



PHILIP L. BROWNING  
Director

# County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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August 13, 2015

Dear Prospective Proposers and Interested Parties:

## **ADDENDUM NUMBER ONE TO REQUEST FOR PROPOSALS NUMBER 14-0031 FOR PREPARATION AND SUPPORT FOR FAMILIES ADOPTING CHILDREN WITH SPECIAL NEEDS**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Preparation and Support for Families Adopting Children with Special Needs (P & S) Request for Proposals (RFP) Number 14-0031. Addendum Number One amends a section of the RFP and issues the responses to the questions submitted prior to the deadline and those submitted during the Proposers' Conference held on July 29, 2015.

### **CHANGE TO THE REQUEST FOR PROPOSAL**

The change below only applies to the referenced subsection; all other sections/subsections remain in full effect.

Subsection 7.2, RFP Timetable, is amended to read as follows:

#### **7.2 RFP Timetable**

The following timeline represents the COUNTY's best estimate of the schedule that shall be followed in this procurement process. COUNTY reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the timeline shall be posted on DCFS Contracts website at <http://www.lacdcfs.org/contracts/index.html>. Please note that all times indicated are Pacific Standard Time (PST).

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|--|---|
| ▪ Release RFP on or about                            | June 30, 2015                                       |
| ▪ Written Questions Due (Proposers' Questions)       | July 10, 2015; 5:00 PM                              |
| ▪ Deadline to Submit Request for Solicitation Review | July 15, 2015; 5:00 PM                              |
| ▪ Proposer's Conference                              | <del>Tuesday</del> <i>Wednesday</i> , July 29, 2015 |
| ▪ Questions and Answers Released                     | On or about August 14, 2015                         |
| ▪ Deadline for Proposal Submission                   | August 26, 2015; 12:00 PM                           |

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

## **QUESTIONS AND RESPONSES**

### **1. Question:**

Page 22, Section 7.2. RFP Timetable - The deadline to submit Request for Solicitation Review is stated as July 15<sup>th</sup>. Our agency does not find the request applicable to us. Is this a mandatory request that all proposers must submit?

### **Response:**

Proposers are not required to request a solicitation requirements review. As stated in Paragraph 7.3 of the RFP, "*Any person or entity may seek a Solicitation Requirements Review by submitting Transmittal Form to Request a Solicitation Requirements Review, in Appendix E, to the Department conducting the solicitation as described in this Section.* [Emphasis added]."

### **2. Question:**

Page 29, Section 7.7.6 D. (Section B.2) asks for documentation on the proposer's financial status for the past two fiscal years. Audited financial statements for our agency are viewed online. Can a link to the website be provided or do the financial statements need to be printed for hard copies to be included in the proposal?

### **Response:**

Proposers must submit hard copies of the agency's audited financial statements with their proposal. Paragraph D.1. under Section 7.7.6 of the RFP states, "*Provide copies of the company's most current and prior two (2) fiscal years (for example 2013 and 2012) audited financial statements...on each page.*"

### **3. Question:**

Page 33, Section 7.7.10 (Section F) states "Proposal shall include all completed, signed, and dated forms identified in Appendix D – Required Forms, as follows:" and lists all the forms from Form 1 to Form 32. Do the required forms need to be presented in order in the proposal? In other words, does the order the forms appear in the binder need to be Form 1, followed by Form 2, followed by Form 3, etc.? This will clear up the following examples where we have questions about:

- a. Section 7.7.7 (Section C) asks for a proposed staffing plan and Form 16 asks for Resumes, Degrees, Licenses, and Certificates of Identified Staff. Should Form 16 and the staff documents immediately follow the staffing plan in Section 7.7.7 or should the staff documents be filed separately in order of the Forms in Appendix D in sequential order with the other forms in Section 7.7.10 (Section F)?

- b. In Section 7.7.10 (Section F) Appendix D – Required Forms, it lists to include (Form 29 - 31-A Cost Forms, included in Cost Proposal). Should these particular forms be included in both the Business Proposal and the Cost Proposal?

**Response:**

The completed required forms can be inserted where appropriate.

**4. Question:**

Page 33, Section 7.7.10 (Section F) - The titles of Form 2, 15, and 18 are followed with Insert as Attachments, Insert Organizational Chart, and Insert respectively in parentheses. Are these forms and inserts to be counted toward the Page Count where page limitations are set forth in Section 7.7 (Page 25)?

**Response:**

No. As stated in the Note under Section 7.7, Business Proposal Format, *"The limitation of 45 pages for the business proposal format including the Executive Summary (Section A), the Proposer's Qualifications (Section B), the Program Approach (Section C), and the Quality Control Plan (Section D). Proposer-created forms, diagrams, and other relevant attachments are allowable beyond the 45-page limit."*

**5. Question:**

Section 6, Staffing Requirements, 6.1, page 8, – Does the Multi-disciplinary Team (MDT) need be Full Time Employees (FTEs) or can it be partially made up of contract staff and/or Interns in some positions. If so, in what positions?

**Response:**

They do not need to be full time employees. However, they definitely cannot be interns and must be experienced, professional staff that can consult on cases based on their specific expertise. They must be able to consult together in a team fashion with other professionals that have expertise on other related areas.

**6. Question:**

Section 10, page 10 – Are we working in tandem with County to recruit?

**Response:**

The County helps you recruit by giving you access to the families at the PS-MAPP classes.

Addendum Number One to RFP 14-0031

August 13, 2015

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

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Mitchell', with a long horizontal stroke extending to the right.

Dorothy L. Mitchell, Section Manager  
Contracts Administration Division

c: Sari Grant, Program Manager