

## EDUCATION CONSULTANT QUESTIONS AND ANSWERS

Special Instructions to all: Please review entire RFSQ, especially Part C, Instructions to Prospective Contractors

1. Is this RFSQ exclusively for individuals or can professional organizations participate?

Answer: The County of Los Angeles (COUNTY) Department of Children and Family Services (DCFS) is issuing this Request for Statement of Qualifications (RFSQ) to solicit individuals that can provide education consultant services. The COUNTY is only interested in sole proprietors who meet the minimum qualifications of this RFSQ.

2. How likely is it that a contract will be offered once one makes it to the pool of qualified individuals?

Answer: The purpose of this RFSQ is to develop a pool of qualified individuals for future needs. Should the COUNTY have the need for additional or replacement education consultant services contracts the individual(s) will be offered a contract based on the score/rank.

3. How long has the County offered Education Consultant Services to foster youth?

Answer: Education Consultant Services have been offered to foster youth since March 2007.

4. Please explain the purpose of Form 17, Revenue Disclosure Form? Does this form only apply to current contractors?

Answer: The County evaluates the information provided on Form 17 to determine if there are any conflicts of interest. This form is required; failure to provide or complete Form 17 will result in disqualification.

5. Education Consultants are required to be available 8:00 am – 6:00 pm / Monday – Friday. Are Education Consultants expected to keep regular scheduled work days in the DCFS office?

Answer: The Education Consultant must be available to CSW's during the normal business hours of the DCFS regional office. Assignment at a DCFS office will require that the Education Consultant be available to CSWs and Administrators to address the education needs of foster youth whose cases they are responsible for. Education Consultants are required to meet and consult with DCFS staff, caregivers, and school administrators to discuss issues with IEPs, attendance, suspensions, expulsions, academic remedies and support services. These meetings often occur at school sites and away from the office. An Education Consultants' activities, as well as the child's progress, are tracked and monitored for purposes of program effectiveness. Therefore,

it is extremely important that interested individuals are able to commit the necessary time to this important project.

6. How soon is a prospective contractor expected to begin working after being offered a contract?

Answer: DCFS will work with the prospective contractor to come up with a reasonable contract start date.

7. What if after completing Exhibit A-2, Line Item Budget, the costs exceed the contract amount?

Answer: Prospective contractor must decide how best to provide a budget in accordance with the rate established in this RFSQ.

8. Can the required forms be completed electronically?

Answer: Part D, RFSQ Submission Packet is a PDF fill-able document.

9. Will DCFS provide office space and equipment to perform the duties of an Education Consultant Services contractor?

Answer: Yes. A desk and/or cubicle, PC and telephone will be provided.

10. Does the County deduct any taxes from the maximum contract sum paid to the contractor?

Answer: No. Taxes, insurance and other incidentals are the responsibility of the contractor.