



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
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August 13, 2014

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER ONE TO REQUEST FOR PROPOSALS NUMBER 13-0056 FOR
COMMUNITY CHILD ABUSE COUNCILS COORDINATION (CCACC)**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Community Child Abuse Councils Coordination (CCACC) Request for Proposals (RFP) Number 13-0056. Addendum Number One amends the RFP as provided below. Changes apply only to the referenced parts, sections, and/or subsections that are amended or deleted; all other sections remain in full effect.

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

Changes made to the RFP are by part and section as set forth in the RFP.

1. RFP, Introduction, Section 7.0, Minimum Mandatory Requirements, Subsection 7.11 has been deleted in its entirety.
2. RFP, Introduction, Section 7.0, Minimum Mandatory Requirements, Subsection 7.12 has been amended to read as follows:

7.11 Proposer must submit proposal by September 18, 2014, at 12:00 P.M., PST
3. RFP, Part B – Proposal Submission Requirements, Section 49.0, Proposer Conference has been deleted in its entirety and replaced as follows:

An **optional but highly recommended Proposers Conference** will be held to discuss the RFP Requirements. County staff will respond to questions from potential Proposers. The conference is scheduled as follows:

Monday, August 18, 2014
10:00 AM to 1:00 PM PST
Department of Children and Family Services
425 Shatto Place, Room 401
Los Angeles, CA 90020

4. RFP, Part F, Required Forms, Form 1, Proposer Organization Questionnaire/Affidavit has been deleted in its entirety and replaced with the revised attached to this addendum as Attachment 1.

All other terms and conditions of the RFP remain unchanged.

Sincerely,

A handwritten signature in black ink, appearing to read "Leticia Torres-Ibarra". The signature is written in a cursive, flowing style.

Leticia Torres-Ibarra, Division Manager
Contracts Administration Division

LTI:KAF
JAR:mn

ATTACHMENT - I

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Please complete, date and sign this form and place it as the first page of your proposal. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

_____ Name _____ State _____ Year Inc.

2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name DBA	County of Registration	Year became
_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? Yes No If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

7.0 Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Requirements listed in the Introduction, Section 7.0, Minimum Mandatory Requirements, of this Request for Proposal, as listed below.

Check the appropriate boxes:

- Yes** **No** Sub-section 7.1 Proposer must be an individual or a non-profit social service organization founded for religious, charitable or social welfare purposes or a public entity and is tax exempt under 501 (c)(3) of the Internal Revenue Service (IRS) Code.
- Yes** **No** Sub-section 7.2 Proposer must not currently have a Settlement Agreement with DCFS for repayment of County funds.
- Yes** **No** Sub-section 7.3 Proposer must submit three (3) signed letters of reference, including references from contracts or business arrangements where the scope of services provided is in substantially similar form to CCACC. The references shall substantiate Proposer's ability to provide said services.
- Yes** **No** Sub-section 7.4 Proposer must comply with the RFP format and the Instructions for Submitting Proposals, when submitting its Proposal package.
- Yes** **No** Sub-section 7.5 Proposer must have a business office located within the County of Los Angeles.
- Yes** **No** Sub-section 7.6 Proposer must be responsive by conforming to all requirements set forth in this RFP.
- Yes** **No** Sub-section 7.7 Proposer must have a minimum of two (2) years experience in the last five (5) years in the coordination of child abuse and neglect awareness activities or experience closely related to the services identified in Part E Statement of Work.
- Yes** **No** Sub-section 7.8 Proposer must have, at minimum, a Bachelor's degree in a social science or a closely related field.
- Yes** **No** Sub-section 7.9 In accordance to the funding regulations, Proposer must meet at least one of the ten below categories to be eligible to attend the Los Angeles County Child Death Review Team and the Child and Adolescent Suicide Review Team: (1) Expert in the field of Forensic pathology; (2) Pediatrician with expertise in child abuse; (3) Coroner and/or medical examiner; (4) Criminologist; (5) District attorney; (6) Child protective services staff; (7) Law enforcement personnel; (8) Representative of local agency, which is involved with child abuse or neglect reporting; (9) County health department staff who deals with children's health issues; and (10) Local professional associations of persons described in paragraphs (1) to (9), inclusive.

Yes No Sub-section 7.10 Proposer is required to provide cash or an In-Kind match of 33 1/3 percent of the funding amount, which may be satisfied through a related outside donor.

Yes No Sub-section 7.11 Proposer must submit their proposal by September 18, 2014, at 12:00 PM PST.

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Proposer's Name:

Address:

E-mail address: _____ Telephone number _____

Fax number: _____

On behalf of _____ (Proposer's name),

I

(Name of Proposer's authorized representative), certify that the information contained in this Proposer's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service
Employer Identification Number

Title

California Business License Number

Date ...

County WebVen Number