



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

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Director

FESIA A. DAVENPORT
Chief Deputy Director

Board of Supervisors

GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 6, 2013

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER ONE TO REQUEST FOR PROPOSALS NUMBER 12-0070
PARTNERING FOR SAFETY AND PERMANENCE – MODEL APPROACH TO
PARTNERSHIPS IN PARENTING TRAINING SERVICES**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Partnering for Safety and Permanence – Model Approach to Partnerships in Parenting (PS-MAPP) Request for Proposals (RFP) Number 12-0070. Addendum Number One amends sections of the RFP as provided below. Changes only apply to the referenced sections and/or subsections that are amended or deleted, all other sections remain in full affect.

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 section as set forth in the RFP. Addendum Number One incorporates the Questions and Answers (Attachment A) from November 18, 2013 Proposers' Conference.

1. RFP, Introduction, Section 3.0, Purpose, Subsection 3.2 is amended to read as follows:
 - 3.2 The budget for obtaining this service is approximately ~~\$4,789,602~~ \$5,523,837 for the ~~three~~ five year period countywide. This budget is subject to change at the discretion of the COUNTY.
2. RFP, Part A, General Information and Requirements, Section 8.0, Contract Term, Subsections 8.2 and 8.3 are amended to read as follows:
 - 8.2 The term of this Contract may be extended for up to ~~two (2)~~ four (4) additional one-year periods for a total of ~~three (3)~~ five (5) years if all optional extensions are exercised, provided funding is available.

"To Enrich Lives Through Effective and Caring Service"

- 8.3 Contingent upon available funding, the term of the Contract may also be extended by the Director of DCFS beyond the stated expiration date for a period not to exceed six (6) months beyond the ~~third~~ fifth year of the Contract term, if such additional time is necessary to complete the negotiation or solicitation of a new Contract. All terms of the Contract in effect at the time of extending the term shall remain in effect for the duration of the extension.
3. RFP, Part D, Sample Contract, Section 2.0, Term, Subsections 2.2 and 2.4 are amended to read as follows:
- 2.2 COUNTY shall have the sole option to extend the Contract term for up to ~~two~~ (2) four (4) additional one-year periods for a maximum total Contract term of ~~three~~ (3) five (5) years. Each such option and extension shall be exercised at the sole discretion of the Director, by written notice to the CONTRACTOR, provided that approval of County's Chief Executive Office (CEO) is obtained prior to any such extension.
- 2.4 The term of this Contract may also be extended by the Director of DCFS by written notice to the CONTRACTOR 60 days prior to the expiration of the Contract term, after CEO approval, for a period not to exceed six (6) months beyond the ~~third~~ fifth year of the Contract term, if such additional time is necessary to complete the negotiation or solicitation of a new Contract.
4. RFP, Part D, Sample Contract, Section 3.0, Contract Sum, Subsection 3.1 is amended to read as follows:
- 3.1 The maximum amount payable under this Contract for the first Contract year shall not exceed \$_____ \$989,934, hereinafter referred to as "Maximum Annual Contract Sum." The total amount payable under this Contract, if ~~both~~ all one year extension options are exercised, is \$_____ \$5,523,837, hereinafter referred to as "Maximum Contract Sum."

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

Sincerely,



Kimberly A. Foster, Section Manager
Contracts Administration Division

KF:FC:sl

County of Los Angeles – Department of Children and Family Services
PARTNERING FOR SAFETY AND PERMANENCE – MODEL APPROACH TO
PARTNERSHIPS IN PARENTING TRAINING SERVICES (RFP CMS 12-0070)

QUESTIONS AND ANSWERS

The following is official response to the questions submitted by mail/fax/email to the November 15, 2013 deadline and at the Proposers' Conference.

The questions have been categorized by the submittal type: November 15, 2013 submission and Proposers' Conference submission.

QUESTIONS SUBMITTED BY NOVEMBER 15, 2013

1. RFP, Part A, Page 9, Section 20.0

"Contractor shall **ensure** that criminal clearances with subsequent arrest notification and background checks have been conducted for all Contractor's staff and volunteers as well as all Subcontractors staff, prior to beginning and continuing work under any resulting Contract (see Part D, Sample Contract, Part I, Unique Terms and Conditions, Section 6.0, Background and Security Investigations)."

That section in the sample contract says, "At any time prior to or during term of this Contract, the COUNTY **may** require that all CONTRACTOR staff performing work under this Contract undergo and pass, to the satisfaction of COUNTY, a background investigation, as a condition of beginning and continuing to work under this Contract."

Question: Need clarification if this is requirement or not.

Answer: Yes, DCFS will require criminal clearances and background checks for all Contractor's staff and volunteers as well as all Subcontractors staff.

2. RFP, Part B, Page 26, Section 48.3

"List all material included in the Proposal. Include a clear definition of the material, identified by sequential page numbers and by section reference numbers."

Question: Is the proposer to use the RFP section numbers in their submitted proposal or their own numbering system?

Answer: Use the RFP section numbers (Section A, Section B, etc.)

3. RFP, Part B, Page 27, Section 48.5, Item 2

"Proposers List of Contracts says, The listing must include all public entities contracts for the last 3 years, but the actual form says 5 years."

Question: Which timeframe is correct?

Answer: Both are correct, Public Entities – last three (3) years; all other Contracts – last five (5) years.

4. Statement of Work, Page 13, Section 6.10.2

“The instructor and the experienced foster and/or adoptive parent shall be employees of the contractor.”

Question: Does a subcontractor or consultant qualify as a contractor’s employee?

Answer: Yes, if subcontracts have prior approval from DCFS.

5. Statement of Work, Page 21, Section 10.9.1.1

“Proposer must offer PS-MAPP training modules during evenings Monday through Thursday, and on Saturday or as approved by the APRD CPM.”

Question: Will trainings not happen on Fridays?

Answer: Yes, trainings may be offered on Fridays if approved by CPM.

6. RFP, Part G, Page 9, Form 4

Board of Directors Resolution

Question: Will a bidder’s current Board Resolution suffice as an insert for this section if it gives the CEO the authorization to bind governmental entity contracts that do not exceed five million dollars? Our next board meeting is not until January 2014.

Answer: Yes, that document will suffice if it is an original document.

WRITTEN QUESTIONS SUBMITTED FROM CONFERENCE

7. Statement of Work, Page 13, Section 7.1.1

Question: Can the PS-MAPP adoptive/foster parent caregiver need to be employed or can they be volunteers?

Answer: It is expected that each member of the training team receive compensation for their work.

8. Statement of Work, Page 17, Section 10.1.1.2

Question: Can we train out of our current FFA facilities?

Answer: Yes, however, the contractor shall provide a minimum of one training facility for every three series within each SPA and within each Region. At an FFA facility, you will want to clearly explain how you will not be confusing the space for FFA clients and Los Angeles County clients.

9. **Statement of Work, Page 19, Section 10.3.1**

Question: Minimum of 20 attendees, however, 10.7.1.1 states up to 35 – Does this include MAPP team?

Answer: On the first day of class, there may be an overflow of applicants, thus the room needs to be able to seat 35 people comfortably, plus the members of the training team.

10. **Statement of Work, Page 20, Section 10.7.2.3**

Question: Can Leadership be held at same facility as trainings?

Answer: Yes, please see answer to number 8.

11. **Statement of Work, Page 23, Section 10.12.1**

Question: Can CPR and First Aid be held at training facility?

Answer: Yes, please see answer to number 8.

12. **General**

Question: Is the CSW salary to be included in the contract or is it part of their 40 hour salary?

Answer: The CSW on the training team is employed by DCFS and is considered part of their job description – their salary is not part of the contract.

13. **Statement of Work**

Question: How many classes per region and budget per region?

Answer:	North Region	10 PS-MAPP series
	East Region	16 PS-MAPP series
	West Region	17 PS-MAPP series
	South Region	16 PS-MAPP series
	Total	59

	NORTH SPA 1 & 2	EAST SPA 3 & 4	WEST SPA 5 & 6	SOUTH SPA 7 & 8	TOTALS
Contract Year 1	\$179,988	\$269,982	\$269,982	\$269,982	\$989,934
Contract Year 2	\$181,188	\$271,782	\$271,782	\$271,782	\$996,534
Contract Year 3	\$182,388	\$273,582	\$273,582	\$273,582	\$1,003,134
Contract Year 4	\$183,588	\$275,382	\$275,382	\$275,382	\$1,009,734
Contract Year 5	\$184,788	\$277,182	\$277,182	\$277,182	\$1,016,334
Six Month Extension	\$89,694	\$139,491	\$139,491	\$139,491	\$508,167
TOTALs	\$1,001,634	\$1,507,401	\$1,507,401	\$1,507,401	\$5,523,837

14. **General**

Question: Anticipated tentative award date?

Answer: Tentative award date is scheduled to be on or about June 2014.