



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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August 29, 2014

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER THREE TO REQUEST FOR PROPOSALS NUMBER 13-0056 FOR
COMMUNITY CHILD ABUSE COUNCILS COORDINATION SERVICES**

Addendum Number Three 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 Services Request for Proposals (RFP), Number 13-0056, released on August 8, 2014. Addendum Number Three 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 Three 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.

- RFP, Part B –Proposal Submission Requirements, Section 51.0 – Business Proposal Format, Sub-section 51.11 – Business Proposal Required Forms (Section F) is amended to read as follows:

BUSINESS PROPOSAL REQUIRED FORMS		
		Place in Proposal Section
Form 1	Proposer's Organization Questionnaire/Affidavit	After Transmittal Letter
Form 2	Business Structure Registration Documents (Insert)	After Form 1
Form 3	List of Current Members of Board of Directors/Other Agencies	After Form 1
Form 4	Board of Director's Resolution (Insert)	After Form 1
Form 5	Proposer's List of Business Partners or Associates	After Form 1
Form 6	Proposer's Certification of Ownership and Financial Interest	After Form 1
Form 7	Proposer's References (Insert)	Section B (B.2)
Form 8	Proposer's List of Contracts	Section B (B.2)
Form 9	Proposer's List of Terminated Contracts	Section B (B.2)
Form 10	Proposer's Involvement in Litigation and Contract Compliance Difficulties	Section B (B.3)
Form 11	Certification of "No Conflict of Interest"	Section F
Form 12	Familiarity of the County Lobbyist Ordinance Certification	Section F
Form 13	Local Small Business Enterprise (SBE) / Community Business	Section F

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	Enterprise Form (CBE)	
Form 14	Proposer's EEO Certification	Section F
Form 15	Attestation of Willingness to Consider GAIN/GROW Participants for Employment	Section F
Form 16	Jury Service Program Certification and Application for Exception	Section F
Form 17	Organization Chart (Insert)	Section F
Form 18	Resumes, Degrees, Licenses, and/or Certificates of Identified Staff (Insert) Intentionally Left Blank	Section F
Form 19	Organizational Licenses, Permits and Certification (Insert)	Section F
Form 20	Intentionally Left Blank	Section F
Form 21	Proof of Insurability (Insert)	Section F
Form 22	Revenue Disclosure (Non Public Proposer)	Section F
Form 23	List of Proposer's Commitments	Section F
Form 24	Audited Financial Statements (Insert)	Section F
Form 25	Charitable Contributions Certification	Section F
Form 26	Transitional Job Opportunities Preference Application	Section F
Form 27	Certification of Compliance with the County's Defaulted Property Tax Reduction Program	Section F
Form 28	Certification of Compliance with Child, Spousal, and Family Support Orders	Section F
Form 29	Certification of Compliance with All Federal and State Employment Reporting Requirements	Section F
Form 30	Federal Debarment Certification	Section F
Form 31	Proposer's Truth and Warranty Certification	Section F
Form 32	Acknowledgement of RFP Restrictions	Section F
Form 33	Offer to Perform and Acceptance of Terms and Conditions	Section F
Form 34	Request for DVBE Preference Program Consideration	Section F
Form 35	Last Page of Business Proposal	After Section F

2. RFP, Part F – Required Forms, List of Required Forms, Business Proposal Required Forms is amended to read as follows:

LIST OF REQUIRED FORMS

BUSINESS PROPOSAL REQUIRED FORMS

Form 1	Proposer's Organization Questionnaire / Affidavit
Form 2	Business Structure Registration Documents (Insert as Attachment)
Form 3	List of Current Members of Board of Directors / Other Agencies
Form 4	Board of Director's Resolution (Insert as Attachment)
Form 5	Proposer's List of Business Partners of Associates
Form 6	Proposer's Certification of Ownership and Financial Interest
Form 7	Proposer's References (Insert as Attachments))
Form 8	Proposer's List of Contracts
Form 9	Proposer's List of Terminated Contracts
Form 10	Proposer's Involvement in Litigation and Contract Compliance Difficulties
Form 11	Certification of No Conflict of Interest
Form 12	Familiarity with the County Lobbyist Ordinance Certification

Form 13	Local Small Business Enterprise (SBE)/Community Business Enterprise Form (CBE)
Form 14	Proposer's EEO Certification
Form 15	Attestation of Willingness to Consider GAIN/GROW Participants for Employment
Form 16	Jury Service Program Certification Form and Application for Exception
Form 17	Organizational Chart (Insert as Attachment)
Form 18	Resumes, Degrees, Licenses, and/or Certificates of Identified Staff (Insert) Intentionally Left Blank
Form 19	Organizational Licenses, Permits and Certification
Form 20	Intentionally Left Blank
Form 21	Proof of Insurability (Insert as Attachment)
Form 22	Revenue Disclosure (Non-Public Proposer)
Form 23	List of Proposer's Commitments
Form 24	Audited Financial Statements (Insert as Attachment)
Form 25	Charitable Contributions Certification
Form 26	Transitional Job Opportunities Preference Application
Form 27	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Form 28	Certification of Compliance with Child, Spousal, and Family Support Orders
Form 29	Certification of Compliance with all Federal and State Employment Reporting Requirements
Form 30	Federal Debarment Certification
Form 31	Proposer's Truth and Warranty Certification
Form 32	Acknowledgement of RFP Restrictions
Form 33	Offer to perform and Acceptance of Terms and Conditions
Form 34	Request for DVBE Preference Program Consideration
Form 35	Last Page of Business Proposal

3. RFP, Part F – Required Forms, Form 18 is deleted in its entirety.

All other terms and conditions of the RFP remain unchanged.

Sincerely,



Leticia Torres-Ibarra, Division Manager
Contracts Administration Division

LTI:KAF:fc