



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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March 29, 2018

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER ONE TO REQUEST FOR STATEMENT OF QUALIFICATIONS
BID NUMBER CMS-17-0016/0017 FOR FOSTER CARE PLACEMENT SERVICES**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) and Probation Department (Probation) for the Foster Care Placement Services (FCPS) Request for Statement of Qualifications (RFSQ) Bid Number CMS-17-0016/0017 released January 17, 2018. Addendum Number One amends sections of the RFSQ as provided below. Changes apply to the referenced parts, sections, and subsections that are amended or deleted. Deleted text will be indicated with strikeouts. Any replacement text will be in bold. 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 Statement of Qualifications not being considered, as determined at the sole discretion of the County.

Changes made to the RFSQ are as follows:

- I. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.4.1. is amended as follows:

~~2.4.4.1 Must have three (3) years of experience within the last five (5) years providing FFA placement services and resources with County.~~

Must have three (3) years of experience within the last five (5) years providing FFA placement services and resources.

- II. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.5. is amended as follows:

3.7.5. Required Documents (Section C)

Prospective Contractor must submit the following required documents as indicated in Appendix B of this RFSQ.

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- C1. Board of Directors Resolution – The resolution shall be prepared on the organization’s letterhead, and sealed with the Corporate Seal (reference Appendix B-I, Sample Board of Directors Resolution).
- C2. A copy of the organization’s Internal Revenue Service (IRS) 501 (c)(3) Nonprofit Corporation Status Letter.
- C3. A copy of the Organization’s State of California Franchise Tax Board nonprofit determination letter.
- C4. Certified copy of the current California Secretary of State Statement of Information for their non-profit organization.
- C5. The organization’s Aid to Families with Dependent Children-Foster Care (AFDC-FC) Rate Letter from the State Foster Care Funding and Rates Bureau in accordance with the new rate structure as established by AB-403 (Continuum of Care Reform). If the organization’s name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization’s name and/or address.
- C6. Copies of the CCLD license for each facility covered by this Contract.
- C7. A copy of the organization’s current budget.
- C8. Copies of the organization’s most current and prior two audited Financial Statements. Organizations that have not been required to undergo a financial and single audit under the applicable laws and regulations must submit a copy of their current budget, balance sheet, and profit and loss statement in accordance with Generally Accepted Accounting Principles (GAAP).
- C9. ~~Copy of the organization’s current IRS Form 941 and Employment Development Department Form DE-9 filings (Transcripts).~~
Copy of the organization’s current IRS Form 941 – Employer’s Quarterly Federal Tax Return and Employment Development Department Quarterly Contribution Return and Report of Wages - Form DE-9 filings (Transcripts).
- C10. Proof of insurability that meets all insurance requirements set forth in the Sample Foster Care Placement Services Master Contracts, Part I, Section 6.0, Insurance Coverage Requirements. If a prospective Contractor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the prospective Contractor be selected to receive a Master Contract award may be submitted with the SOQ.
(Prior to execution of a Master Contract, prospective Contractor must be compliant with the Contract insurance requirements).
- C11. Prospective Contractor shall submit their current Plan of Operation and Program Statement for each program via DCFS Electronic Program Statement Submission System (e-PSSS) website at <https://myapps.dcms.lacounty.gov/epsss.html>.
- C12. ~~A brief description for each program.~~

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- C13. A copy of the prospective Contractor's Articles of Incorporation, and any and all amendments.
 - C14. For FFA Program, ~~a copy of the Contractor's Resource Family Approval Letter.~~
a copy of the Contractor's Resource Family Approval (RFA) Implementation Plan Letter issued by the California Department of Social Services (CDSS) Community Care Licensing Division (CCLD). If the Prospective Contractor has CCLD RFA Implementation Plan Letter via a Memorandum of Understanding (MOU) for RFA Services from another FFA with an Adoption License, please include a complete copy of the executed MOU.
 - ~~C15. For FFA Program, a copy of the Contractor's Adoption License or MOU.~~
 - C16. For FFA Program, a copy of the CCLD Approval Letter of the Plan of Operation and Program Statement. (This is the CDSS approval letter and not the actual Plan of Operation and Program Statement that should be submitted via e-PSSS website)
 - C17. For ISFC Program, a copy of the organization's LE or MHSA Agreement with DMH.
 - C18. A copy of the CDSS approved Personnel Report – Form LIC 500.
- III. RFSQ, Appendix F, Sample Foster Family Agency (FFA) Master Contract, is deleted in its entirety and replaced with Appendix F – Revised, as attached to the addendum.
 - IV. RFSQ, Appendix F-I, Sample FFA Contract Exhibits, Exhibit A, FFA Services Statement of Work, is deleted in its entirety and replaced with Exhibit A – Revised, as attached to the addendum.
 - V. RFSQ, Appendix H, Sample Short-Term Residential Therapeutic Programs (STRTP) Master Contract, is deleted in its entirety and replaced with Appendix H – Revised, as attached to the addendum.
 - VI. RFSQ, Appendix H-I, Sample STRTP Contract Exhibits, Exhibit A, STRTP Services Statement of Work, is deleted in its entirety and replaced with Exhibit A – Revised, as attached to the addendum.
 - VII. RFSQ, Appendix I, Sample Intensive Services Foster Care Foster Family Agency (ISFC FFA) for Children with Serious Emotional Behavior Needs (SEBN) Master Contract, is deleted in its entirety and replaced with Appendix I – Revised, as attached to the addendum.
 - VIII. RFSQ, Appendix I-I, Sample ISFC FFA-SEBN Contract Exhibits, Exhibit A, ISFC FFA-SEBN Statement of Work, is deleted in its entirety and replaced with Exhibit A – Revised, as attached to the addendum.

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- IX. RFSQ, Appendix J, Sample ISFC FFA for Children with Special Health Care Needs (SHCN) Master Contract, is deleted in its entirety and replaced with Appendix J – Revised, as attached to the addendum.
- X. RFSQ, Appendix J-I, Sample ISFC-SHCN Contract Exhibits, Exhibit A, ISFC-SHCN Statement of Work, is deleted in its entirety and replaced with Exhibit A – Revised, as attached to the addendum.
- XI. RFSQ, Appendix R, Table of reference for FFA and STRTP Statement of Works requirements that exceeds State requirements has been added.

For your convenience, a copy of the updated RFSQ incorporating these amendments (Attachment I), along with the revised Sample Master Contracts (Attachment II) and Exhibit A, Statement of Works - Revised (Attachment III) are attached.

We look forward to receiving your Statement of Qualifications submissions by May 18, 2018, prior to 5:00 P.M., Pacific Time.

Sincerely,

Eddie Ota

Eddie Ota, Section Manager
Contracts Administration Division

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