



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

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

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Director

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Fifth District

October 6, 2014

Dear Prospective Contractors and Interested Parties:

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

Addendum Number Two 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 Two publishes the Question and Answer document, and 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 Two may result in their Proposal not being considered, as determined at the sole discretion of the County.

The deadline for the submission of this RFP has been rescheduled from October 6, 2014 to Tuesday, November 4, 2014 at 12:00 P.M.

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

1. RFP, Part B – Proposal Submission Requirements, Section 45.0 – RFP Timetable is amended to read as follows:

- Question and Answers Released                      On or about ~~September 18~~, 2014  
October 6
- Deadline for Proposal Submission                      ~~October 6~~, 2014 – 12:00 P.M.  
November 4

2. RFP, Part B – Proposal Submission Requirements, Section 52.0 – Proposal Submission is amended to read as follows:

**Proposer must submit separate proposals for each proposed Region**

The original Business Proposal and three copies must be securely bound in separate three-ring binders. Proposals and copies that are paper clipped, stapled, or rubber banded may be rejected, at the County's sole discretion. Proposals must be submitted in a sealed box, plainly marked in the upper left-handed corner with the name and address of the Proposer and bear the words:

**BUSINESS PROPOSAL FOR  
TUTORING AND ACADEMIC SUPPORT SERVICES  
CMS #14-0003**

\_\_\_\_\_ **REGION** (North, East, West or South)

The original Cost Proposal and three copies must also be submitted in separate three-ring binders and a separate sealed box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**COST PROPOSAL FOR  
TUTORING AND ACADEMIC SUPPORT SERVICES  
CMS #14-0003**

\_\_\_\_\_ **REGION** (North, East, West or South)

The Proposal(s) shall be delivered or mailed to:

Department of Children and Family Services  
Contracts Administration Division  
425 Shatto Place, Room 400  
Los Angeles, CA 90020  
Attention: Kimberly A. Foster, Section Manager

The closing date and time for the RFP submission is ~~Monday, October 6,~~ Tuesday, November 4, 2014 at 12:00 P.M. It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail or other courier service. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in Section 45.0, RFP Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All RFPs must be submitted and date stamped in Room 400 by the submission deadline of 12:00 noon on ~~October 6,~~ November 4, 2014. RFPs not received in Room 400, and date stamped by 12:00 noon on ~~Monday, October 6,~~ Tuesday, November 4, 2014, will not be accepted. Ensure that you allow time to find parking and to sign in at the

reception desk on the First Floor. Being in the Building or at the Reception Desk at the submission deadline will result in the submission not being accepted.

All proposals shall be firm offers and may not be withdrawn for a period of 365 days following the last day to submit proposals.

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

3. RFP, Part C – Selection Process and Evaluation Criteria, Section 53.0 – Selection Process is amended to read as follows:

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate, and select the successful proposal(s). The selection process will begin with receipt of the proposals on ~~October 6,~~ November 4, 2014. Please allow sufficient time to submit your proposal(s) to the correct location, and obtain a receipt. **Proposals will not be accepted after 12:00 PM PST on Monday, October 6, Tuesday, November 4, 2014.**

53.1.A.1 Proposals received by ~~October 6,~~ November 4, 2014 at 12:00 PM, PST, will be reviewed for responsiveness and responsibility of Phase One of the selection process.

4. RFP, Part C – Selection Process and Evaluation Criteria, Section 57.0 – Cost Proposal Evaluation Criteria (20%) is amended to read as follows:

Within this Cost Proposal section only, the Pricing Schedule is weighted at ~~25%~~ 50% and the Budget Narrative is weighted at ~~75%~~ 50%. This section will be evaluated by fiscal subject matter experts.

57.1 The maximum number of possible Pricing Schedule points will be awarded to the Proposer with the lowest total Pricing Schedule cost proposal for the three year term. All other proposals will be compared to the lowest cost and points awarded accordingly. The Grand Total Annual Cost shall become the Maximum Annual Contract Amount for the initial year and any optional years of the contract.

5. RFP, Part E – Exhibit A to Sample Contract (Statement of Work), Statement of Work Exhibits, Exhibit A-8 Pricing Schedule is deleted in its entirety and replaced with a new Exhibit A-8 Pricing Schedule, attached as Attachment I.
6. The Questions and Answers from the September 4, 2014 Proposers' Conference are attached as Attachment II.

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October 6, 2014  
Page 4

All other terms and conditions of the RFP remain unchanged.

Sincerely,

A handwritten signature in black ink, appearing to read "Leticia Torres-Ibarra". The signature is written in a cursive, flowing style.

Leticia Torres-Ibarra, Division Manager  
Contracts Administration Division

LTI:KAF  
FC:ct

Attachments

**PRICING SCHEDULE**

**TUTORING AND ACADEMIC SUPPORT SERVICES - RFP # 14-0003**

Contractor hereby agrees to perform the services, the scope of which is set forth in the above-identified contract for the County of Los Angeles, under all of the terms and conditions specified in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments and Contract. Prices include all applicable charges and costs associated with receipt, delivery, confirmation, and any other costs necessary in the performance of all tasks outlined in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments, and Contract. The Grand Total Annual Cost shall become the Maximum Annual Contract Amount for the initial year and any optional years of the contract.

Region (Please indicate either North, South, East, or West Region in the box to the right):		WEST
	Cost Per Student Per Week	Total Annual Cost
One-on-One Tutoring (50 Students):		
Group Tutoring (50 Students):		
Grand Total Annual Cost (100 Students):		

Schools are in session for an estimated 180 days per year over a period of 36 weeks at each of the four participating school districts. Summer session usually occurs during June and July. Proposers must consider that an estimated 100 Students per region, (400 Students total), will be served annually and that each Student receives a minimum of two (2) hours of tutoring per week. **To ensure sufficient staff hours for services beyond two (2) hours per week, per Student, pricing must be based on three (3) hours of tutoring per Student, per week, (36 weeks X 100 Students X 3 Hours per region) or 10,800 staff hours annually per region.**

DCFS and Probation expects that: 1) special education tasks will occur for an estimated 60 Students annually; 2) credit recovery tasks will occur for an estimated 60 Students annually; and 3) credit make-up tasks will occur for an estimated 120 Students annually. These numbers reflect Students at all participating schools.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**County of Los Angeles – Department of Children and Family Services  
TUTORING AND ACADEMIC SUPPORT SERVICES (RFP CMS #14-0003)**

**QUESTIONS AND ANSWERS DOCUMENT  
OCTOBER 6, 2014**

The following is an official response to the questions submitted by mail/fax/email in response to the August 25, 2014 deadline and at the Proposers' Conference.

The questions have been categorized by the submittal type and are written exactly as received by the August 25, 2014 deadline for the Solicitation Requirement Review and Proposers' Conference submission.

**QUESTIONS SUBMITTED BY AUGUST 25, 2014**

1. **Question: Would the County consider funding providers to develop centers for students to attend (instead of school or home tutoring)?**

Answer: At this time, the County is not considering funding centers for students to attend.

2. **Question: Are there any qualifications required (degree, certification, etc.) of the tutors for this program?**

Answer: In Section 5.2, Part E, Statement of Work, of the RFP, education and work experience requirements are specified for the Project Director, the Tutor, and the Student Advocate.

3. **Question: In Part E – Exhibit A: Statement of Work, it states under Required Services: #2 Education Case Plans: Contractor's Tutors shall attend Core Meetings and collaborate with CSWs and DPOs to develop the education Case Plan. Because we are located in Michigan, could this be handled by Skype or a teleconference?**

Answer: No, this cannot be handled by Skype or a teleconference. Because services are to be provided on campus, at home, or at a local library, they must be provided by an organization that resides in or has a branch in Los Angeles County with sufficient and qualified staff for the project. Please see Section 6.2.2 in the Minimum Mandatory Requirements of the RFP.

**QUESTIONS SUBMITTED AT PROPOSER'S CONFERENCE ON SEPTEMBER 4, 2014**

4. **Question: In regards to the Request for Solicitation Requirements Review, I recall reading the initial letter and it stated that it "may" be requested. Does that mean that it is a mandatory document? If so, I don't recall Section H in the RFP, was this a separate form and where can we find it?**

## ATTACHMENT II

Answer: The Request for Solicitation Requirements Review is not a mandatory process. The criteria for a Solicitation Requirements Review can be found in the RFP, Part B – Proposal Submission Requirements, Section 46.0 Solicitation Requirements Review. Appendix H – Transmittal to Request a Solicitation Requirements Review is in the RFP, Part H – Supplemental Information and Transmittal Forms.

5. **Question: Will you publish a copy of the sign-in sheet online?**

Answer: No, the sign-in sheet will not be included as a component of the addendum that will be posted to DCFS' and ISD's public websites to publish the questions and answers from the Proposer's Conference.

6. **Question: Will you publish a copy of the previous like-kind proposal submitted by the current contractor?**

Answer: The current contract is a pilot project, and was not procured through a competitive process. The services we are seeking under this contract are not the same as the services provided under the current contract. A proposal was not submitted by the current contractor. This RFP is for a new contract, not an extension of the current contract.

7. **Question: 3 binders per proposal, 4 areas, orig + 3 copies = 48 binders?**

Answer: An original and three copies of the business proposal and the cost proposal must be submitted for each region your organization is attempting to qualify for. An original and one copy of the Academic Skills Assessment Tests binder must be submitted for each region your organization is attempting to qualify for.

8. **Question: We provide services nationwide, our corporate is in Orange County, we have hundreds of staff in LA County and the capability of opening an admin (small) office in LA County. Is this acceptable? If so, can this be a home-office since the corporate office is in Orange County?**

Answer: Yes, please refer to Section 6.2.2 in the Minimum Mandatory Requirements of the RFP. Because services are to be provided on campus, at home, or at a local library, they must be provided by an organization that resides in or has a branch in Los Angeles County with sufficient and qualified staff for the project.

9. **Question: Would you consider contracting with an NPA (non public agency) to provide strictly Special Education Services?**

Answer: At this time, the County is not considering contracting with a non-public agency (non-public school) to provide strictly Special Education Services.

10. **Question: Is the \$3,900,000 budget for three years total for the whole region, or per region, or per year for 3 years?**

Answer: The estimated budget is \$325,000 per Region per year or \$975,000 per Region for the 3-year contract period. The total estimated budget is \$1.3 million for all four Regions per year or \$3.9 million for all four Regions for the 3-year term of the contract. This can also be found on Page 2 in the Introduction of the RFP, Section 3.2.

11. **Question:** Will the same provider be selected for all four regions? Will you be selecting one provider per region or one provider for the entire county area?

Answer: As indicated in Part A, Section 3.3 of the RFP, the County will recommend to its Board that one contract award is made per Region. The highest scored proposal (combined score of Business Proposal and Cost Proposal) for each Region (North, East, West and South) will be recommended for award. Based on how proposals will be evaluated, as described in the RFP, it is possible that a proposer may be recommended for contract award for one or more Regions.

12. **Question:** How much does the hourly rate play into the award of the project? Would you consider awarding the contract to a company who fully meets your requirements and scope of work but has a higher hourly rate due to the quality of their services?

Answer: The scoring criteria are arranged so that there is a balance between price and the quality of service. Therefore, it is possible that the highest scored proposal in a Region may not have the lowest overall price.

As indicated in Part C, Selection Process and Evaluation Criteria of the RFP – Section 56.0, the weighting of the scores that proposals receive are 80% Business Proposal Evaluation and Criteria, which includes experience and other factors, and 20% Cost Proposal Evaluation Criteria. Of the Cost Proposal score value, 50% will go to the Pricing schedule and 50% of that score value will go to the Budget Narrative. Please refer to revised Section 57.0, Cost Proposal Evaluation Criteria of Addendum Number Two.

13. **Question:** How are the referred students identified and selected?

Answer: Primarily, the County identifies which students qualify and are referred for services. For Category 1 students, the Children's Social Worker (CSW) or Deputy Probation Officer (DPO) will know who those students are. Many will be referred again for the new school year. There are Category 2 students who attend the same school as the Category 1 students, and a substantial number of Category 2 students attend schools where there is no school-based CSW or DPO. This can also be found on Page 12 in Part E (Exhibit A), Statement of Work, Section 9.2.

14. **Question:** How and why was 108 hours per student estimated?

Answer: The estimates indicated in the RFP are based on recent historical data and are provided to help proposers understand the scope of the required services. There is approximately 36 weeks in a school year. If a student's Education Case Plan specifies that he/she receives services for the entire school year, then, hypothetically, an estimated 108 hours will be provided to that student based on 3 hours per week, for 36 weeks. Each Education Case Plan will vary as to the number of hours per week and the number of tutoring sessions per school year. However, adjustments will be made on a case-by-case basis depending on the student's progress. This can also be found on Pages 15-16 in Part E (Exhibit A), Statement of Work, Section 9.7.

15. Question: How many students will be receiving services in total or per region? How do students sign up for the program?

Answer: The County estimates that a total of 400 students can be served for all four Regions. Therefore, the estimate is 100 students per Region. This refers to the number of students referred for services. Actual numbers may vary. This can also be found on Pages 15-16 in Part E (Exhibit A), Statement of Work, Section 9.7.

16. Question: Is tutoring to be one-on-one or in a group? Do we then propose an hourly rate for one or the other, or both?

Answer: Please refer to Section 9.7.2 of the Statement of Work (SOW). Tutoring may be in a group as specified in the SOW. However, the County expects that the emphasis will be on one-to-one tutoring. The Pricing Schedule requires a rate per week per student, which means all services specified in the SOW, including one-on-one and group tutoring, must be incorporated in that weekly rate.

17. Question: Are there a total number of hours of tutoring required per student? What are the start and end dates for the program?

Answer: The RFP requires a minimum of 2 hours per week of tutoring per student for the duration specified in the student's Education Case Plan for that school year. The school year varies between school districts but generally begins in August and ends in June. This can also be found on Page 16 in Part E (Exhibit A), Statement of Work, Section 9.7.2.3.

18. Question: If our budget and pricing schedule results in a total monthly cost for all services per student, can then billing be on the same basis, rather than such things as number of hours of tutoring plus percentage overhead or some other method?

Answer: The Pricing Schedule requires a rate per week per student so that the County can track and report on the progress of students as compared to the associated costs. The RFP indicates the estimated number of students and hours for tutoring to help proposers establish accurate pricing.

19. Question: Is it required that Probation youth are served if 100 foster can be identified?

Answer: Both foster youth and Probation youth are to be served under any contract resulting from this RFP.

20. Question: If we already serve a particular student at his/her school, can we refer them into this program?

Answer: It is possible that a student already receiving tutoring services can be referred for services described in the RFP. However, all parties must consider the student's progress under any current services when considering such a referral. The student's academic best interest must be the key factor.

- 21. Question:** Graduation and GED benchmarks seem to be a challenge when a student is enrolled in a school during mid-senior year. If some students are coming in throughout the year, at what point are you measuring student progress?

Answer: The measurement of student progress begins when he/she starts to receive services. Typically, there are Core meetings and Academic Skills Tests that occur per student prior to the development of his/her Education Case Plan. As such, baseline data is established and measured from that point forward.

- 22. Question:** How are the services described in the RFP different from that which is provided through Foster Youth Services (FYS)?

Answer: While we are aware of the tutoring services offered through Foster Youth Services (FYS) under the Los Angeles County Office of Education (LACOE), the main difference is that FYS tutoring is provided in the home, and funding regulations restrict which students, under the supervision of DCFS and/or Probation, can be served.

The services described in the RFP are largely based on the Gloria Molina Foster Youth Education Program model, in which CSW or the DPO and the tutoring services are school based.

- 23. Question:** What happens if a student “no shows” for a tutoring session?

Answer: The County can only pay for services provided under any resulting contract.

- 24. Question:** Which firm is the current contracted provider? Are you able to share the current hourly rate of the current provider? If so, what is their current hourly rate?

Answer: The current contract with Advancement Through Opportunity and Knowledge, Inc., DBA Children Youth and Family Collaborative (CYFC) is a pilot program and not identical to the contract we are seeking. The pricing structure in the current contract is different from the pricing structure specified in Part G, Form 37, Pricing Schedule. However, the hourly rates for tutoring services for CYFC are as follows:

- Tutor Coordinators - \$17 per hour;
- Assistant Tutor Coordinators - \$15 per hour.

- 25. Question:** Can we submit our pricing in an alternate pricing structure for different levels of service in Part G – Form 37?

Answer: The requirements for pricing are specified in the Pricing Schedule. Any proposal that deviates from that which is specified will negatively affect your proposal score or may prevent the County from accepting such a proposal.