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October 29, 2015

Dear Prospective Contractors and Interested Parties:

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

Addendum Number Fifteen and Attachment 1 (updated RFSQ) 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 Fifteen publishes the Questions and Answers (Q&A) document (Attachment 2) providing responses to the questions submitted prior to and during the Prospective Contractors' Conference held on October 22, 2015, and amends sections of the RFSQ as provided below and included in Attachment 1.

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

The following changes are being made to the RFSQ via this Addendum Number Fifteen:

- 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 1.2 Purpose, first paragraph, 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 a one (1) year Contract.~~

- III. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.1.3, is amended as follows:

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.

IV. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.1.6, is amended as follows:

2.4.1.6 Prospective Contractor must demonstrate fiscal viability through a review and evaluation of the organization's 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.~~
- 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.

- V. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.2.2, is amended as follows:

2.4.1.6 Be dually licensed for foster family agency and adoption services or CONTRACTOR shall have completed a subcontract/Memorandum of Understanding (MOU), 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.

- VI. RFSQ, Section 2.0 General Information, Sub-section 2.27 County's Quality Assurance Plan is amended as follows:

2.27 County's Contract Compliance and Quality Assurance Plan

After award of a Master Contract the County or its agent will evaluate the Contractor's performance under the Master Contract on an annual basis. Such evaluation will include assessing Contractor's compliance with all terms in the Master Contract and performance standards identified in the Statement of Work. Contractor's deficiencies which the County determines are severe or continuing and that may jeopardize performance of this Master Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Contract in whole or in part, or impose other penalties as specified in the Master Contract.

In addition to the annual performance review, Contracts Administration Division (CAD) Compliance Section will conduct a startup review for new contractors to provide technical assistance in developing appropriate internal controls that comply with the fiscal provisions and accountability requirements of the Foster Family Agency and Group Home contracts.

Prospective Contractors must attend and participate in one of the upcoming Fiscal Training sessions (12/1/15, 1/12/16 and 1/19/16) that will be provided by the County Auditor-Controller in collaboration with the California Department of Social Services Foster Care Audits and Rates Branch. Please chose a session and register your attendance by sending an e-mail to ysmith@dcsf.lacounty.gov and avagee@dcsf.lacounty.gov as follows:

- Subject Line: Request for Confirmation Fiscal Training
- Body of E-mail: Name of Contractor, name and title of the fiscal staff or Independent Contractor(s) that will attend the Fiscal Training for your agency/organization, and the date(s) your organization will attend the fiscal training
- Contractors may send staff to training on more than one day
- DCFS Contracts Administration Division Fiscal Monitoring will confirm your Fiscal Training via email by November 13, 2015

After contract award, contractors must also:

- actively participate in a fiscal orientation within the first 30 days of the contract award;
- prepare and submit to CAD Compliance within the first 45 days of the new contract award, its operational implementation plan that demonstrates how the organization will implement its new contract and organizational operations;
- meet every six weeks with the Fiscal Compliance Administrator to review its Internal Control implementation;
- complete an internal controls questionnaire within the first 90 days of the contract award; and
- receive a Fiscal Compliance Assessment within the first 150 days of the contract award.

VII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 SOQ and Program Statement Submission, Sub-paragraph 3.7.5.1, C2, is amended as follows:

C2. A copy of the organization's Internal Revenue Service (IRS) 501-(c)(3) Nonprofit Corporation Status Letter.

VIII. 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 FFA Probation program and GH program shall also be submitted with the SOQ submission by December 14, 2015, at 5:00 pm.

All requests for modifications to the CCLD approved Program Statements are required with the SOQ submission by December 14, 2015, at 5:00 pm.

No contract will be executed until CCLD and the County have approved any Program Statement modifications.

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 FFA Probation program and 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 including the ORIGINAL SOQ readily accessible, AND two (2) Program Statements for each FFA program and/or three (3) Program Statements for each FFA Probation program and GH program if submitting for more than one, shall be placed in plain sturdy cardboard boxes, which 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

- IX. RFSQ, Appendix A, Required Form 1, is deleted in its entirety and replaced with revised Required Form 1.
- X. RFSQ, Appendix F, Sample FFA Master Contract, is deleted in its entirety and replaced with revised Appendix F.
- XI. RFSQ, Appendix G, Exhibits (FFA), Exhibit C-I Auditor-Controller Foster Family Agency Contract Accounting and Administration Handbook and Exhibit C-II Auditor-Controller/Department of Children and Family Services/Probation Department Fiscal Audit Phases, Fiscal Audits of Foster Family Agency Foster Care Services Contractors have been added to this RFSQ.
- XII. RFSQ, Appendix H, Sample GH Master Contract, is deleted in its entirety and replaced with revised Appendix H.
- XIII. RFSQ, Appendix I, Exhibits (GH), Exhibit C-I Auditor-Controller Group Home Contract Accounting and Administration Handbook and Exhibit C-II Auditor-Controller/Department of Children and Family Services/Probation Department Fiscal Audit Phases, Fiscal Audits of Group Home Foster Care Services Contractors have been added to this RFSQ.

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

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:ea

Attachments