

COUNTY OF LOS ANGELES – DEPARTMENT OF CHILDREN AND FAMILY SERVICES
FOSTER FAMILY AGENCY (FFA) AND GROUP HOME (GH) FOSTER CARE SERVICES
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
ADDENDUM NUMBER FIFTEEN
CMS-07-021/023

ATTACHMENT 2

County of Los Angeles
Department of Children and Family Services and Probation Department

**FOSTER FAMILY AGENCY AND GROUP HOME FOSTER CARE
SERVICES REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
ADDENDUM NUMBER FIFTEEN
CMS-07-021/023**

RESPONSES TO PROSPECTIVE CONTRACTORS' QUESTIONS

Thursday, October 29, 2015



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QUESTIONS AND ANSWERS

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QUESTIONS AND ANSWERS

FOSTER FAMILY AGENCY FOSTER CARE SERVICES

1. **QUESTION:** We have a new FFA who would like to submit the application, does a new FFA qualify for this as well?

RESPONSE: Yes, new FFAs are qualified to submit Statement of Qualifications (SOQ) as long as the minimum qualifications are met.

2. **QUESTION:** We are not dually licensed. Do not have an adoption license. We have a MOU with McKinley FFA. Do we have to submit a copy of the MOU?

RESPONSE: Yes, prospective contractors should submit a copy of the subcontract/Memorandum Of Understanding (MOU) for adoption services with the SOQ submission.

3. **QUESTION:** Does a new prospective Foster Care Agency need a support letter from the County of Los Angeles to obtain a CDSS FFA rate?

RESPONSE: Yes, a prospective contractor needs a Support Letter from the County to obtain a California Department of Social Services (CDSS) FFA rate.

4. **QUESTION:** Is this meeting for organizations that want to become an agency for FFA?

RESPONSE: The Prospective Contractors' Conference held on October 22, 2015 was targeted for non-contracted licensed FFAs.

5. **QUESTION:** Prospective contractors who have two FFA licenses, do they need to submit a copy of each location license?

RESPONSE: Yes, prospective contractors must submit a copy of the FFA license for each office they want contracted.

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QUESTIONS AND ANSWERS

GROUP HOME FOSTER CARE SERVICES

1. **QUESTION:** Addendum #14, page 8 (part of 1.4.2 Target Demographics for GH Program) County of Los Angeles DCFS and Probation, lists ages of 0-18, while SOW page 10, PART B: Target Demographics 1.0 lists ages as, until 21.

RESPONSE: The age group of 0-18 listed in Addendum 14 of the RFSQ, Subsection 1.4.2 Target Demographics for GH Program is accurate, which is ages 0-18. The age group referenced in the SOW recognizes that foster youth and services was extended to non-minor dependents to age 21 in accordance with AB 12; however, the services within the group home setting is 0-18. Youth cannot remain in GHs after age 18 or after achieving their High School Diploma, whichever comes first.

2. **QUESTION:** If only submitting for Group Home, is it necessary to submit C13 adoption license form?

RESPONSE: No, you do not need to submit an adoption license, if you are only submitting an SOQ for the GH program.

3. **QUESTION:** Can potential providers for group homes with existing agency collaboration for new sites sponsorship that can potentially serve deaf/hard of hearing children with drug and alcohol experiences contracted by the state become providers?

RESPONSE: The County will only contract with qualified licensed GHs that hold a CDSS Rate Classification Level (RCL) rate.

4. **QUESTION:** Is this meeting today for organizations that want to open a new group home and never had a group home?

RESPONSE: The Prospective Contractors' Conference held on October 22, 2015 was targeted for non-contracted licensed GHs with an RCL rate.

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5. **QUESTION:** It is our understanding that Foster Care Funding and Rates Bureau are not providing rate letters at this time. This minimum requirement would unfairly disadvantage new prospective Contractors. How will new prospective Contractors fulfill Section 2.4.3.1? Has the County express the need of GH to CDSS Foster Care Funding and Rate Bureau so Rate letters can be given to prospective Contractors?

RESPONSE: At this time, DCFS is not providing Support Letters to obtain a GH RCL rate. County will only contract with qualified licensed GHs that hold a CDSS RCL rate.

QUESTIONS AND ANSWERS

GENERAL QUESTIONS

1. **QUESTION:** We are currently a provider of FFA and GH services for the County. Do we also need to respond to this RSFQ or is this for new providers?

RESPONSE: Current contractors do not need to reapply to provide these services under this RFSQ. FFA/GH contracts have been extended for eligible contractors effective October 1, 2015 through September 30, 2016 and will be extended again through September 30, 2017 by written notice for eligible contractors (dates are subject to change). Before the FFA/GH contracts expire on September 30, 2017, DCSF will release a new RFSQ to all agencies including the contracted agencies.

2. **QUESTION:** Are we able to add our Out-of-County office to our contract at this time? If so, would we need to resubmit?

RESPONSE: This RFSQ is targeted toward non-contracted agencies. Current contracted agencies requesting to add an Out-of-County or In-County facility or service delivery site should contact the FFA/GH Program Manager as stated in their current FFA or GH Statement of Work (SOW).

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3. **QUESTION:** Addendum #14 page 5, III. RFSQ Section 1.0 Introduction, Sub-section 1.2 purpose, is amended as follows: states in first paragraph, line 4 “for under a one (1) year Contract, however, in Addendum #14 page 12 VIII, 2.7 Contract Term, 2.7.1 states the term of the Contracts awarded under this RFSQ will vary; shall be determined upon being selected for contract award; and in accordance with Section 3.3 RFSQ Timetable of this RFSQ. How long will the contract(s) be?

RESPONSE: The contract term will vary, since the contracts will be executed on a flow basis. RFSQ Section 1.0 Introduction, Sub-section 1.2 Purpose is amended in Addendum Fifteen to remove the reference to the one (1) year Contract term.

4. **QUESTION:** Currently the closest office we have to Los Angeles County is the one in Moreno Valley in Riverside County. Will LA County contract with us, and give us some time, 3-6 months to get an office approve by CCL in LA County?

RESPONSE: The RFSQ is written to allow Out-of-County agencies to qualify.

5. **QUESTION:** Can we obtain the PowerPoint notes from every agency that presented today?

RESPONSE: The information from the PowerPoint presentation was provided in the handout packet.

6. **QUESTION:** Our agency is in San Bernardino County. Do we need to have an office in Los Angeles County to contract with DCFS & Probation Department?

RESPONSE: It is not necessary to have an office in Los Angeles County to contract with DCFS and Probation Department. However, prospective contractors must have an office in a county adjacent to Los Angeles County.

7. **QUESTION:** Are there required measurement tools for the status and practice indicators or is the agency to develop their own?

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RESPONSE: There is an existing measurement tool used by the County during the Quality Assurance Review. The Quality Assurance Reviews are rated on a scale from 1-6. The minimum acceptable score for Safety is 6 and 5 in all remaining areas: Permanency, Placement Stability, Visitation, Engagement, Service Needs, Assessment & Linkages, Teamwork and Tracking & Adjustment. If a Contractor falls below the minimum score in any of the nine areas, a Quality Improvement Plan (QIP) will be requested. The QIP will address the Contractor's Quality Assurance process and the measures the Contractor will take to improve the quality of service and practice standards.

8. **QUESTION:** Fiscal training notifications is 11/13/2015. This is before the December 14 2015 submission date.

RESPONSE: All Prospective contractors must attend one of the upcoming Fiscal trainings as referenced in Addendum Fifteen, Section 2.27.

9. **QUESTION:** Is the solicitation for 2017 a RFSQ or RFP?

RESPONSE: At this time, the plan is to release an RFSQ in 2016 or 2017 to execute contracts in 2017. The type of solicitation and dates are subject to change.

10. **QUESTION:** We are placed on out of county hold by Los Angeles County since we did not have a contract four years ago. Who do we contact on removing the hold?

RESPONSE: Please contact Out-of-Home Care Management Division (OHCMD) at (626) 569-6803 to discuss the hold.

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11. **QUESTION:** In order to request a rate letter, we were provided with a list of requirements which include “host letter of support”.

We have been informed that no letter of support was needed when we contacted out of home care.

Does a letter of support exist? If so, who is the contact that can provide procedure to request it?

RESPONSE: DCFS may provide a Support Letter to prospective contractors who include a formal letter in the SOQ, requesting a Support Letter from the County of Los Angeles to obtain a CDSS FFA rate, and who meet all the Minimum Qualifications stated in the RFSQ

Support Letters will not be provided to those prospective contractors who submit an SOQ for a GH.

12. **QUESTION:** Please clarify the possible contract term.

RESPONSE: The contract term will vary, since the contracts will be executed on a flow basis. RFSQ Section 1.0 Introduction, Sub-section 1.2 Purpose was amended in Addendum Fifteen to remove the reference to the one (1) year Contract term.

QUESTIONS AND ANSWERS

CONTRACT RELATED QUESTIONS

❖ MINIMUM QUALIFICATIONS

1. **QUESTION:** Due to agency only having provided contract services twice in the past 7 years for \$100,000 each year, a fiscal audit has not been necessary. Last agency fiscal audit was over 10 years ago. Therefore, would like to attain exception for submission of audited financial statements.

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RESPONSE:

Addendum Fifteen amends Section 2.4.1.6 to read as follows:

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

- Organizations must be in compliance with applicable laws and regulations pertaining to financial audits, including but not limited to the California Government Code Section 12586, the California Department of Social Services (CDSS), Manual of Policies and Procedures, Division 11, Chapter 11-400, Section 11-405 et seq., and the Office of Management and Budget (OMB) Super-Circular.
- Organizations responding to this RFSQ are required to submit audited financial statements and single audits reflecting the three most recent years for which the organization was required to conduct financial and single audits. Any organization that submits fewer than three audited financial statements and single audits must indicate why they were exempt from the applicable audit requirements for each year that no audit was conducted.
- Organizations submitting less than three audited financial statements and single audits may be required to submit additional documents at County's request. Organizations that have not been required to undergo a financial and single audit under the applicable laws and regulations must submit a copy of their current budget, balance sheet, and profit and loss statement.

2. **QUESTION:** Our organization has been incorporated for more than 42 months. We are on a triennial basis. As a result, our last Audited Financial statement was in 2012. Will we still meet Section 2.4.1.6 to be considered for a Group Home contract by submitting our three most recent Audited Financial Statement?

Addendum Fifteen amends Section 2.4.1.6 to read as follows:

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

- Organizations must be in compliance with applicable laws

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and regulations pertaining to financial audits, including but not limited to the California Government Code Section 12586, the California Department of Social Services (CDSS), Manual of Policies and Procedures, Division 11, Chapter 11-400, Section 11-405 et seq., and the Office of Management and Budget (OMB) Super-Circular.

- Organizations responding to this RFSQ are required to submit audited financial statements and single audits reflecting the three most recent years for which the organization was required to conduct financial and single audits. Any organization that submits fewer than three audited financial statements and single audits must indicate why they were exempt from the applicable audit requirements for each year that no audit was conducted.
- Organizations submitting less than three audited financial statements and single audits may be required to submit additional documents at County's request. Organizations that have not been required to undergo a financial and single audit under the applicable laws and regulations must submit a copy of their current budget, balance sheet, and profit and loss statement.

3. QUESTION: Our Non-profit is not a 501 c(3), but a 501 c(4), we can accept donations, but the donor does not get a tax deduction., would the county accept this non-profit?, if not it will take us at least 6 month to change to a 501c(3) status.

RESPONSE: Addendum Fifteen amends Sub-sections 2.4.1.3 and 3.7.5.1, subparagraph C2, to remove the 501(c) (3) status and to open up the RFSQ to all non-profit entities.

4. QUESTION: Currently we are part of a lawsuit, we had a child who died in one of our homes in Imperial County as a result of an accident. The parents sued everybody, as expected. CCL investigated our agency and found us to have no deficiencies, the insurance company also investigated our practices and guidelines and found us to be in compliance with CCL regulations, State Law and our own policies. This incident took place last November, we still receiving placements by Imperial County and we are still in business. We are requesting from our attorney to make a request for the agency to be dismissed from the lawsuit, but not sure when will take place. My question is, will the county consider offering a

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contract pending the outcome of the lawsuit, if the agency meets all other requirements?

RESPONSE: Being involved in ongoing litigation does not automatically disqualify an agency from consideration for a contract if DCFS can determine that an agency is a responsible and qualified contractor.

5. **QUESTION:** How do we obtain the Mental Health contract in order to be in compliance with the RFSQ?

RESPONSE: Prospective contractors submitting an SOQ for an RCL 14 GH must provide a copy of the Certification Letter issued by the State Department of Mental Health or a County Mental Health Department to provide the mental health treatment component of RCL 14 Programs. Prospective contractors who hold an RCL 14 rate should contact their local department of mental health to request a Certification Letter to provide mental health services.

6. **QUESTION:** We have a rate notification letter from CDSS, do we need a support letter from LA County also?

RESPONSE: Agencies that already have a rate letter from CDSS do not need a support letter from LA County.

7. **QUESTION:** Our agency is presently awaiting final approval of our Adoption Program Statement from the State, can we go ahead and submit a proposal for FFA services even though we are not dually licensed as yet?

RESPONSE: The RFSQ Minimum Qualifications requires that the agency must be dually licensed or have a subcontract/Memorandum of Understanding (MOU) in place with a licensed agency.

8. **QUESTION:** How do we obtain a letter of support from DCFS if we are in the RFP process?

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RESPONSE: DCFS may provide a Support Letter to prospective contractors who include a formal letter in the SOQ, requesting a Support Letter from the County of Los Angeles to obtain a CDSS FFA rate, and who meet all the Minimum Qualifications stated in the RFSQ. Support Letters will not be provided to those prospective contractors who submit an SOQ for a Group Home.

❖ **SOQ AND PROGRAM STATEMENT SUBMISSION**

9. **QUESTION:** Can Out-of-County agencies submit SOQ for the RFSQ for Out-of-County placement?

RESPONSE: Yes, but placement would be based on County need.

10. **QUESTION:** Do agencies have to submit a Program Statement for each program they currently have? For this RFSQ? Program Statements may vary based on population, services provided.

RESPONSE: Yes, prospective contractors must submit a Program Statement for each Program Number issued by Community Care Licensing Division (CCLD) to be considered for contract.

11. **QUESTION:** Do we need to submit a program statement along with the required forms?

RESPONSE: Yes, all prospective contractors must submit a program statement along with the required forms. Please visit BID No. CMS-07-021/023 D, at www.lacdcfs.org/contracts/index.html or at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp> for comprehensive information and for all the documents required for the Statement of Qualifications (SOQ) submission.

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12. **QUESTION:** We are assuming that because we are a licensed program and have a CCLD approved program statement that attachments such as history, staff qualifications and approach are not required in this RFSQ. I am asking this because they are required in other RFSQ's and RFP's, etc. that we have applied for. Is this the case?

RESPONSE: Yes, this RFSQ does require the submittal of the complete Program Statement, including all parts.

13. **QUESTION:** Addendum #14, XVIII, 3.8.1 all requests for modifications to the CCLD approved program statement are required with this SOQ submission by December 14, 2015 at 5:00 PM. What is the format? Will it be similar to the required 3, 3-ring binder of the approved program statement or in another format?

RESPONSE: The format for submittal of a modified CCLD approved Program Statement is the same as the format of the original CCLD approved Program Statement, in a 3-ring binder.

14. **QUESTION:** New Contracts will start January 2016. However, will those agencies be required to submit again in 2017? So, is this RFSQ for 1 year?

RESPONSE: New contracts may start as early as January 2016 and will be effective through September 30, 2016 with a possible extension through September 30, 2017. All agencies will need to respond to a new solicitation for contracts that will be effective October 1, 2017 (date is subject to change).

15. **QUESTION:** Will you accept double sided printing?

RESPONSE: Yes, we will accept double sided printing.

16. **QUESTION:** Our program statement is contained in two (2), 5" binders. One (1) 5" binder alone is staff applications. Do you want us to include these staff applications?

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RESPONSE: Yes, this RFSQ requires the submittal of the complete Program Statement, including all parts.

17. QUESTION: How do we access or who should agencies contact for a support letter?

RESPONSE: DCFS may provide a Support Letter to prospective contractors who include a formal letter in the SOQ, requesting a Support Letter from the County of Los Angeles to obtain a CDSS FFA rate, and who meet all the Minimum Qualifications stated in the RFSQ. Support Letters will not be provided to those prospective contractors who submit an SOQ for a GH.

❖ REQUIRED FORMS

18. QUESTION: Waiver of placements within past 24 months, Agency performed FFA placements from 1995-2008. Has not done placement since due to no DCFS contract.

RESPONSE: A request to waive the requirement of having FFA placements within the past 24 months is not necessary. Addendum Fifteen amends Required Form 1, “Contractor’s Organization Questionnaire/Affidavit” to read the same as the qualifications in the RFSQ Sub-section 2.4 Prospective Contractor’s Minimum Qualifications, which do not require FFA placements within the past 24 months.

19. QUESTION: Does a prospective contractor need a second authorized signature on the Board of Directors Resolution Appendix B-I?

RESPONSE: Yes, Appendix B-I requires two signatures.

20. QUESTION: Where are addendums 1 through 13 and do they matter?

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RESPONSE: Prospective contractors can find all addenda on County’s website at <http://camisvr.co.la.ca.us/lacobids> and DCFS’ website at www.lacdcfs.org/contracts/index.html
Addenda 1 through 13 are not required for this RFSQ process.

21. **QUESTION:** (Appendix E) What type of information do you need from the agency?

RESPONSE: Appendix E provides a link to look up debarred agencies; The County is not requesting information in this appendix. Please see Form 12 to disclose litigation or contract compliance issues. Form 12 is in a yes/no question format and requires explanation for any questions that are answered with a “yes”.

22. **QUESTION:** (Appendix F) Do we need to fill it out as well? Or just insert the documents where we can find these documents?

RESPONSE: Appendix F is the sample FFA contract; there is no need to submit any documents for this appendix. Please see the Required Documents and the Required Forms sections for the lists of items to include in your SOQ.

❖ **REQUIRED DOCUMENTS**

NO QUESTIONS

❖ **SOQ REVIEW/SELECTION/QUALIFICATION PROCESS**

NO QUESTIONS

❖ **SAMPLE CONTRACTS and EXHIBITS**

NO QUESTIONS

Updated: October 29, 2015