



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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December 23, 2011

Dear Prospective Applicant:

**ADDENDUM NUMBER ONE TO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
FOR EMERGENCY SHELTER CARE SERVICES, CMS #11-045**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Emergency Shelter Care (ESC) Services RFSQ released on November 21, 2011. Addendum Number One amends sections of the RFSQ and provides answers to questions asked at the Proposers' Conferences held on December 13, 2011, December 14, 2011, December 15, 2011 and December 16, 2011, and questions submitted in writing to DCFS (Attachment I).

The RFSQ with Addendum Number One corrections is available for review and download on the DCFS website, www.lacdcfs.org/contracts/index.html and on the Los Angeles County website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>. Copies are also available for pick-up at DCFS Headquarters, 425 Shatto Place, Room 400, Los Angeles, California, 90020.

A prospective contractor's failure to incorporate the requirements of this Addendum Number One may result in its Statement of Qualifications (SOQ) not being considered, as determined at the sole discretion of the County.

The following changes/additions are being made to the RFSQ for ESC Services #CMS 11-045:

1. Page 2: Delete in its entirety, RFSQ Table of Contents, PART A, and replace it with the attached revised Table of Contents (Attachment II) to revise starting pages for PARTS H, I and J.
2. Page 19: Delete in its entirety, PART B, RFSQ GENERAL INFORMATION, Section 20.0 FEDERAL EARNED INCOME CREDIT, and replace it with the following to change "Exhibit J" to "Exhibit F".

20.0 FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the Internal

Revenue Service Notice No. 1015. Reference PART I, Exhibits to the Sample Contract, Exhibit F.

3. Page 26: Delete in its entirety, PART C, RFSQ INSTRUCTIONS TO PROSPECTIVE ESC CONTRACTORS Section 2.0, SOQ SUBMISSION, Subsection 2.2, and replace it with the following to correct a typo on an important date in the first bullet.
 - 2.2 Initial SOQ Submission Period: In order to meet the October 1, 2012 contract start date, an Initial SOQ Submission Period has been established below:
 - For the Initial SOQ Submission Period, SOQs may be submitted from 01/06/2012 through 1/26/2012 between 8:00 a.m. and 5:00 p.m.;
 - During the Initial SOQ Submission Period, the last day to submit SOQs is 01/26/2012 at 5:00 p.m., in order to meet the October 1, 2012 contract start date. Any proposal(s) received after the scheduled closing time for receipt of proposals may be returned to the sender unopened, at the County's sole discretion.
 - The anticipated contract start date is October 1, 2012 for qualified SOQs.
4. Pages 48 and 144: Delete in its entirety, Exhibit A-4 of PART D, REQUIRED FORMS and Exhibit A-4 of PART H, STATEMENT OF WORK, and replace them with the attached revised Exhibit A-4 (Attachment III) to add placement of some youth 18 or older who may become eligible under a new State law, AB12 (Chapter 559, Statutes of 2010).
5. Page 63: Delete in its entirety, PART E, SOQ REVIEW AND SELECTION, Section 1.0, SOQ SUBMISSION , REVIEW AND SELECTION PROCESS, Subsection 1.1, and replace with the following to include subpart "B)" which was inadvertently left out:
 - 1.1 The RFSQ schedule consists of two submission periods (refer to Part C, Section 2.0):
 - A) An initial SOQ Submission Period: 01/06/12 through 01/26/12; and;
 - B) Subsequent Submission Periods: 10/02/2012 through 01/25/2017
6. Page 66: Renumber the four subsections of Section 3.0 Home-Visit Evaluation consecutively as 3.1, 3.2, 3.3, and 3.4 instead of 3.1, 3.3, 3.4, and 3.5 because there was inadvertently no Subsection 3.2 in the original RFSQ.
7. Page 80: Delete in its entirety, PART G, SAMPLE CONTRACT, Section 3.0 CONTRACT SUM, Section 3.1 and Subsection 3.1.1, and replace them with the following to clarify that the 35% fluctuation option is applicable to the Maximum Annual Contract Sum for a particular period, not to the Maximum Contract Sum (total amount for all periods).

3.1 The Maximum Contract Sum for this contract is \$_____ (\$XXXXXXX). The Maximum Annual Contract Sum for the initial contract period of October 1, 2012 through September 30, 2012 is \$XXXXXX and for each of the four one-year extension options, if exercised as provided in Section 2.2, is \$XXXXXX.

3.1.1 COUNTY and CONTRACTOR AGREE that CONTRACTOR shall not exceed the Maximum Contract Sum in any case whatsoever, nor any Maximum Annual Contract Sum, except as provided under the 35% fluctuation option defined in Exhibits A-3 and A-4 of this contract, in which case the CONTRACTOR shall not exceed a total of 135% of the applicable Maximum Annual Contract Sum in effect during the period(s) the CONTRACTOR participates in the fluctuation option.

8. Pages 125-126: Delete in its entirety, Table of Contents, PART H, STATEMENT OF WORK, and replace it with the attached revised Table of Contents (Attachment IV) to correct starting pages of same sections.
9. Page 131: Part H, STATEMENT OF WORK, PART B – TARGET POPULATION, Section 4.0 Children Receiving Services is deleted in its entirety and amended to read as follows to add the placement of youth 18 to age 21 who will become eligible for ESC services under a new State law:

4.0 CHILDREN AND YOUTH RECEIVING SERVICES

- 4.1 The target population receiving ESC services are:
 - 4.1.1 Children (infant, child, teen, teen mom and her infant, and sibling group), ages 0-17, who are in need of temporary shelter and are under the care and supervision of DCFS; and
 - 4.1.2 Effective January 1, 2012, youth 18 years to age 21 who meet the requirements of a new State law, AB 12 (Chapter 559, Statutes of 2010).
 - 4.2 A child that is placed in the CONTRACTOR's residence has multiple unmet needs for stability, continuity, emotional support, nurturing and performance. Many children have had a history of previous Emergency Shelter Care placements. Further, many of these children have a significant history of multiple placement failures, unresolved emotional trauma and behavioral problems, including defiant and delinquent conduct.
10. Page 134: Delete in its entirety, PART H, STATEMENT OF WORK, Section 8.3, and replace it with the following:

8.3 CONTRACTOR shall not house or otherwise accept in his/her home Aid to Families with Dependent Children-Foster Care (AFDC-FC) Medically Fragile "F" Rate category foster children at the same time as AFDC-FC "D" Rate category foster children for any reason.

11. Page 139: Delete in its entirety, PART H, STATEMENT OF WORK, Section 9.10 Performance Requirements Summary, Subsection 9.10.2, and replace it with the following to change "CFS" at the beginning of the sentence to "DCFS."

9.10.2 DCFS will monitor CONTRACTOR's performance in accordance with the requirements specified in Exhibit A-2, Performance Requirements Summary.

12. Page 143: Delete in its entirety, Exhibit A-3 of PART H, STATEMENT OF WORK, and replace it with the attached revised Exhibit A-3 (Attachment V) to include the "35% Fluctuation Option" Line. Exhibit A-3 on page 47, PART D, REQUIRED FORMS AND EXHIBITS, is the same form and is already correct and complete.

Except as provided by this addendum, all other terms and conditions of the RFSQ remain unchanged.

Should you have any questions, please contact Beatriz Meza, Contract Analyst at (213) 351-3254

Sincerely,



Armand Montiel, Assistant Division Chief
Contracts Administration Division

AM:DLM:RD:bm

Attachments (5)

**EMERGENCY SHELTER CARE (ESC) SERVICES
CMS #11-045
PROPOSER'S CONFERENCE QUESTIONS AND ANSWERS
December 13, 14, 15, AND 16, 2011**

1. Question: Can foster parents accept long term foster care placements while accepting ESC placement referrals?

Answer: Non-ESC foster care placements is acceptable while accepting ESC placements depending on the circumstances. For example, ESC Provider may continue to accept non-ESC foster care placements if additional beds are available in other rooms not previously designated for ESC placements.

2. Question: What is the "B-rate" category?

Answer: B-rate means the "Basic rate" category.

3. Question: Is it possible that an ESC child will stay more than 14 days?

Answer: DCFS's preference is to limit the length of stay of an eligible child in ESC Services Provider's home to less than 14 days; however, due to court proceedings and other scheduling factors, DCFS may extend the length of stay of a child beyond the 14-day limit, with approval of the ESC service provider.

4. Question: 1) Why can't B-rate and D-rate children be placed with an F-rate child; 2) and what rate category children are ESC Providers allowed to accept with B-rate and D-rate children?

Answer: It is the County's policy not to place an F-rate child with D-rate children. However, it is possible to place a B-rate child with an F-rate child and B-rate child and up two D-rate children, including one additional D-rate for a total of up to three D-rate children with ARA approval.

Question: Can an ESC Provider accept an ESC child if the ESC Provider has legal guardianship of an F-rate child; and under what circumstances can an F-rate child be accepted?

Answer: An ESC provider can only accept B-rate children if there is an F-rate child already placed in the home.

5. Question: Will DCFS place a D-rate child with an ESC Provider who already has a D-rate child? Is there any exception due to the nature of ESC services?

- Answer: Yes, ESC Providers may accept up to two D-rate children at one a time and a third with ARA approval.
6. Question: Will DCFS refer children of all rate categories? If so, how can an ESC Provider address the child's mental, physical, or emotional history to avoid placement problems at the time of referral?
- Answer: DCFS may refer children of all rate categories, based on DCFS placement policy. A child's history can be addressed if the child has a prior history with DCFS. If the child is new to placements, DCFS can only provide what information the Emergency Response Command Post has obtained initially. You may discuss this with the Emergency Response Command Post or the CSW at the time of referral.
7. Question: Why can't a licensed foster parent run a day care business while providing ESC services? Can a Licensed Foster Parent still apply if he/she has a license to operate a Day Care business, but has no daycare children?
- Answer: Licensed Foster Parents can apply to become an ESC Provider if they have a day care business, but are not active and do not have day care children. During the Home-visit Evaluation, DCFS will confirm your non-active-daycare status. As a policy, the County requires that ESC Providers *NOT* have day care children while providing ESC services due to liability issues. Failure to comply will be considered a breach of contract.
8. Question: Where will the training be held for those who are already Licensed by CCLD?
- Answer: For annual training you may contact The Training Section main line at (626) 455-4653 or The Resource Family Training Manager, Shirley McNeal at (562) 345-6655.
9. Question: How do we get an individual certificate for the required hours of training?
- Answer: For information, you may contact the DCFS Recruitment Line at (888) 811-1211.
10. Question: How quickly should ESC Providers enroll a referred ESC child in school?
- Answer: ESC Providers are not required to enroll an ESC child in school, however, if the child is placed within their school district we

encourage the ESC foster parent to continue to take the child to school.

11. Question: Does the CSW bring a clothing allowance with them when they drop off an ESC child?
- Answer: No.
12. Question: Do the clothes go with the child when they leave?
- Answer: ESC Services Provider shall ensure the personal clothing and belongings accompany the child or youth to their next placement.
13. Question: If children come in with nothing, do ESC Providers get an allowance?
- Answer: Yes, however, it is on a case by case basis. Please, contact the ESC program for further assistance.
14. Question: How often does an ESC Provider have to renew his/her ESC contract?
- Answer: The term of this contract in the RFSQ, is for one year effective October 1, 2012 through September 30, 2013 with four one year options to extend and one six month option to extend if needed to complete a new solicitation.
15. Question: Please explain when an 18 year old will be referred to an ESC home?
- Answer: Effective January 1, 2012, youths who are 18 years to 21 years of age who meet the requirements of a new State law (AB12, Chapter 559, Statutes of 2010) may be referred to an ESC provider when there is a need for placement. More information will be available at a later date.
16. Question: What does the "Active Foster Parent Experience" mean'?
- Answer: You must have a minimum of six months of active experience in Los Angeles County as a foster parent with a valid license issued by the Community Care Licensing Division, California Department of Social Services.
17. Question: Do current contractors need to submit a new SOQ for ESC?
- Answer: Yes, because this is a new contract.

18. Question: Will children be rated before being placed?
Answer: Yes, all children are rated before being placed.
19. Question: Will Group Home children be referred to ESC?
Answer: All children who need placement will be referred to the ESC Program.
20. Question: What constitutes a Rate Classification Level (RCL) 14?
Answer: A child rated RCL 14 needs: (1) very intense supervision; (2) intensive social work and mental health treatment services; and (3) frequent behavioral intervention.
21. Question: What is the difference between 1) day care, 2) foster care and 3) emergency shelter care?
Answer: 1. Day care – is a family child care environment where non-medical care and supervision is provided for children for periods of less than 24 hours.
2. Foster care – is a service provided by DCFS for children who cannot live with their birth parents, and require temporary out-of-home care because of parental neglect, abuse or exploitation.
3. Emergency shelter care – means temporary, time limited of up to 14 days for placement of children who are seeking immediate temporary placement.
22. Question: Explain the following exhibits A, B, C, E, F and G and forms 7, 8, & 9?
Answer: Exhibit A – STATEMENT OF WORK: Refer to Part H, (Statement of Work), Exhibit A of the RFSQ, as it explains the required services and deliverables under this contract.

Exhibit B – CONTRACTOR'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION: Prospective ESC contractor must certify on Exhibit B that he/she agrees to comply with EEO laws, regulations and policies. For details, refer to Part D (Required Forms and Exhibits for Statement of Qualifications), Exhibit B of this RFSQ.

Exhibit C – LOS ANGELES COUNTY COMMUNITY BUSINESS ENTERPRISE (LAC/CBE) PROGRAM: Prospective ESC contractor must complete and submit Exhibit C, Community

Business Enterprise Form. This form is used by the COUNTY for statistical purposes only. For details, refer to Part D, (Required Forms and Exhibits for Statement of Qualifications), Exhibit C of this RFSQ.

Exhibit E – JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION: Prospective ESC contractor must complete and submit Exhibit E, County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form with the SOQ. If prospective ESC contractor is requesting an exception to this program, prospective ESC contractor must submit all necessary documents to support the request. For details, refer to Part B, (General Information), Section 21.0 of this RFSQ.

Exhibit F – CONTRACTOR'S ADMINISTRATION: Prospective ESC contractor must complete and sign Exhibit F. This form will be used to identify authorized personnel. For details, refer to Part D, (Required Forms and Exhibits for Statement of Qualifications), Exhibit F of this RFSQ.

Form 7 – REQUEST FOR LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM CONSIDERATION: Prospective ESC contractor must complete and sign Form 7, Request for Local Small Business Enterprise Preference Program Consideration. For details, refer to Part B (General Information), Section 11.0 of this RFSQ.

Form 8 – ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS: Prospective ESC contractor must complete and sign Form 8, Attestation of Willingness to Consider GAIN/GROW Participants. For details, refer to Part B (General Information), Section 15.0 of this RFSQ.

Form 9 – OFFER TO PERFORM AND ACCEPTANCE OF TERMS AND CONDITIONS: Prospective ESC contractor must complete and sign Form 9, Offer to Perform and Acceptance of Terms and Conditions. . For details, refer to Part D, (Required Forms and Exhibits for Statement of Qualifications), Form 9 of this RFSQ.

23. Question: If I don't have my license number at this time, will that stop me from applying for the program?

Answer: You must have a valid foster care license at the time of the SOQ submission. It is required by the Community Care Licensing

Division (CCLD) of the California Department of Social Services (CDSS).

24. Question: Visitors, can you explain that more?
Answer: The ESC Foster Parent is not authorized to allow visitation to take place with the youth placed in ESC, unless it is permitted by the CSW. Visitations will not be held at the ESC foster parent's home.
25. Question: Is there travel reimbursement for taking children to and from the doctor's office and/or to court?
Answer: No. Travel reimbursement for taking children to their appointments is paid through AFDC-FC.
26. Question: Does an ESC Provider qualify as a business?
Answer: At the end of each year, DCFS will issue an IRS 1099 form to each ESC Provider. Please consult the IRS or your tax professional.
27. Question: What is Earned Income Credit?
Answer: Earned Income Credit is a refundable tax credit for certain workers. For more information, the employee needs to see IRS Publication No. 596, Earned Income Credit (See Exhibit F, of the Sample Contract).
28. Question: If you keep a child for only 14 days, is the rate of \$300 pro-rated?
Answer: ESC providers will receive the full rate as specified on Exhibit A-4 if the bed(s) is(are) available for an entire month, except under the following conditions:
 1. The provider requests time-off,
 2. The provider is under administrative leave; or
 3. The contract start or end date is in the middle of any month.
29. Question: If you do not meet the requirement, are you notified?
Answer: Yes.
30. Question: Looking at Form 1, is a Co-Applicant required? If two people are listed on the license, do I have to list both names?
Answer: No, a Co-Applicant is not required. However, if your foster parent license indicates two individuals, you must indicate on Form 1

which individual is the ESC Applicant and which is the Co-Applicant. If your foster parent license indicates only one individual, indicate that the individual is the ESC Applicant and indicate "N/A" for Co-Applicant on Form 1.

31. Question: What type of insurance documents do you need?
- Answer: Homeowner(s) or Renter(s) insurance, with \$300,000 personal liability coverage, covering the CONTRACTOR against liability to others for bodily injury or property damage resulting from the CONTRACTOR's use of the residence premises where children placed for Emergency Shelter Care will reside; and Personal Automobile insurance, covering the CONTRACTOR against liability to others for bodily injury or property damage arising out of the ownership, maintenance or use of the CONTRACTOR'S automobile(s). Such insurance shall provide liability coverage limits not less than those required by state law.
32. Question: How many contracts can I have at one time, and can I have a contract with more than one service?
- Answer: ESC Provider can have other contracts with the County of Los Angeles that do not conflict with ESC Services and/or foster parent services.
33. Question: Why would DCFS disqualify an SOQ?
- Answer: DCFS will disqualify SOQs that does not meet the requirements stated in the RFSQ.
34. Question: If an SOQ is disqualified, will there be an opportunity to submit a new SOQ?
- Answer: Yes, there is a subsequent submission period, starting October 2, 2012 to January 25, 2017.
35. Question: Can SOQs be delivered to DCFS by U.S. Mail?
- Answer: Yes, however you relinquish control over the day and time DCFS actually receives the SOQ, and within the time specified in the RFSQ. DCFS will issue receipts indicating the date and time received for SOQs that are hand-delivered.
36. Question: Where do we turn in the SOQ (application) and within the time specified in the RFSQ and how many copies must be submitted?
- Answer: One original and two (2) copies must be submitted to:

County of Los Angeles
Department of Children and Family Services
Contract Administration Division
425 Shatto Place, Room 400
Los Angeles, CA 90020
Attention: Beatriz Meza, Contract Analyst

37. Question: How soon will ESC Applicants know the status of their SOQs?

Answer: For the initial submission period, anytime after January 26, 2012, DCFS will:

1. Issue disqualification letters to those ESC Applicants whose SOQs do not meet the minimum requirements of the RFSQ;
2. Contact ESC Applicants whose SOQs met the responsiveness and responsibility factors to schedule a Home-visit Evaluation; and
3. Issue disqualification letters to those ESC Applicants who did not meet/pass the Home-visit Evaluation.

38. Question: Can Requests for Solicitation Review be submitted to you at this conference today or must they be delivered to DCFS on Shatto Place?

Answer: Yes, they can be submitted at the conference or delivered to DCFS on Shatto Place on or before December 16, 2011. The address is the same as in Item 36.

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
EMERGENCY SHELTER CARE SERVICES
(CMS 11-045)

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PRICING SCHEDULE – EMERGENCY SHELTER CARE SERVICES BED AVAILABILITY RATES

CONTRACTOR hereby agrees to perform the services, the scope of which is set forth in the above-identified Contract for the County of Los Angeles, under all of the terms and conditions specified in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments and Contract.

Prices include all applicable charges and costs associated with receipt, delivery, confirmation, and any other costs necessary in the performance of all tasks outlined in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments, and Contract.

Bed Placement Category	Monthly Rate Per Available Bed	Category A	Category B	Total Number of Beds Available per Month ¹ (Category A + Category B)
		Minimum Service Capacity of Available Beds (Infant Crib Counts as a Bed)	Number of Available Fluctuating Beds ²	
Infant, Ages 0-2	\$300			
Child, Ages 3-12	\$300			
Teen, Ages 13-17 *	\$400			
Sibling Group, Ages 0-17 * (4-bed minimum)	\$400			
Teen Mom and her Infant ³	\$600			

CONTRACTOR's Signature

CO-CONTRACTOR's Signature (if applicable)

Name

Name

¹ The total number of beds cannot exceed the bed capacity per your Foster Family Home license and Title 22 Regulations.

² Utilization of fluctuating bed(s) cannot exceed 35% of minimum service capacity in any contract period. Usage of fluctuating bed(s) will be authorized if all three conditions are met: bed is available, meets licensing requirements, and utilization does not exceed 35% fluctuation rate

³ Rate includes one bed for the mother and a separate crib for the infant, in the same room

* Effective January 1, 2012 youth 18 years to age 21 may be placed with an ESC Contractor if they meet the requirements of AB 12 (Chapter 559, Statutes of 2010).

**EMERGENCY SHELTER CARE SERVICES
STATEMENT OF WORK
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**EMERGENCY SHELTER CARE SERVICES
CAPACITY AGREEMENT**

Contractor's Name: _____

Contractor's Foster Family Home License Number: _____

Contractor's Vendor Number: _____

Address: _____

City, State and Zip Code: _____

Telephone Number(s): _____

Back-up/ alternate Telephone Number(s): _____

Licensed Capacity (Number of Beds): _____

DCFS Approved Capacity (Number of Beds): _____

EMERGENCY SHELTER CARE SERVICES CAPACITY:

CONTRACTOR agrees to provide Emergency Shelter Care Services Capacity as follows:
(The maximum total number of beds a CONTRACTOR can provide is six.)

Number of Cribs _____ for Infants, ages 0-2 Male _____ Female _____

Number of Beds _____ for Children, ages 3-12 Male _____ Female _____

Number of Beds _____ for Teen, ages 13-17 Male _____ Female _____

Number of Beds _____ for Teen moms & Number of Cribs _____ for Teen moms' infant
(A separate crib is required for each infant)

Number of Beds _____ for sibling group, ages 0-17 (A minimum of four beds must be available
for sibling groups with a maximum of two children per bedroom)

I/we choose to participate in the 35% fluctuation option. _____ YES _____ NO

Contractor's Signature _____ Date _____

Co-Contractor's Signature _____ Date _____
(if applicable)

NOTE: Fluctuating bed capacity service option is available to ESC CONTRACTOR's interested in providing additional bed(s) or set of beds (bed and crib) on a fluctuating basis. The option is voluntary and requires selected ESC contractors to provide this service at Maximum Annual Contract Sum of up to 35% within a given annual contract period. Contractors who choose to participate in the 35% fluctuation service option shall only be authorized if all three conditions are met: (1) bed is available, (2) licensing requirements are met, and (3) utilization does not exceed 35% fluctuation rate. The fluctuation bed capacity of up to 35% is based on monthly rate increments.