



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

425 Shatto Place, Los Angeles, California 90020
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August 29, 2014

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER ONE TO REQUEST FOR PROPOSALS NUMBER 14-0003 FOR
TUTORING AND ACADEMIC SUPPORT SERVICES**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Tutoring and Academic Support Services Request for Proposals (RFP), Number 14-0003, released on August 20, 2014. Addendum Number One amends the RFP as provided below. Changes apply only to the referenced parts, sections, and/or 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 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 part and section as set forth in the RFP.

1. RFP, Introduction, Section 3.0 – Purpose, Subsection 3.1 is amended to read as follows:
 - 3.1 The Los Angeles County Department of Children and Family Services is issuing this Request for Proposals (RFP) to solicit proposals for contracts with organizations ~~in the local community~~ that can provide Tutoring and Academic Support services to eligible foster and Probation students at schools that are working collaboratively with the County (see Exhibit A-2 Participating Schools and Districts).
2. RFP, Part B –Proposal Submission Requirements, Section 50.0 – Business Proposal Format, Sub-section 50.10 – Business Proposal Required Forms is amended to read as follows:

BUSINESS PROPOSAL REQUIRED FORMS	
Form 1	Proposer’s Organization Questionnaire / Affidavit
Form 2	Business Structure Registration Documents (Insert as Attachments)

Form 3	List of Current Members of Board of Directors / Other Agencies
Form 4	Board of Director's Resolution (Insert as Attachments)
Form 5	Proposer's List of Business Partners or Associates
Form 6	Proposer's Certification of Ownership and Financial Interest
Form 7	Intentionally Left Blank
Form 8	Proposer's List of Contracts
Form 9	Proposer's List of Terminated Contracts
Form 10	Proposer's Involvement in Litigation and Contract Compliance Difficulties
Form 11	Certification of No Conflict of Interest
Form 12	Familiarity with the County Lobbyist Ordinance Certification
Form 13	Local Small Business Enterprise (SBE) / Community Business Enterprise Form (CBE)
Form 14	Proposer's EEO Certification
Form 15	Attestation of Willingness to Consider GAIN/GROW Participants for Employment
Form 16	Jury Service Program Certification Form and Application for Exception
Form 17	Organizational Chart (Insert Organizational Chart)
Form 18	Resumes, Degrees, Licenses, and/or Certificates of Identified Staff Intentionally Left Blank
Form 19	Organizational Licenses, Permits and Certification
Form 20	List of Subcontractors
Form 21	Proof of Insurability (Insert as attachment)
Form 22	Revenue Disclosure (non-public Proposer)
Form 23	List of Proposer's Commitments
Form 24	Audited Financial Statement (Insert as attachment)
Form 25	Charitable Contributions Certification
Form 26	Transitional Job Opportunities Preference Application
Form 27	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Form 28	Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders
Form 29	Contractor's Certification of Compliance with All Federal and State Employment Reporting Requirements
Form 30	Federal Debarment Certification
Form 31	Proposers Truth and Warranty Certification
Form 32	Acknowledgement of RFP Restrictions
Form 33	Offer to Perform and Acceptance of Terms and Conditions
Form 34	Request for DVBE Preference Program Consideration
Form 35	Last Page of Business Proposal

3. RFP, Part E – Exhibit A to Sample Contract (Statement of Work), Part B – Project Foundation, Section 5.0 – Contractor's Staff, Sub-section 5.1 is amended to read as follows:

5.1 Contractor shall ensure that staffing conforms to the following staff requirements to meet the service requirements detailed in this Statement of Work; and that all documentation is maintained in staff's personnel files.

4. RFP, Part G – Required Forms, List of Required Forms, Business Proposal Required Forms is amended to read as follows:

**List of Required Forms
 BUSINESS PROPOSAL REQUIRED FORMS**

Form 1	Proposer's Organization Questionnaire / Affidavit
Form 2	Business Structure Registration Documents (Insert as Attachments)
Form 3	List of Current Members of Board of Directors / Other Agencies
Form 4	Board of Director's Resolution (Insert as Attachments)
Form 5	Proposer's List of Business Partners or Associates
Form 6	Proposer's Certification of Ownership and Financial Interest
Form 7	Intentionally Left Blank
Form 8	Proposer's List of Contracts
Form 9	Proposer's List of Terminated Contracts
Form 10	Proposer's Involvement in Litigation and Contract Compliance Difficulties
Form 11	Certification of No Conflict of Interest
Form 12	Familiarity with the County Lobbyist Ordinance Certification
Form 13	Local Small Business Enterprise (SBE) / Community Business Enterprise Form (CBE)
Form 14	Proposer's EEO Certification
Form 15	Attestation of Willingness to Consider GAIN/GROW Participants for Employment
Form 16	Jury Service Program Certification Form and Application for Exception
Form 17	Organizational Chart (Insert Organizational Chart)
Form 18	Resumes, Degrees, Licenses, and/or Certificates of Identified Staff (Insert) Intentionally Left Blank
Form 19	Organizational Licenses, Permits and Certification
Form 20	List of Subcontractors
Form 21	Proof of Insurability (Insert as Attachment)
Form 22	Revenue Disclosure (non-public Proposer)
Form 23	List of Proposer's Commitments
Form 24	Audited Financial Statements (Insert as Attachments)
Form 25	Charitable Contributions Certification
Form 26	Transitional Job Opportunities Preference Application
Form 27	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Form 28	Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders
Form 29	Contractor's Certification of Compliance with All Federal and State Employment Reporting Requirements
Form 30	Federal Debarment Certification
Form 31	Proposer's Truth and Warranty Certification

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Form 32	Acknowledgement of RFP Restrictions
Form 33	Offer to Perform and Acceptance of Terms and Conditions
Form 34	Request for DVBE Preference Program Consideration
Form 35	Last Page of Business Proposal

5. RFP, Part G – Required Forms, Form 18 is deleted in its entirety.

All other terms and conditions of the RFP remain unchanged.

Sincerely,

Leticia Torres-Ibarra, Division Manager
Contracts Administration Division

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