



PHILIP L. BROWNING  
Director

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

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(213) 351-5602

Board of Supervisors

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September 30, 2015

Dear Prospective Contractors and Interested Parties:

### **ADDENDUM NUMBER FOURTEEN TO REQUEST FOR STATEMENT OF QUALIFICATIONS BID NUMBER CMS-07-021/023 FOR FOSTER FAMILY AGENCY/GROUP HOME FOSTER CARE SERVICES**

Addendum Number Fourteen is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Foster Family Agency (FFA)/Group Home (GH) Foster Care Services Request for Statement of Qualifications (RFSQ) Bid Number CMS-07-021/023 and to newly registered vendors. Addendum Number Fourteen amends the RFSQ to reopen the solicitation to new qualified vendors as provided below. Changes apply to the reference parts, sections, and 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 Fourteen may result in their Statement of Qualifications not being considered, as determined at the sole discretion of the County.

All prospective contractors should note that the transition year to implement the Continuum of Care Reform (Assembly Bill 403) is expected to begin on January 1, 2017.

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

- I. RFSQ, Table of Contents, is deleted in its entirety and replaced with revised Table of Contents.
- II. RFSQ, Section 1.0 Introduction, Sub-section 1.1 Preamble, is being amended as follows:

~~For over a decade, the COUNTY has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the COUNTY'S contracting partners share the COUNTY and community's commitment to provide health and human services that support achievement of the COUNTY'S vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.~~

*"To Enrich Lives Through Effective and Caring Service"*

The County of Los Angeles' Vision is to improve the quality of life in the COUNTY by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- |                   |                         |
|-------------------|-------------------------|
| ➤ Responsiveness  | ➤ Integrity             |
| ➤ Professionalism | ➤ Commitment            |
| ➤ Accountability  | ➤ A Can-Do Attitude     |
| ➤ Compassion      | ➤ Respect for Diversity |

These shared values are encompassed in the COUNTY Mission, to enrich lives through effective and caring service and the COUNTY Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between COUNTY departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the COUNTY'S outcomes of well-being for children and families, consensus has emerged among COUNTY and community leaders that making substantial improvements in integrating the COUNTY'S health and human services system is necessary to significantly move toward achieving these outcomes. The COUNTY has also established the values and goals for guiding this effort to integrate the health and human services delivery system.

- Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- There is no "wrong door": wherever a family enters the system is the right place.

- ~~Families receive services tailored to their unique situations and needs.~~
- ~~Service providers and advocates involve families in the process of determining Service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.~~
- ~~The COUNTY service system is flexible, able to respond to Service demands for both the countywide population and specific population groups.~~
- ~~The COUNTY service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.~~
- ~~In supporting families and communities, COUNTY agencies work seamlessly with public and private Service providers, community-based organizations, and other community partners.~~
- ~~COUNTY agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user friendly, responsive, cohesive, efficient, professional, and accountable.~~
- ~~COUNTY agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.~~
- ~~COUNTY agencies and their partners pursue multi-disciplinary Service delivery, a single Service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.~~
- ~~COUNTY agencies and their partners create incentives to reinforce the direction toward Service integration and a seamless Service delivery system.~~
- ~~The COUNTY human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the COUNTY human services system for children and families should ultimately be judged by whether it helps achieve the COUNTY'S five (5) outcomes for children and families: good health, economic well-being, safety and survival, emotional and social well-being, and education and workforce readiness.~~

~~The COUNTY, its clients, contracting partners, and the community will continue to work together to develop ways to make COUNTY services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and~~

~~multi-disciplinary team approach. COUNTY departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?~~

~~The COUNTY of Los Angeles' health and human service departments and their partners are working together to achieve the following *Customer Service and Satisfaction Standards* in support of improving outcomes for children and families.~~

#### Personal Service Delivery

~~The Service delivery team—staff and volunteers—will treat customers and each other with courtesy, dignity, and respect.~~

- ~~• Introduce themselves by name~~
- ~~• Listen carefully and patiently to customers~~
- ~~• Be responsive to cultural and linguistic needs~~
- ~~• Explain procedures clearly~~
- ~~• Build on the strengths of families and Communities~~

#### Service Access

~~Service providers will work proactively to facilitate customer access to services.~~

- ~~• Provide services as promptly as possible~~
- ~~• Provide clear directions and Service information~~
- ~~• Outreach to the community and promote available services~~
- ~~• Involve families in Service plan development~~
- ~~• Follow-up to ensure appropriate delivery of services~~

#### Service Environment

~~Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.~~

- ~~• Ensure a safe environment~~
- ~~• Ensure a professional atmosphere~~
- ~~• Display vision, mission, and values statements~~
- ~~• Provide a clean and comfortable waiting area~~
- ~~• Ensure privacy~~
- ~~• Post complaint and appeals procedures~~

~~The basis for all COUNTY health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The COUNTY and its contracting partners must work together and share a~~

~~commitment to achieve a common vision, goals, outcomes, and standards for providing services.~~

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan, Mission, Values, Goals and Performance Outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families business and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: 1) Accountability; 2) A Can-Do Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity and 9) Responsiveness.

These shared values are encompassed in the County's Strategic Plan's three Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; 3) Integrated Services Delivery. Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

III. RFSQ Section 1.0 Introduction, Sub-section 1.2 Purpose, is amended as follows:

The purpose of this Request for Statement of Qualifications (RFSQ) is to seek qualified contractors to provide Foster Family Agency (FFA) Services and/or Group Home (GH) Foster Care Services for the Department of Children and Family Services (DCFS) and Probation Department (Probation) of the County of Los Angeles (COUNTY) for under a one (1) year Contract. ~~with four (4) optional one-year renewal periods.~~

FFAs train and certify foster parents who provide out-of-home care in a family home setting for the population of children/youth and non-minor dependents (NMD) who are supervised by DCFS and Probation. FFA placements shall be made primarily within Los Angeles County and in adherence to applicable sections of the State Welfare and Institutions Codes and Title 22.

GHs provide out-of-home care to the population of children/youth and NMD who require a more structured environment than can be provided in a family home setting. GH placements shall be made primarily within Los Angeles County. Placements into other counties shall be made upon need.

- IV. RFSQ Section 1.0 Introduction, Sub-section 1.3 DCFS Mission Statement, is amended as follows:

~~DCFS will, with our community partners, provide a comprehensive child protection system of prevention, preservation, and permanency to ensure that children grow up safe, physically and emotionally healthy, educated, and in permanent homes.~~

1.3.1 The County of Los Angeles Department of Children and Family Services (DCFS) Vision, Mission and Values are as follows:

- Vision: Children thrive in safe families and supportive communities.
- Mission: By 2015 DCFS will practice a uniform service delivery model that measurably improves: Child safety, Permanency, and Access to effective and caring services.
- Values: Cultural Sensitivity, Leadership, Accountability, Integrity, and Responsiveness.

1.3.2 The County of Los Angeles Probation Department (Probation) Vision, Mission and Core Values are as follows:

- Vision: Rebuild lives and provide for healthier and safer communities.
- Mission: Enhance public safety, ensure victims' rights and effect positive probationer behavioral change.
- Core Values: We fundamentally subscribe to the fair and impartial administration of justice and embrace the following values:
- Dignity and respect for our clients, public and employees.
- Integrity to do the right things for the right reasons – all of the time.
- Leadership to develop an organization that is sustainable and will attain national prominence.
- Rehabilitation is founded in a belief that people have the ability to transform into law-abiding individuals.
- Contribution of everyone is valued and every one has the opportunity to perform to their highest potential.
- Commitment to providing service excellence to achieve positive outcomes for healthy families and communities.

- Collaboration by working with others to maximize efforts and achieve positive results.
- Evidence-based practices and policies as a way of assuring that our best efforts are leading to desired outcomes.

V. RFSQ, Section 1.0 Introduction, Sub-section 1.4 Target Demographics, is being amended as follows:

1.4.1 Target Populations Demographics for FFA Program

~~The County is not accepting Statement of Qualifications submissions for FFA Programs during the August 3, 2010 through August 17, 2010 submission period.~~

The target demographics for the FFA Program are children/youth and (Non-Minor Dependents (NMDs), 0 – 21 years old, in need of a temporary or permanent family setting, as an alternative to a GH. The principle target groups include children in which the case plan is for: (1) family reunification; (2) adoption; (3) legal guardianship; (4) permanent placement; (5) sibling group placement; (6) neighborhood/school based placement; and (7) children with special health care needs as defined in Title 22, Section 88001(c)(5) and (m) for FFAs with Specialized Certified Family Homes.

1.4.1.1 The current priority target demographic needs of DCFS and Probation are American Indian; Commercial Sexual Exploited Children (CSEC); NMDs; Acute Mental Health Issues; Pregnant and Parenting Teens; Developmentally Disabled; and Lesbian, Gay, Bi-sexual, Questioning, and Transgender (LGBTQ).

1.4.2 Target Populations Demographics for GH Program

**County of Los Angeles Probation Department (Probation):**

~~Will accept submissions from qualified existing GHs:~~

~~**Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), for RCL 10 – 12** programs serving sex offenders, ages 12 – 17.5.~~

~~**Within California for RCL 12-14** programs serving high-end youth with serious mental and emotional disorders, ages 12 – 17.5.~~

~~**Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), RCL 9-12** programs serving the developmentally disabled (Regional Center) population.~~

**County of Los Angeles DCFS and Probation:**

The target demographics for the GH Program are children/youth and (Non-Minor Dependents (NMDs), 0-18 years old, at the Rate Classification Level (RCL) 10 and above, who require a structured program and closer supervision than is usually provided in a relative or foster family home setting. A description of the Target Demographics for the Master Contract for Group Home Foster Care Services may be found in Appendix I, Exhibit A - Statement of Work, Part B - Target Demographics, and Exhibit Y – Target Demographics with Corresponding RCL.

1.4.2.1 The current priority target demographic needs of DCFS and Probation are American Indian; Commercial Sexual Exploited Children (CSEC); NMDs; Acute Mental Health Issues; Pregnant and Parenting Teens; Developmentally Disabled; Lesbian, Gay, Bi-sexual, Questioning, and Transgender (LGBTQ); and Rate Classification Level (RCL) 14.

VI. RFSQ, Section 2.0 General Information, Sub-section 2.1 Scope of Work, is being amended as follows:

**2.1 Scope of Work**

DCFS and Probation are seeking qualified agencies to provide FFA and/or GH Foster Care Services for the target ~~population~~ demographic categories as described in the Section 1.0 Introduction, Sub-section ~~1.3, Target Populations~~ 1.4 Target Demographics. Prospective Contractors may submit a Statement of Qualifications (SOQ) for one or more programs. Prospective Contractors must indicate on the Contractor's organization Questionnaire/Affidavit (reference Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.3) which program(s) it is attempting to qualify.

VII. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, is amended as follows:

**2.4 Prospective Contractor's Minimum Qualifications**

2.4.1 Interested and qualified prospective Contractors that meet the Minimum Qualifications stated below are invited to submit an SOQ.

2.4.1.1 ~~Prospective Contractor shall have a current placement history within the last twenty-four months and shall have been in good standing for the prior twelve months with the County of Los Angeles, including but not limited to DCFS' FFA and GH Performance Management Section, DCFS'~~

~~Fiscal Monitoring Section, Probation Central Placement, Auditor-Controller and/or California Department of Social Services (CDSS) Community Care Licensing Division (CCLD). Additionally, Prospective Contractor shall not have any history of being placed on Do Not Refer, Do Not Use, or Non-Compliance status with any County, State, or out of State department or agency. Prospective Contractor must not have any unresolved issues stemming from non-compliance with any County, State, or out-of-state government agency or department.~~

- ~~2.4.1.2 Prospective Contractor must indicate which programs he/she is attempting to qualify.~~
- 2.4.1.3  
2.4.1.2 Prospective Contractor must have licensure through the State of California Department of Social Services (CDSS) Community Care Licensing Division (CCLD) for each program it is attempting to qualify, and must provide a copy for each program and each site.
- ~~2.4.1.4~~  
2.4.1.3 Prospective Contractor must provide a copy of their organization's 501(c)(3) Non-Profit Corporation Status letter from the Internal Revenue Service.
- ~~2.4.1.5~~  
2.4.1.4 Prospective Contractor must provide a copy of their organization's Non-Profit Determination letter from the State of California Franchise Tax Board.
- ~~2.4.1.6~~  
2.4.1.5 Prospective Contractor must provide a certified copy of their organization's Statement of Information by Domestic Non-Profit from the California Secretary of State.
- ~~2.4.1.7~~ Prospective Contractor must certify adherence to the requirements of the GH Master Contract for Foster Care Services.
- 2.4.1.8  
2.4.1.6 Prospective Contractor must prove demonstrate fiscal viability as evidenced through a review and evaluation of financial documents:
- Organizations that have been incorporated for 42 months or more must submit a copy of their current budget and three most recent Audited Financial Statements.

- Organizations that have been incorporated for less than 42 months but more than 30 months must submit a copy of their current budget and two most recent Audited Financial Statements.
- Organizations that have been incorporated for less than 30 months but more than 18 months must submit a copy of their current budget and most recent Audited Financial Statement.
- Organizations that have been incorporated for 18 months or less must submit a copy of their current budget, balance sheet, and profit and loss statement.

~~2.4.1.9  
2.4.1.7~~ Prospective Contractor must meet insurance requirements for the programs it is attempting to qualify as specified in Appendix F, Sample FFA Master Contract or Appendix H, Sample GH Master Contract, Part I, Section 5.0, General Insurance Requirements and Section 6.0 Insurance Coverage Requirements.

~~2.4.1.10~~ ~~Prospective Contractor must respond positively to a willingness to consider hiring GAIN/GROW participants. (Reference Sub-section 2.26 in this Section)~~

~~2.4.1.11~~ ~~Prospective Contractor must comply with the County's Child Support Compliance Program. (Reference Sub-section 2.22 in this Section)~~

~~2.4.1.12~~ ~~Prospective Contractor must certify intent to comply with the County's Jury Service Program. (Reference Sub-section 2.31 in this Section)~~

2.4.2 Prospective Contractors attempting to qualify a FFA program must meet these additional requirements:

2.4.2.1 Provide a copy of their organization's Foster Family Agency Treatment Rate Notification letter from CDSS Foster Care Funding and Rates Bureau or a formal letter requesting a support letter from the County of Los Angeles to obtain a CDSS FFA rate. Organizations that submit a request for a support letter under this minimum qualification, during the submission period, must submit their Foster Family Agency Treatment Rate Notification letter from CDSS Foster Care Funding and Rates Bureau prior to contract execution. Only organizations that demonstrate they operate the program effectively and efficiently and that are determined by

DCFS to meet the level of care and services for AFDC-FC children placement will receive a support letter from the County of Los Angeles.

- 2.4.2.2 Be dually licensed for foster family agency and adoption services or CONTRACTOR shall have completed a subcontract, signed by authorized parties, with a licensed agency to provide adoption services including adoption home studies for their certified foster homes prior to contract execution. Contractor shall provide a copy of the organization's Adoption license issued by CDSS CCLD.
- 2.4.2.3 Prospective Contractor of an FFA program must certify adherence to requirements as specified in Appendix G, FFA Exhibits, Exhibit A, Statement of Work - Part C Service Tasks to Achieve Performance Outcome Goals, Section 1.0 Safety, Sub-section 1.1, Staff Qualifications, Requirements and Duties.
- 2.4.3 Prospective Contractors attempting to qualify a GH program must meet these additional requirements:
  - 2.4.3.1 Provide a current AFDC-FC rate letter (RCL 10 and above) from CDSS Foster Care Funding and Rates Bureau for each GH service delivery site to be covered under this Contract. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.
  - 2.4.3.2 Prospective Contractor of a GH program must certify adherence to the staffing requirements as specified in Appendix I, GH Exhibits, Exhibit A, Statement of Work, Part A, Section 5.0, Staff Qualifications, Requirements, and Duties.
  - 2.4.3.3 **~~The prospective Contractor must currently operate one or more of the following specific programs:~~**
    - 2.4.3.3.3 ~~RCL 10 – 12 beds within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties) for Probation youth ages 12 through 17.5 who are sex offenders.~~

~~2.4.3.3.4 — RCL 12 – 14 beds within for **Probation youth** ages 12 through 17.5 with serious mental and emotional disorders.~~

~~2.4.3.3.5 — RCL 9-12 beds for the developmentally disabled (Regional Center) population ages 12 through 17.5.~~

~~2.4.3.4~~ **Meet this additional requirement if the GH program is RCL 14:**  
~~2.4.3.3~~ Provide a copy of the certification letter issued by State Department of Mental Health or a County Mental Health Department to provide the mental health treatment component of RCL 14 programs.

VIII. RFSQ, Section 2.0 General Information, Sub-section 2.7 Contract Term, is amended as follows:

### **2.7 Contract Term**

2.7.1 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.

IX. RFSQ, Section 2.0 General Information, Sub-section 2.9 Contact with County Personnel, is amended as follows:

### **2.9 Contact with County Personnel**

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

~~Felicia Carreker, Contract Analyst~~  
Victor Akinmurele, Assistant Manager  
Contracts Administration Division  
Department of Children and Family Services  
425 Shatto Place, Room 401  
Los Angeles, CA 90020  
E-mail: ~~ffagh~~ [akinmv@dcfs.lacounty.gov](mailto:akinmv@dcfs.lacounty.gov)

If it is discovered that a prospective Contractor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

- X. RFSQ, Section 2.0 General Information, Sub-section 2.33 Contractor's Charitable Contributions Compliance, Sub-paragraph 2.33.3, is amended as follows:

2.33.3 In *Form 10*, Charitable Contributions Certification, prospective Contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County Contract, **OR**
- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts (CT-1 or RRF-1).

- XI. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.2 Precautions Regarding SOQ Submission/Truth and Accuracy of Representations, Subparagraph 3.2.3, is amended as follows:

3.2.3 Submission of a SOQ shall constitute acknowledgment and acceptance of all of the terms and conditions in the RFSQ and its attachments, unless an exception is made in writing. ~~except as to those, which have been expressly excepted.~~

- XII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable, is amended as follows:

### **3.3 RFSQ Timetable**

RFSQ Addendum Number Eleven Release and SOQ Submission Review Periods:

- Release of RFSQ August 31, 2007
- Release of Addendum Number ~~Eleven~~ Fourteen ~~August 23, 2010~~ September 30, 2015
- Written Questions Due (*optional*) ~~September 7, 2010~~ October 15, 2015
- Request for a Solicitation Requirements Review Due October 15, 2015
- Prospective Contractor's Conference Date (*optional*) ~~September 14, 2010~~ October 22, 2015
- Questions and Answers Released and Response to Solicitation Requirements Review On or About: ~~October 5, 2010~~ October 29, 2015
- SOQ Submission Period Begins: Nov. 4-19, 2010 November 30, 2015
- ~~SOQ due by (Pacific Time) 5:00 PM, November 19, 2010~~
- Deadline for SOQ Submission: December 14, 2015; 5:00 PM

- Review of SOQ Submissions and Execution of Contracts will be conducted on a flow basis and contracts may start as early as: January 1, 2016

### **3.3.1 Subsequent SOQ Submission Period**

After the contract start date, subsequent SOQ submission periods may be available. County reserves the right, at its sole discretion, to adjust the schedule for any subsequent SOQ submission period, based on the needs of the County. Notification of the specifics regarding the deadline for submission, submission of recommendations for contracts to the County's Board of Supervisors, and anticipated contract start date with regard to the subsequent submission period shall be posted as an addendum to the RFSQ on County's Website, ([www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html)) and DCFS Website at <http://camisvr.co.la.ca.us/lacobids/>.

Prospective Contractors who register on the County's Web Site under Human Services: Family and Social Services, Code 95243; Foster Home and Adoption Services, Code 95247; and Youth Care Services, Code 95295, shall receive email notifications of any postings.

Subsequent submissions must adhere to the minimum qualifications set forth in this Addendum Number Fourteen. The requirements for submitting SOQs during any subsequent SOQ submission period may change.

This additional submission must adhere to the minimum qualifications set forth in this Addendum Number Fourteen. The requirements for submitting SOQs to the additional submission period may change.

This will allow Prospective Contractors to submit a SOQ during a submission period if: (1) they submitted a SOQ, but did not qualify after being considered by County; or (2) they did not submit a SOQ during a previous submission period.

- XIII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review, is amended as follows:

### **3.4 Solicitation Requirements Review**

A person or entity may seek a Solicitation Requirements Review by submitting *Appendix C - Transmittal Form to Request a an RFSQ Solicitation Requirements Review* along with supporting documentation. A Solicitation Requirements Review shall only be granted under the following circumstances:

- The request for a Solicitation Requirements Review is received by the department by **5:00 PM, ~~September 7, 2010~~ October 15, 2015**;
- The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a bid;
- The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- The request for a Solicitation Requirements Review asserts either that:
  - application of the minimum requirements, review criteria and/or business requirements unfairly disadvantage the prospective Contractor; or,
  - due to unclear instructions, the process may result in the County not receiving the best possible responses from the prospective Contractors.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the prospective Contractor, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Review should be submitted to:

Department of Children and Family Services  
Contracts Administration Division, Attn: Contract Manager  
425 Shatto Place, Room ~~400~~ 401  
Los Angeles, California 90020

XIV. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.5 Prospective Contractors' Questions (Optional) is amended as follows:

**3.5 Prospective Contractors' Questions (optional)**

Prospective Contractors may submit written questions regarding this RFSQ by mail, ~~fax~~ or e-mail to the Contracts Analyst identified below. Questions received after the **~~September 14, 2010~~ October 15, 2015** Prospective Contractor's Conference will not be answered or included in the Question and Answer Addendum. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to the RFSQ. The addendum will be posted on DCFS' Website at

[www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html), and the County's Website at <http://camisvr.co.la.ca.us/lacobids/>.

When submitting questions please specify the RFSQ section number, paragraph number, and page number and quote the passage that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage prospective Contractors or, due to unclear instructions, may result in the County not receiving the best possible responses from prospective Contractor.

Questions should be addressed to:

Name: ~~Felicia Carreker~~ Victor Akinmurele, Assistant Manager  
Address: Department of Children and Family Services  
Contracts Administration Division  
425 Shatto Place, Room 400  
Los Angeles, California 90020  
Fax # (213) 380-4623  
E-mail address: ~~ffagh@dcfs.lacounty.gov~~  
[akinmv@dcfs.lacounty.gov](mailto:akinmv@dcfs.lacounty.gov)

- XV. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.6 Prospective Contractors' Conference (Mandatory), is amended as follows:

**3.6 Prospective Contractor's Conferences (*optional*)**

A Prospective Contractors Conference will be held to discuss the RFSQ. The conference is optional for prospective Contractors, however, attendance is highly recommended. It is also recommended that prospective Contractors bring a copy of the RFSQ to the conference for reference. County staff will first respond to questions received from prospective Contractors prior to the conference date, and as time allows, questions received during the conference. The conference is scheduled as follows:

**Date:** ~~September 14, 2010~~ October 22, 2015  
**Time:** ~~1:00 PM~~ 9:00 AM until the last question or ~~4:00 PM~~  
12:00 PM, whichever is sooner  
**Address:** ~~Rancho Los Amigos National Rehabilitation Center~~  
~~Room SSA 1150~~  
~~7601 E. Imperial Highway~~  
~~Downey, CA 90242~~

**Community Care Licensing Division**  
**1000 Corporate Center Drive**  
**3<sup>rd</sup> Floor Conference Room**  
**Monterey Park, CA 91754**

~~Enter the Rancho Los Amigos campus from Old River School Road. A map of the campus is attached as Attachment I.~~

- XVI. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.4 Required Forms, is amended as follows:

**3.7.4 Required Forms (Section B)**

**3.7.4.1 Include the following forms as provided in Appendix A – Required Forms. Complete, sign and date all forms.**

<i>Form 1</i>	<i><u>Contractor's Organization Questionnaire/Affidavit</u></i>
<i>Form 2</i>	<i>Certification of No Conflict of Interest</i>
<i>Form 3</i>	<i>Contractor's Equal Employment Opportunity (EEO) Certification</i>
<i>Form 4</i>	<i><u>Intentionally Left Blank</u></i>
<i>Form 5</i>	<i>Familiarity with the County Lobbyist ordinance Certification</i>
<i>Form 6</i>	<i>Prospective Contractor's List of Contracts</i>
<i>Form 7</i>	<i>Prospective Contractor's List of Terminated Contracts</i>
<i>Form 8</i>	<i>Attestation of Willingness to Consider GAIN/GROW Participants</i>
<i>Form 9</i>	<i>County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception</i>
<i>Form 10</i>	<i>Charitable Contributions Certification <u>and Initial or Annual Registration Form</u></i>
<i>Form 11</i>	<i>Offer to Perform and Acceptance of terms and Conditions</i>
<i>Form 12</i>	<i>Contractor's Involvement in Litigation and/or Contract Compliance Difficulties</i>
<i>Form 13</i>	<i>Certification of Fiscal Compliance</i>
<i>Form 14</i>	<i>Certification of Ownership and Financial Interest</i>
<i>Form 15</i>	<i>List of Commitments</i>
<i>Form 16</i>	<i>Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders</i>
<i>Form 17</i>	<i>Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements</i>
<i>Form 18</i>	<i>Certified Foster Parent Acknowledgment and Confidentiality Agreement (if applicable)</i>
<i>Form 19</i>	<i>Contractor's Employee Acknowledgement and Confidentiality Agreement Form</i>

<i>Form 20</i>	<i>List of Current Members of Board of Directors/Other Agencies</i>
<i>Form 21</i>	<i>Service Delivery Sites</i>
<i>Form 22</i>	<i>Contractor's Administration</i>
<u><i>Form 23</i></u>	<u><i>Certification of Compliance with the County's Defaulted Property Tax Deduction Program</i></u>

XVII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 SOQ and Program Statement Submission, Sub-paragraph 3.7.5.1, is amended as follows:

**3.7.5.1 Prospective Contractor must submit the following required documents as indicated in Appendix B of this RFSQ.**

- C1. Board of Directors Resolution – The resolution shall be prepared on the organization's letterhead, and sealed with the Corporate Seal. (see Appendix B-I, Sample)
- C2. A copy of the organization's Internal Revenue Service (IRS) 501 (c)(3) Nonprofit Corporation Status Letter.
- C3. A copy of the organization's State of California Franchise Tax Board nonprofit determination letter.
- C4. **Certified** copy of the current California Secretary of State Statement of Information for their Domestic Non-Profit organization.
- C5. The organization's Rate Letter from the State Foster Care Funding and Rates Bureau that corresponds to each licensed facility covered by this Contract. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.
- C6. Copies of the Community Care Licensing Division (CCLD) license for each facility covered by this Contract.
- C7. For **RCL 14 programs**, a copy of the letter of certification from the Department of Mental Health.
- C8. A copy of the organization's current budget.
- C9. Copies of the organization's ~~most current and prior two~~ Audited Financial Statement(s) or other accepted documents in accordance with this RFSQ, Section 2.0, Subsection 2.4.1.6.
- C10. Prospective Contractor must provide proof of insurability that meets all insurance requirements set forth in the *Appendix F, Sample Master FFA Contract and/or Appendix H, Sample Master GH Contract – Part I, Section 5.0 General Insurance Requirements, Sub-sections 5.1 and 5.2 and Section 6.0 Insurance Coverage Requirements.* If a prospective Contractor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the prospective Contractor be selected to receive a

Master Contract award may be submitted with the SOQ. **(Prior to execution of a Master Contract, prospective Contractor must be compliant with the Contract insurance requirements).**

- C11. In separate binders, prospective Contractor shall submit their current CCLD approved Program Statement for each program in the standardized Program Statement format according to the respective General Program Statement Instructions for Foster Family Agencies and Group Homes.
- C12. A brief description for each program.
- C13. A copy of the Prospective Contractor's Articles of ~~Corporation~~ Incorporation.
- C14. A copy of the organization's Adoption license issued by CDSS CCLD.
- C15. Last Page of SOQ (sample Appendix B-II)

XVIII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-paragraph 3.8.1, is amended as follows:

3.8.1 The complete original SOQ and two (2) copies labeled as Copy #1 and Copy #2, of the complete SOQ shall be submitted. The original SOQ shall be typewritten or word-processed with a one (1) inch margin on all sides on 8 1/2" x 11" white bond paper. Each SOQ (including copies) shall be placed in separate three-ring binders for a total of three, three-ring binders. Each binder shall have tabs for each section letter of the SOQ. SOQs and all documents submitted in connection with this RFSQ shall be securely bound in a three-ring binder which can be easily opened and closed, for the removal of material by COUNTY, identified by prospective Contractor as "Trade Secrets", "Confidential", or "Proprietary". No paper clipped, stapled, or rubber banded documents shall be accepted. All SOQ pages shall be clearly and consecutively numbered. The original SOQ binder and the two copies shall be clearly labeled with the name and address of the prospective Contractor.

Two complete copies of the organization's current CCLD approved Program Statements for each FFA program and three complete copies of the organization's current CCLD approved Program Statement for each GH program shall also be submitted with the SOQ submission ~~on 2/29/08~~ by December 14, 2015, at 5:00 pm.

All requests for modifications to the CCLD approved Program Statements are required with the SOQ submission ~~on 2/29/08~~ by December 14, 2015, at 5:00 pm. ~~The exception is the FFA Program Statement that must reflect the inclusion of the Adoptions component 11 months after the FFA contract execution.~~

No contract will be executed until CCLD and the County has have approved the any Program Statement modifications. ~~Current contracts expire October 31,~~

~~2008. The deadline to submit verification of CCLD approval of Program Statement modifications to Contracts Administration is extended to December 31, 2008. Contractors who do not submit their CCLD approval to Contracts Administration to December 31, 2008, may be deemed in default of the Contract pursuant to the RFSQ, sample FFA and/or GH Contra, Part II: Standard Terms and Conditions, Section 21.0 Events of Default.~~

Each Program Statement shall be in separate three-ring binders for a total of two, three-ring Program Statement binders for each FFA program, and a total of three three-ring binders for each GH program. Each binder shall be clearly labeled with the name and address of the prospective Contractor, and entitled "Program Statement".

3.8.1.1 The binder of the ORIGINAL SOQ shall be clearly identified as the ORIGINAL SOQ and shall contain all required forms, documents, letters, and statements with original signatures in **blue ink**. The binders of the SOQ copies shall be clearly identified as copies.

3.8.1.2 All three (3) SOQs ~~with~~ including the ORIGINAL SOQ readily accessible, AND two (2) Program Statements for each FFA program and/or three (3) Program Statements for each GH program if submitting for more than one, shall be placed in plain sturdy cardboard boxes, which ~~is~~ are sealed and can be easily stacked, handled and lifted. The box(es) shall be clearly labeled with the name and address of the prospective Contractor and entitled "**Foster Family Agency/Group Home**" **Foster Care Services RFSQ # CMS-07-021/023**.

The SOQ and any related information shall be delivered or mailed to:

Victor Akinmurele, Assistant Manager  
County of Los Angeles  
Department of Children and Family Services  
Contracts Administration Division  
425 Shatto Place, Room 401  
Los Angeles, California 90020

XIX. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-paragraph 3.8.5 is amended as follows:

3.8.5 The deadline for submission of the SOQ is ~~August 17, 2009~~ **December 14, 2015, at 6-5:00 PM, local time. It is the sole responsibility of the submitting prospective Contractor to ensure that its SOQ is received before the submission deadline. Submitting prospective Contractors shall bear all**

**risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. SOQs received after the submission deadline will not be reviewed. ~~for the initial contract term effective on or about November 1, 2009.~~**

- XX. RFSQ, Appendix A, Required Forms, is deleted in its entirety and replaced with revised Appendix A.
- XXI. RFSQ, Appendix E, Listing of Contractors Debarred in Los Angeles County, is deleted in its entirety and replaced with revised Appendix E.
- XXII. RFSQ, Appendix F, Sample FFA Master Contract, is deleted in its entirety and replaced with revised Appendix F.
- XXIII. RFSQ, Appendix G, Exhibits (FFA), is deleted in its entirety and replaced with revised Appendix G.
- XXIV. RFSQ, Appendix H, Sample GH Master Contract, is deleted in its entirety and replaced with revised Appendix H.
- XXV. RFSQ, Appendix I, Exhibits (GH), is deleted in its entirety and replaced with revised Appendix I.
- XXVI. RFSQ, Appendix K, IRS Notice 1015, is deleted in its entirety and replaced with revised Appendix K.
- XXVII. RFSQ, Appendix L, Safety Surrendered Baby Law, is deleted in its entirety and replaced with revised Appendix L.

For your convenience, a copy of the updated RFSQ incorporating these amendments is attached as Attachment 1, along with the revised Appendices.

We look forward to receiving your Statement of Qualifications submissions by December 14, 2015, prior to 5:00 P.M., Pacific Time.

Sincerely,



Leticia Torres-Ibarra, Division Chief  
Contracts Administration Division

LTI:EO:gb

Attachments