of staff conducting the assessment;~~
- ~~• The Family Assessment Form shall include an assessment of the Strengthening Families A Protective Factors Framework, Attachment Q (*Source material: Center for Study of Social Policy (CSSP) at: www.strengtheningfamilies.net or www.cssp.org);*~~

Section 5.0 – CASE MANAGEMENT SERVICES, Subsection 5.8.1 has been amended as follows:

5.8.1 CONTRACTOR shall, when unable to provide services to meet a family's needs, as assessed with the family Functioning Assessment ~~Family Assessment Form~~ tool, link families with services identified to meet said needs.

Section 5.0 – CASE MANAGEMENT SERVICES, Subsection 5.9.1 has been amended to read as follows:

5.9.1 CONTRACTOR shall provide Concrete Support Services for basic family needs such as food, adequate housing, transportation, clothing, and medical care, as identified in the family's needs assessment. Exhibit E-19, PFF Allowable Concrete Support

Section 5.0 – CASE MANAGEMENT SERVICES, Subsection 5.9.5.1 has been added as follows:

5.9.5.1 COUNTY Program Manager has the discretion to approve Concrete Support in excess of \$500 per family, per contract year under extraordinary circumstances and on a case by case basis. CONTRACTOR shall not provide Concrete Support in excess of \$500 per family, per contract year without written approval from COUNTY Program Manager.

Section 6.0 – PSYCHOTHERAPY SERVICES, Subsection 6.2 has been amended to read as follows:

6.2 CONTRACTOR shall fund psychotherapy services for ~~with PFF monies for~~ clients who are ~~medi-cal~~ ineligible.

Section 6.0 – PSYCHOTHERAPY SERVICES, Subsection 6.1 has been deleted in its entirety.

6.11 ~~CONTRACTOR shall document therapy on Therapy Notes, Exhibit F-13, including the client's progress towards PFF service plan goals.~~

Section 7.0 – HEALTH, PARENTING, AND/OR OTHER EDUCATION PROGRAMS OR RESOURCES, Subsection 7.1 has been amended to read as follows:

7.1 CONTRACTOR shall ensure the provision of health, parenting and/or other education programs or resources through direct provision, subcontracting and/or linkage services. These services are provided by ~~professional~~ paraprofessional level staff or higher to assist families in attaining and maintaining optimal functioning and family health at a minimum of once weekly. CONTRACTOR may request approval for certain health and/or educational programs to be facilitated by staff at the case aid level.

Section 8.0 – STRUCTURED PARENT-CHILD AND/OR FAMILY-CENTERED ACTIVITIES, Subsection 8.2 has been amended as follows:

8.2 These services are provided by ~~paraprofessional~~ case aid level staff or higher to improve parent-child and/or family relationships. These activities may include recreational and social activities such as field trips, and holiday gatherings and:

Section 10.0 EARLY CARE AND EDUCATION (ECE), Subsection 10.2 has been amended to read as follows:

10.2 CONTRACTOR shall ~~ensure that~~ link families to safe, affordable and high quality care and education through direct provision of and/or partnerships with ECE providers to meet the needs of the most vulnerable of the PFF population. CONTRACTOR's ECE community partner(s), subcontractor(s) and/or linkage resource is subject to COUNTY Program Manager approval.

Section 10.0 EARLY CARE AND EDUCATION (ECE), Subsection 10.2.1 has been added as follows:

10.2.1 CONTRACTOR shall document in the case record all efforts to link families to safe, affordable and high quality early care and education.

Section 13.0 MEETINGS, Subsections 13.1 and 13.2 have been amended to read as follows:

13.1 CONTRACTOR ~~Program Manager~~ Project Director shall attend quarterly continuous quality improvement (CQI) meetings for the Safe Children and Strong Families service delivery model. Safe Children and Strong Families CQI meeting participants shall include all other Safe Children and Strong Families Contractors, County Program Managers and DCFS Regional Office Representatives.

13.2 CONTRACTOR ~~Program Manager~~ Project Director, or appropriate representative, shall attend all Partnerships for Families meetings as determined by COUNTY. Meetings to be scheduled by COUNTY at a minimum of once quarterly.

Section 16.0 – STAFFING, Subsection 16.2.1 through 16.2.5 have been amended and re-numbered as follows:

16.2.1 Case Aid: Case aids shall be paid employees with no degree requirement.

16.2.2 Paraprofessional Staff: Professional staff shall have, at minimum, a Bachelor's Degree in Social work, Psychology, Marriage and Family Counseling or a closely related field.

16.2.3 Professional Staff: Professional staff shall possess, at minimum, a Master's Degree in Social work, Psychology, Marriage and Family Counseling

16.2.4 Clinical Director: The Clinical Director shall be one of the following: 1) a Licensed Clinical Social Worker (LCSW) with a current license from the California Board of Behavioral Sciences; or 2) a Licensed Marriage and Family Therapist (LMFT) with a current license from the California Board of Behavioral Sciences; or 3) a licensed Psychologist with a current license from the California Board of Psychology. The Clinical Director must also have a minimum of two (2) years experience, during the last five (5) years providing direct client services similar to the services listed in this Exhibit C.

16.2.5 Project Director shall have a Bachelor's degree in the social services field, for a minimum of two (2) years.

Section 17.0 – STAFF TRAINING, RECORD AND REPORTING, Subsection 17.1 has been amended to read as follows:

17.1 CONTRACTOR shall train all professional and paraprofessional staff, registered interns and volunteers providing program services within 30 business days from their start date. This training shall consist of a minimum of 40 hours to include: 1) identifying child safety issues; 2) instructing staff and volunteers in mandated reporting requirements; 3) working with families affected by abuse and neglect; 4) learning methods of identifying and building family strengths; 5) helping parents build on their own skills and confidence; 6) promoting positive parent-child and family interaction; 7) learning record keeping procedures and accurate completion of the ~~Family Functioning Assessment Tool~~, Exhibit F-9, linking families to community services and resources.

Section 19.0 – QUALITY ASSURANCE MONITORING, Subsections 19.7 and 19.8 have been added as follows:

19.7 CONTRACTOR shall actively participate in annual performance reviews to assess achievement of performance measures. CONTRACTOR shall collect and share client identifying information such as name, date of birth, and any assigned agency identification numbers. Safe Children and Strong Families performance based contracts shall be evaluated subsequent to year two of contract implementation to assess programmatic effectiveness in achieving desired outcomes, as well as to inform continuous quality improvement efforts. Safe Children and Strong Families evaluations shall be COUNTY directed.

19.8 CONTRACTOR shall actively participate in Safe and Children and Strong Families evaluation activities. Said evaluation activities include, but are not limited to, collection and sharing of data on:

- Program implementation;
- Participant characteristics;
- Participant Outcomes

LIST OF EXHIBITS FOR STATEMENT OF WORK – EXHIBIT E, Partnerships for Families is amended as follows:

All Exhibits within Exhibit E, Statement of Work – Partnerships for Families shall be amended to E-1, E-2, E-3 etc. as stated in the List of Exhibits page 304.

RFP, Part E – Required Forms REQUIRED FORM 4-C, has been revised, replaced, and is attached to this Addendum Number Two.

RFP, Part E – Required Forms, Sample Board Resolution is added and is attached to this Addendum Number Two as Attachment III.

RFP, Part F, Appendix A, Sample Contract, Prevention and Aftercare Services- Resource Center

RFP, Part F, Appendix A, Sample Contract, Prevention and Aftercare Services – Resource Center, Section 6.0 CONTRACTOR MANDATORY ORIENTATION, Subsections 6.1 has been added.

6.1 DCFS will convene a meeting with representatives from the various SCSF Prevention and Aftercare Services providers to develop a standardized needs assessment to be utilized in both Prevention and Aftercare Services programs. DCFS will solicit participation from awarded Contractors at a later date.

RFP, Part F, Appendix A, Sample Contract, Prevention and Aftercare Services – Resource Center, Section 8.0 CONTRACTOR STAFFING, Subsections 8.1.4.2 is deleted in its entirety.

~~8.1.4.2_PM shall be available 24 hours a day, 7 days a week including holidays to respond to COUNTY inquiries and to discuss problem areas and shall have full authority to act for CONTRACTOR on all matters relating to the daily operation of this Contract.~~

RFP, Part F, Appendix A, Sample Contract, Prevention and Aftercare Services – Resource Center, Section 9.0 HOURS OF OPERATION, Subsections 9.1.1 is amended to read as follows:

9.1.1 The CFRC shall adhere to the following hours of operations:

Monday through Friday from 8:00 AM to 5:00 PM and non-traditional hours Monday through Friday from 5:01 PM to 8:00 PM and Saturday or Sunday from 9:00 PM to 1:00 PM.

RFP, Part F, Appendix A, Sample Contract, Prevention and Aftercare Services – Resource Center, Section 9.0 HOURS OF OPERATION, Subsections 9.2 is amended to read as follows:

9.2 ~~CONTRACTOR is not required to modify CFRC hours to accommodate~~

DCFS use of CFRG for visitation purposes. Contractor may request approval from the County Program Manager to modify the hours of operation as necessary to meet the needs of the community served.

RFP, Part F, Appendix A, Sample Contract, Prevention and Aftercare Services – Resource Center, Section 13.0 SUBCONTRACTING, Subsections 13.2 is deleted in its entirety.

~~13.2 CONTRACTOR shall only be permitted to subcontract new and already existing evidence based practice and promising approaches programs as stated within.~~

RFP, Part F, Appendix B, Sample Contract, Prevention & Aftercare Services – CAPIT, Section 2.0 TERM AND TERMINATION, Subsections 2.1 through 2.5 are amended to read as follows:

~~2.1 The term of this Contract shall commence on January 1, 2014 or the date of execution by the COUNTY's Board of Supervisors, whichever is later, and shall expire on December 31, 2014 or one year from the date of execution by the COUNTY's Board of Supervisors, whichever is later, unless terminated earlier or extended, in whole or in part, as provided in this Contract.~~

2.1 The term of this Contract shall commence on _____ or the date of execution by the COUNTY's Board of Supervisors, whichever is later, and shall expire on _____ or one year from the date of execution by the COUNTY's Board of Supervisors, whichever is later, unless terminated earlier or extended, in whole or in part, as provided in this Contract.

~~2.2 The COUNTY shall have the sole option to extend the Contract term for up to 2 additional one-year periods for a maximum total Contract term of 3 years. Each such option and extension shall be exercised at the sole discretion of the Director, by Amendment or written notice to the CONTRACTOR, provided that approval of County's Chief Executive Office (CEO) is obtained prior to any such extension.~~

2.2 The shall have the sole option to extend the term of this contract for up to four additional one-year periods for a maximum Contract term of five years. Each such option and extension shall be exercised at the sole discretion of the Director of DCFS by Amendment or written notice to the CONTRACTOR provided that approval of the County's Chief Executive Office (CEO) is obtained prior to any such extension.

2.3 COUNTY will issue a written start work notice to CONTRACTOR indicating when services under this Contract can begin. CONTRACTOR shall not begin any services under this Contract without such written start work notice from the COUNTY. COUNTY has the right to issue a written stop work order whenever the COUNTY deems that it is in its best interest to do so, and CONTRACTOR shall stop work immediately upon receipt of such written stop work notice.

2.4 CONTRACTOR shall notify COUNTY when this Contract is within six (6) months from the expiration of the term. Upon occurrence of this event, CONTRACTOR shall send written notification to the COUNTY Program Manager.

~~2.5 The term of this Contract may also be extended by the Director of DCFS by written notice to the CONTRACTOR 60 days prior to the expiration of the contract term, after CEO approval, for a period not to exceed six (6) months beyond June 30, 2017, if such additional time is necessary to complete the negotiation or solicitation of a new Contract.~~

2.5 The term of this Contract may also be extended by the Director of DCFS by written notice to the CONTRACTOR 60 days prior to the expiration of the contract term, after CEO approval, for a period not to exceed six (6) months beyond stated expiration date on a month-to-month basis, if such additional time is necessary to complete the negotiation or solicitation of a new Contract.

RFP, Part F, Appendix B, Sample Contract, Prevention & Aftercare Services – CAPIT, Section 17.0 Reports and Record Keeping, Subsection 17.2 is amended and renumbered as follows:

17.2 CONTRACTOR shall provide COUNTY with quarterly and annual reports.

17.2.1 The quarterly report shall be submitted electronically on or before the 10th day of October, January, April and July of the contract period. The format of the quarterly report shall be approved by the County's Program Manager.

~~17.2.2 The annual report shall be submitted electronically within 20 business days of the end of the contract period. The format of the annual report shall be approved by the County's Program Manager.~~

~~17.2.2.1 Contractor shall document strengthening families protective factor outcomes in annual report.~~

17.2.2 CONTRACTOR shall prepare and submit to CPM a written annual report describing the services provided throughout each Fiscal Year. The CONTRACTOR's annual report shall include, but not be limited to:

17.2.2.1 Description of services and/or deliverables rendered during the period, dollar amount of services rendered during the period, dollar balance remaining under the Contract, and any difficulties encountered that could jeopardize the completion of the Project or milestones or deliverables within the schedule.

17.2.2.2 CONTRACTOR shall submit the Annual Report for each fiscal year by the 20th day after the end of the fiscal year and/or contract year, to be determined by CPM at start of contract.

17.2.2.3 Contractor shall document strengthening families protective factor outcomes in annual report.

RFP, Part F, Appendix E, Sample Contract, Partnerships for Families, Section 5.0 INVOICES AND PAYMENTS, Subsections 5.20 and 5.21 are amended to read as follows:

5.20 Capacity Building

CONTRACTOR shall utilize a maximum of fifteen percent (15%) of the total contract award for Capacity Building. Fifty percent (50%) of the total Capacity Building allocation shall be used for internal capacity building and fifty percent (50%) shall be used for external capacity building. Unused funds shall be utilized for the provision of direct services.

5.21 Concrete Support

CONTRACTOR shall utilize up to twenty percent (20%) of the total ~~contract award~~ direct services allocation for Concrete Support Services. CONTRACTOR shall only be reimbursed for allowable concrete services.

RFP, Part F, Appendix E, Sample Contract, Partnerships for Families, Section 9.0 HOURS OF OPERATION, Subsection 9.1 and 9.2 have been added as follows:

- 9.1 PFF Contractors shall adhere to the following hours of operations:
Monday through Friday from 8:00 AM to 5:00 PM and non-traditional hours Monday through Friday from 5:01 PM to 8:00 PM and Saturday or Sunday from 9:00 AM to 1:00 PM.
- 9.2 Contractor may request approval from the County Program Manager to modify the hours of operation as necessary to meet the needs of the community served.

RFP, Part H, Attachments, Attachment O is amended the following definitions:

Professional Staff: shall be defined as a paid CONTRACTOR staff that provide direct client services and possess, at minimum, a Master's Degree in social work, psychology, marriage and family counseling or a closely related field.

Paraprofessional Staff: shall be defined as a paid CONTRACTOR staff that provide direct client services and possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling or a closely related field.

RFP, Part H, Attachments, Attachment O is amended to add the following definition:

Case Aide: shall be defined as a paid CONTRACTOR staff that provide direct client services but who do not possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling or a closely related field.

Item IV from Addendum One To Request for Proposals Number 11-053 for Safe Children Strong Families Services date July 20, 2012 has been amended to read as follows:

44.0 RFP Timetable

The following timeline represents the COUNTY's best estimate of the following timeline represents the COUNTY's best estimate of the schedule that shall be followed in this procurement 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 who request a copy of the RFP. Please note that all times indicated are Pacific Standard Time.

- Release RFP Tuesday, June 26, 2012
- Deadline to Submit Request for Solicitation Review July 10, 2012; 5:00 PM
- Written Questions Due July 13, 2012, 4:00 PM
- Proposer's Conference July 16, 2012
- Questions and Answers & Addendum Two Released On or about July 27, 2012; 5:00 PM
- Deadline to Submit Additional Questions Tuesday, August 7, 2012; 9:00 AM
- 2nd Questions and Answers & Addendum Three On or about Friday, August 10, 2012
- Deadline for Proposal Submission Friday, October 12, 2012; 12:00 PM
- Notification of Disqualification On or about November 21, 2012
- Deadline to Request Disqualification Review November 30, 2012, 5 :00 PM
- Deadline to Submit Notice of Intent to Request Review of Proposed Contractor Selection February 1, 2013, 5:00 PM
- Deadline to Request Review of Proposed Contractor Selection February 14, 2013, 5:00 PM
- Tentative Award Recommendation On or about July 30, 2013
- Board Hearing October 22, 2013
- Anticipated Contract Start Date January 1, 2014

Item XII from Addendum One To Request for Proposals Number 11-053 for Safe Children Strong Families Services date July 20, 2012 has been amended to read as follows:

52 Cost Proposal Evaluation Criteria (20% of Total Possible Points, ~~23% of Total Possible Points for CAPIT Proposal submissions~~)

52.17.1 County shall review the Proposer's Audited Financial Statements Required Form 19 of Part E, Required Forms, to determine how well the Proposer's financial statements determine the financial stability and capability of the company to deliver agreed upon services throughout the term of the contract. A Pass/Fail determination will be based on the following:

- QUICK RATIO (Cash + Short Term Sec +Accts. Rec/Current Liabilities)
- CURRENT RATIO (Current Assets/Current Liabilities)
- EXPENSES TO INCOME RATIO
- LONG TERM FINANCIAL VIABILITY (Tangible Net Assets)

52.17.2 Proposer's Audited Financial Statements receiving the County's Pass determination will move on to the Cost Proposal Evaluation process.

52.17.3 DCFS continues to utilize Informed Averaging Evaluation Policy selection for all its solicitations. This evaluation process emphasizes quality of service.

52.17.3.1 The lowest cost proposal will be given the highest possible number of points. All other proposals will receive points in this category based on the price quoted.

52.17.3.1.1.1 Lowest cost will be determined based on Part E, Required Form 4A - 4E, Price Sheet.

52.17.3.1.1.2 Instructions for completing Part E, Required Form 4A – 4E, Price Sheet are as follows:

52.17.3.1.1.2.1 One Price sheet is required to be submitted for each Region/SPA proposed to serve.

52.17.3.1.1.2.2 Proposed Rate/Unit Rate shall be inclusive of Direct and Indirect cost of providing service(s).

52.17.3.1.1.2.3 Proposed Rate will be based on the Average Number of Families to be served as provided in Part E, Required Form 4A – 4E

52.17.3.1.1.2.4 Current Rate/Current Average Payment Rate is provided for informational purposes only to assist Proposers in developing Payment Rate/Unit Rate.

52.17.3.1.1.3 CAPIT Only - Part E, Required Form 4B:

52.17.3.1.1.3.1 Factor in Average Number of Units per Family (30) when calculating Proposed Unit Rate for Average Number of Families to Serve (also 30).

52.17.3.1.1.3.2 Insert Cash and/or In-Kind Match percentage and dollar amount equal to or more than ten percent (10%) of total proposed cost.

52.17.3.2 Proposals will be scored on their demonstration of how the cost will fulfill the requirements of the contract.

52.17.3.3 The line item budgets will be evaluated for reasonableness.

52.17.4 CAPIT PROGRAM COST PROPOSALS ONLY

Proposer's Line Item Budget and Budget Narrative will be evaluated and points awarded accordingly to those explanations/descriptions of how proposals shall make a contribution, cash and/or in-kind in an amount equal to or more than ten percent (10%) of the total proposed cost. Contributions in excess of 10% will receive the highest points.

52.17.5 Points for all criteria evaluated will be combined to determine the overall score of a Cost Proposal.

52.17.6 However, should one or more of the Proposers request and be granted the Local Small Business Enterprise (SBE) Preference and/or Transitional Job Opportunities Preference, the cost component points will be determined as follows:

52.17.7 ~~Local SBE Preference: Eight percent (8%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.~~

52.17.8 Transitional Job Opportunities Preference: Five percent (5%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Transitional Job Opportunities Preference.

County of Los Angeles - Department of Children and Family Services
 Safe Children and Strong Families (SCSF) Services - RFP #11-053
NUMBER OF CONTRACTS TO BE AWARDED and FUNDING ALLOCATIONS PER PROGRAM

FUNDING PER PROGRAM	PREVENTION and AFTERCARE (Resource Center) EXHIBIT A	PREVENTION and AFTERCARE (CAPIT) EXHIBIT B	ASSESSMENT and INTERVENTION EXHIBIT C	ADOPTION PROMOTION and SUPPORT EXHIBIT D	PARTNERSHIPS for FAMILIES EXHIBIT E
	\$5,428,000	\$2,862,000	\$30,084,941	\$3,205,000	TBD

DCFS Regional Office	Projected Number of Resource Center Contracts	Projected Number of CAPIT contracts	Projected Number of Contracts for Assessment and Interventions
Belvedere	1	3	4
Santa Fe Springs	1	3	4
Compton	1	2	3
Wateridge	1	3	8
Vermont Corridor & West LA	1	4	4
Pomona & El Monte	1	2	5
Pasadena	1	3	3
Glendora	1	2	4
Lancaster & Palmdale	1	3	4
Santa Clarita + WSFV	1	4	4
SFV	1	3	3
Metro North	1	3	6
South County	1	4	4
Torrance	1	2	4
Total Number of Contracts	14	41	60

SPAs	Projected # of Contracts for APSS	Projected # of contracts for PFF
SPA 1	1	1
SPA 2	1	2
SPA 3	1	2
SPA 4	1	1
SPA 5	1	1
SPA 6	1	2
SPA 7	1	2
SPA 8	1	2
	8	13

**DIFFERENTIAL RESPONSE PATH 1
MULTI-DISCIPLINARY TEAM DESIGNEE (PRIMARY)**

AGENCY:

_____ hereby designates the following person as a member of
the Los Angeles County Multidisciplinary Team for the
provision of Differential Response Path 1 services.
AGENCY

- MDT DESIGNEE NAME:**
- MDT DESIGNEE TITLE:**
- TELEPHONE NUMBER:**
- EMAIL ADDRESS:**

The above MDT Agency certifies that it has provided training to the above designated person as required by the Prevention and Aftercare Services Scope of Work.

Agency Representative Signature

Date

Agency Representative Printed Name

I hereby certify that I have received the training re

I hereby certify that I have received the training referred to above and will adhere to the Differential Response guidelines established by the Los Angeles County Department of Children and Family Services.

MDT Designee Signature

Date

MDT Designee Printed Name

**DIFFERENTIAL RESPONSE PATH 1
MULTI-DISCIPLINARY TEAM DESIGNEE (SECONDARY)**

AGENCY:

_____ hereby designates the following person as a member of
the Los Angeles County Multidisciplinary Team for the
provision of Differential Response Path 1 services.
AGENCY

- MDT DESIGNEE NAME:**
- MDT DESIGNEE TITLE:**
- TELEPHONE NUMBER:**
- EMAIL ADDRESS:**

The above MDT Agency certifies that it has provided training to the above designated person as required by the Prevention and Aftercare Services Scope of Work.

Agency Representative Signature

Date

Agency Representative Printed Name

I hereby certify that I have received the training re

I hereby certify that I have received the training referred to above and will adhere to the Differential Response guidelines established by the Los Angeles County Department of Children and Family Services.

MDT Designee Signature

Date

MDT Designee Printed Name

Examples of Evaluated Out Allegations

These allegations, **in and of themselves**, do not meet the criteria for an in person response from DCFS.

- Mutual Affray - Fight between children, in which no unreasonable force was used, no injury was sustained and parent/caregiver(s) has taken appropriate action.
- Out of Home Abuse - Abuse by persons not living in the child's home and parents have taken appropriate action to protect child.
- Pregnancy – The pregnancy of a youth over fourteen (14) years old, in and of itself, with no other information provided.
- Voluntary, non-exploitive sex between teenagers under the age of eighteen (18), not more than two years apart in age, and neither teenager is under the age of fourteen (14).
- Head lice with no related concerns and parent/guardian has taken appropriate action.
- Disabled Parent – A parent's disability (such as blindness or deafness) doesn't not prevent the parent from providing appropriate supervision and care of the child.
- Children living with caretakers who are not their parents.
- An out-of-control, non-disabled teenager, or criminal/delinquent activity by a child who is not being exploited by an adult.
- Unsupervised teenagers disturbing the neighborhood.
- Latchkey children (i.e. children left unattended for 3 hours or less before or after school, who are 12 years of age or over and there is no report that the child(ren) are developmentally delayed, physically handicapped or has any special needs or medical needs. Additionally, there is no report that there is a chronic lack of supervision, drug or alcohol abuse, engaging in risky behavior or exhibiting destructive behavior.

PART E: LIST OF REQUIRED FORMS

Required Form 1	Proposer's Organization Questionnaire/Affidavit
Required Form 1-A	Transmittal Letter
*	Table of Contents (must immediately follow the Transmittal Letter)
Required Form 2	Certification of "No Conflict of Interest"
Required Form 3	Offer to Perform and Acceptance of Terms and Conditions
Required Form 4A-4E	Proposal Sheet (Includes separate Price Sheets for: Prevention and Aftercare Services – Resource Center; CAPIT, Assessment and Intervention Services, Adoption Promotion and Support Services, and Partnerships for Families.
Required Form 4-F	Line Item Budget
Required Form 4-G	Budget Narrative
Required Form 5	Attestation of Willingness to Consider GAIN/GROW Participation for Employment
Required Form 6	Familiarity of the County Lobbyist Ordinance Certification
Required Form 7	Proposer's/Offeror's EEO Certification
Required Form 8	Community Business Enterprise Form (CBE)
Required Form 9	List of Proposer's Commitments
Required Form 10	Board of Director's Resolution (non-public Proposer)
Required Form 11	Prospective Contractor List of Contracts
Required Form 11-A	Prospective Contractor References
Required Form 12	Agency Involvement in Litigation and/or Contract Compliance Difficulties
Required Form 13	Revenue Disclosure (non-public Proposer)
Required Form 14	List of Current Members of Board of Directors/Other Agencies
Required Form 15	Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
Required Form 16	Certification of Ownership and Financial Interest
Required Form 17	Jury Service Program, Application for Exception and Certification
Required Form 18	List of Subcontractors
Required Form 19	Audited Financial Statement
Required Form 20	Proof of Insurability
Required Form 21	Organizational Data
Required Form 22	Secretary of State Filings – Statement of General Information
Required Form 23	Copies of all licenses, certifications, and permits
Required Form 24	Charitable Contributions Certification
Required Form 25	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Required Form 26	Transitional Job Opportunities Preference Application
Required Form 27	Prospective Contractor List of Terminated Contracts

Safe Children Stable Families RFP

For Use with SOW for Prevention and Aftercare Services – **CAPIT** Only

PRICE SHEET

A Pricing Schedule is required to be submitted for each Region a proposer proposes to serve. Prices quoted by Proposer include all applicable charges and costs associated with Prevention and Aftercare: CAPIT services and any other costs necessary to perform all tasks outlined in the Safe Children and Stable Families Prevention and Aftercare: CAPIT RFP, Statement of Work, Performance Outcome Measures, Attachments, and Sample Contract.

Service	Average Number of Families To Be Served	Average Number of units per Family	Current Average Payment Rate (Informational use only)	Proposed Unit Payment Rate (Per hour of service)	Total Proposed Payment Rate
Intake	30	*30 Unit Hours per Family Shared across Five (5) Service Categories	Professional: \$65.64 Paraprofessional: \$42.18 Case Aide: No current Rate	Professional: \$ Paraprofessional: \$ Case Aide: \$	
Case Management Services	30				
Psychotherapy Services: Including individual, family and group	30				
Counseling Services: Including individual, family and group					
Parenting Education					
*One (1) Unit of Service equals One (1) hour				Total Cost	\$
Cash or In-Kind Match				_____ %	\$ _____

Rates as proposed are firm-fixed rates to remain firm for one year following the last day to accept proposals.

Safe Children Stable Families RFP
 For Use with SOW for Prevention and Aftercare Services – **CAPIT** Only
PRICE SHEET

Rates as proposed are firm-fixed rates to remain firm for one year following the last day to accept proposals.

REGION Select one region only for the 14 regions identified below	PROPOSED COST Firmed fixed price for the selected region
_____	\$ _____

Regional Offices – Please see Attachment BB for a listing of Zip Codes that served by each DCFS Office

1. Belvedere	2. Santa Fe Springs	3. Compton	4. Wateridge
5. Vermont Corridor & West LA	6. Pomona & El Monte	7. Pasadena	8. Glendora
9. Lancaster & Palmdale	10. Santa Clarity & WSFV	11. SFV	12. Metro North
13. South County	14. Torrance		

The undersigned offers to furnish all personnel, labor and materials necessary for Prevention and Aftercare Services. Said work shall be done for the period prescribed and the manner set forth in the Prevention and Aftercare Statement of Work.

I declare that all computations used to arrive at the cost for Prevention and Aftercare for Region _____ are true and correct to the best of my knowledge.

 Authorized Signature

 Date

 Print Name and Title

 Date

 Agency Name

 Agency Address

PRICE SHEET
Assessment and Intervention Services
 - Historical Data Information Per DCFS Regional Office -

		NUMBER OF UNITS / FAMILIES																			
		<i>* These numbers correspond to the DCFS Offices listed on page 3 of this document.</i>																			
SERVICE	CURRENT RATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASE RATE	\$1,050.00 month	464	408	151	232	281	625	209	356	244	380	328	408	918	371	452	679	241	283	144	
IHOC - LICENSE	\$70.00 hr.	0	3	74	188	27	52	1	13	6	19	93	16	57	9	3.5	104	5.5	5.5	2.5	
IHOC - MASTERS	\$60.00 hr.	71	76	331	809	12	277	17	877	158	197	16	226	233.8	483.8	167.5	340.3	215	34.9	21	
IHOC - BACHELORS	\$50.00 hr.	317	96	401	1321	84	1016	111	966	2221	102	181	901	332.4	146.2	360.5	987	122.1	61	21.5	
COUNSELING	\$60.00 hr.	1131	322	827	1504	318	4136	359	1790	2948	4399	924	911	3033.5	9161	1291.5	1472.9	2723	1968	183.5	
DRUG TESTING	\$25.00 hr.	366	148	29	54	0	11	0	0	181	0	0	0	4	0	0	42	0	0	0	
PARENT TRAINING	\$20.00 hr.	1208	2053	123	346	36	2119	13	367	229	1597	757	1092	1480	1330.9	2966.5	4243.5	685.5	992	127.8	
CHILD FOCUSED ACTIVITIES	\$25.00 hr.	1833	596	70	153	19	1399	8	280	612	95827	218	704	1202	666	1772.5	2548	163	360.4	56.4	
SUBSTITUTE ADULT ROLE MODELING	\$20.00 hr.	377	2227	152	746	384	391	4400	343	966	170	273	504	645.6	678	2313.3	3861.2	43.5	27.8	12.5	
TEACHING & DEMONSTRATING	\$35.00 hr.	1647	1794	172	413	1028	672	1173	279	1687	415	324	1559	1127.3	650.1	2487.3	4826.8	70.9	266.2	24.2	
TRANSPORTATION	\$35.00 hr.	824	1457	218	621	331	526	433	249	688	1271	427	470	1876.9	2406.4	6550.6	8226.2	396.9	533	8.5	
CHILD FOLLOW-UP VISIT	\$20.00 hr.	42	102	15	59	30	66	28	29	107	33	52	50	283.5	19.5	7.8	122.8	0	26.5	22.3	
EMERGENCY HOUSING	\$50.00 a night max.	6	78	4	9	0	15	0	0	0	0	0	0	0	5	20	17	40	1	0	

PRICE SHEET
Assessment and Intervention Services
 - Historical Data Information Per DCFS Regional Office -

		NUMBER OF UNITS / FAMILIES																			
		<i>* These numbers correspond to the DCFS Offices listed on page 3 of this document.</i>																			
SERVICE	CURRENT RATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
SUBSTANCE ABUSE TREATMENT - INDIVIDUAL	\$63.90 / 50 minutes	0	0	11	23	0	4	0	9	166	0	0	0	0	0	0	0	16	0	0	
SUBSTANCE ABUSE - ASSESSMENT	\$63.90 / 50 minutes	5	0	6	13	0	3	0	10	37	0	0	8	8.5	0	0	0	0	0	0	
SUBSTANCE ABUSE - GROUP COUNSELING	\$30.60 a person / 90 minutes	13	78	51	139	10	13	0	15	761	0	0	2	45.7	0	0	0	29.8	0	0	
TEAM DECISION MAKING	\$70.00 hr.	76	104	11	25	22	124	20	30	74	108	26	0	101.7	37.8	17.2	52.8	104.4	109.5	21.2	
SCREENING ASSESSMENT - DAY TIME LICENSE	\$70.00 hr.	879	107	106	806	172	2376	257	524	224	453	646	408	566.5	649.9	682	1055	226.2	172	23.5	
SCREENING ASSESSMENT - DAY TIME MASTERS REGISTERED	\$60.00 hr.	916	2897	150	926	680	2002	157	830	428	1016	211	188	1031.5	695.3	2508.5	1062.3	448.5	843.3	52	
SCREENING ASSESSMENT - ERCP LICENSE	\$150.00 hr.		24	25	73	9	40	0	50	40	27	17	75	9	0	8	24.5	15	25	0	
SCREENING ASSESSMENT - ERCP MASTERS REGISTERED	\$110.00 hr.	70	106	15	40	31	97	26	125	33	68	46	105	218.2	93.7	134.2	151.7	90.5	55.7	10	

PRICE SHEET
Assessment and Intervention Services
 - Historical Data Information Per DCFS Regional Office -

		NUMBER OF UNITS / FAMILIES																			
		<i>* These numbers correspond to the DCFS Offices listed on page 3 of this document.</i>																			
SERVICE	CURRENT RATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
IN HOME OUTREACH COUNSELING - ERCP	\$90.00 hr.	7	13	8	6	0	3	6	18	14	0	4	0	1	0	11	27	10	1	5	
TEACHING AND DEMONSTRATING - ERCP	\$40.00 hr.	1441	1570	6	18	0	3	6	13	6	0	0	0	16.5	0	4	52.8	3	0	3	
THERAPEUTIC DAY TREATMENT	\$1,027.00 month	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSITION	\$525.00 month	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ERCP AUXILIARY FUND SERVICES - ONE TIME ONLY	\$500.00 per family																				

*** DCSF REGIONAL OFFICES**

- | | | | | |
|-------------------|----------------------|------------------------------|----------------------------|-------------------------|
| 1. Belvedere | 2. Compton | 3. El Monte | 4. Glendora | 5. Lancaster |
| 6. Metro North | 7. Palmdale | 8. Pasadena | 9. Pomona | 10. San Fernando Valley |
| 11. Santa Clarita | 12. Santa Fe Springs | 13. South County | 14. Torrance | 15. Vermont Corridor |
| 16. Wateridge | 17. West Los Angeles | 18. West San Fernando Valley | 19. Asian Pacific Islander | 20. American Indian |

PRICE SHEET
Assessment and Intervention Services

NOTE: The rate as proposed for the Regional Office, is a firm and fixed rate and shall remain as such for one (1) year following the last day to accept proposals.

REGIONAL OFFICE List only one (1) regional office	PROPOSED COST
---	----------------------

Office Name: _____ \$ _____

Regional Offices - Numbers in parenthesis (x) have been correlated to those offices as listed on page 3 of this Required Form 4-C.

Belvedere (1)	Compton (2)	* El Monte / Pomona (3 & 9)	Glendora (4)
* Lancaster / Palmdale (5 & 7)	Metro North (6)	Pasadena (8)	San Fernando Valley (10)
* Santa Clarita / West SFV (11 & 18)	Santa Fe Springs (12)	South County (13)	Torrance (14)
* Vermont Corridor / West LA (15 & 17)	Wateridge (16)		

* Regional offices that have been combined.

The undersigned offers to furnish all personnel, labor and materials necessary for Assessment and Intervention Services. Said work shall be done for the period prescribed and the manner set forth in the Assessment and Intervention Statement of Work.

I declare that all computations used to arrive at the cost for Assessment and Intervention Services for Regional Office _____ are true and correct to the best of my knowledge.

Authorized Signature

Date

Print Name and Title

Date

Agency Name

Agency Address

PRICE SHEET
Assessment and Intervention Services

One (1) Price Sheet is required to be submitted for EACH of the 14 Regional Offices as listed on page 4 of this Required Form 4-C. Prices quoted must include all applicable charges and costs associated with Assessment and Intervention services and any other costs necessary to perform all tasks outlined in the Safe Children and Stable Families RFP, Statement of Work, Performance Outcome Measures, Attachments, and Sample Contract.

SERVICE	CURRENT RATE	NUMBER OF FAMILIES TO BE SERVICED	PROPOSED RATE	TOTAL PRICE
Base Rate Services per Family (includes in-Home Outreach Counseling Visits, Clinical Direction, Multidisciplinary Case Planning, and Intensive Family Preservation Services)	\$1,050.00/ month		\$	\$
In-Home Outreach Counseling (Professional with License)	\$70.00/hr			
In-Home Outreach Counseling (MA/MSW under licensed supervision)	\$60.00/hr			
In-Home Outreach Counseling (BA)	\$50.00/hr			
Counseling (to include substance abuse, Domestic Violence, Teen Pregnancy and Anger Management)	\$60.00/hr			
Drug Testing	\$25.00/hr			
Parenting Training/Fatherhood Program	\$20.00/hr			
Child Focused Activities	\$25.00/hr			
Substitute Adult Role Model	\$20.00/hr			
Teaching and Demonstrating Homemaking	\$35.00/hr			
Transportation	\$35.00/hr			
Child Follow-up Visit	\$20.00/hr			
Emergency Housing	\$50.00/night			
Transition	\$525.00 month			
Therapeutic Day Treatment	\$1,027.00 month			
Substance Abuse Assessment	\$63.90/50 minutes			
Substance Abuse Treatment-Individual Counseling	\$63.90/50 minutes			
Substance Abuse Treatment-Group Counseling	\$30.60/person/90 minutes			

PRICE SHEET
Assessment and Intervention Services

SERVICE	CURRENT RATE	NUMBER OF FAMILIES TO BE SERVICED	PROPOSED RATE	TOTAL PRICE
Up-front Assessment – Day Time (Professional with license)	\$70.00 hr.			
Up-Front Assessment – Day Time (Professional under license supervision)	\$60.00/hr			
Up-front Assessment – ERCP (Professional with license)	\$150/hr			
Up-front Assessment – ERCP (Professional under license supervision)	\$110.00/hr			
Team Decision Making (TDM) Meetings	\$70.00/hr			
In Home Outreach Counseling – ERCP	\$90.00/hr			
Teaching and Demonstrating Homemaking – ERCP	\$40.00/hr			
Auxiliary fund services –ERCP (one time only to support family maintenance referrals)	\$500.00/family			
TOTAL COST:				\$

BUDGET NARRATIVE (JUSTIFICATION)

Sample Board Resolution

(This is a sample document only. The Resolution must be prepared on the organization's letterhead, and sealed with the organization's corporate seal.) Please note that the individuals who sign the resolution can't authorize themselves to bind the organization in a contract.

BE IT RESOLVED THAT ON _____

20_____, THE BOARD OF

DIRECTOR'S OF _____
(LEGAL NAME OF CONTRACTOR)

HEREBY AUTHORIZES AND DIRECTS (Print full name of person authorized), Print the title of the person named) and _____ (Print full Name of second authorized person), (Print the title of the second authorized person) TO SUBMIT THE ATTACHED (Print program type) PROPOSAL AND TO BIND THE CONTRACTOR IN A CONTRACT WITH THE COUNTY OF LOS ANGELES DEPARTMENT OF CHILDREN AND FAMILY SERVICES TO PROVIDE (Print program type) SERVICES AS STIPULATED IN THIS RFP AND RESULTING FINAL EXECUTED CONTRACT.

(Signature Line for Board Chair/Chairman)

Print Name and Title of Chairman of the Board of Directors

(Signature Line for Treasurer/Chief Financial Officer)

Print Name and Title of Board of Directors Member who is Treasurer/ Chief Financial Officer

Signature of Person authorized above to submit the Proposal and to bind the Contractor in a Contract with the County.

Signature of Second Person authorized above to submit the Proposal and to bind the Contractor in a Contract with the County.