



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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January 8, 2019

Dear Prospective Proposers and Interested Parties:

ADDENDUM NUMBER ONE TO COMMERCIAL SEXUAL EXPLOITATION ADVOCACY SERVICES REQUEST FOR PROPOSALS NUMBER 18-0021

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Commercial Sexual Exploitation Advocacy Services Request for Proposals (RFP) Number 18-0021. Addendum Number One amends sections of the RFP as provided below and provides responses to proposers' questions. Changes only apply to referenced sections and/or subsections that are amended or deleted; all other sections remain in full affect.

A proposer's failure to address the requirements of this Addendum Number One may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County.

Changes to wording in RFP sections in this Addendum Number One include both deletions and additions. **Deletions** are indicated by strike-outs (~~strike-outs~~) and **additions** are underlined (underlined).

Attached to this Addendum are the responses (Attachment I) to the questions submitted via email and at the Proposers' Conference.

For any additional concerns please contact the Contract Analyst, Geoffrey Nowak at nowakg@dcfs.lacounty.gov.

RFP section revisions are listed in sequential order as they appear in the document.

- 1) RFP, Page 26, Section 7.7.2, **Preparation of the Proposal**, has been amended to read as follows:

One (1) original proposal and ~~three (3)~~ four (4) copies must be typewritten or word-processed on 8 ½" X 11" white bond paper with 1" margin at all ~~boarders~~ borders.

- 2) RFP, Page 27, Section 7.7.6, **Preparation of the Proposal**, has been amended to read as follows:

A Separate PDF copy copies of the Business Proposal and the Cost Proposal shall be included with each of the original proposal proposals in a USB drive. Please tape the USB drive inside the original binder.

- 3) RFP, Page 27, Section 7.8, **Business Proposal Format**, has been amended to read as follows:

Business Proposal Required Forms

Note: The limitation of (38) pages for the business proposal format relates to the four (4) narratives, including the Executive Summary (Section A), the Proposer's Qualifications (Section B), the Program Approach (Section C), and the Quality Assurance Plan (Section D). The attachment section should not exceed twenty (20) pages and may be included after the Quality Assurance Plan at the end of the narrative, and shall include the Green Initiative Plan. All attachments should be referenced in the narrative sections of the proposal. Examples include Memorandums of Understandings (MOUs) applicable to this service, letters of support, Proposer-created forms, diagrams and other relevant attachments are allowable beyond the thirty-eight (38) page limit. Formatting requirements do not apply to the Attachment Section.

- 4) RFP, Page 31, Section 7.8.8.1, **Proposer's Background and Experience (Section B.1)**, has been amended to read as follows:

Provide the Project Director's resume to demonstrate one (1) year of experience within the last three (3) years providing the required or similar service. Proposer must provide a diploma for Project Director to reflect a bachelor's degree, or higher in social work, criminal justice, public policy, psychology, sociology or a related field. Proposer must provide evidence that Project Director is a current employee of the agency, and resume must include dates for the positions listed.

- 5) RFP, Section 7.9, **Cost Proposal Format**, has been amended to read as follows:

The Cost Proposal must be clearly labeled by indicating the name of the organization and the FRP Area or Areas its being submitted for, to reflect content and service levels as appropriate. One Cost Proposal will be applied to all FRP Areas identified.

7.9.1 The content and sequence of the proposal must be as follows:

7.9.1.1 Cover Page identifying, at a minimum, the RFP and the proposer's name and the FRP Area or Areas.

- 6) RFP, Page 39, Section 8.1.1, **Selection Process**, has been amended 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 proposal on January 22, 2019.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low for each FRP Area. The County may also, at its option, invite proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

- 7) RFP, Page 52, Section 8.5, **Cost Proposal Evaluation Criteria**, has been amended to read as follows:

Cost Proposal Evaluation Criteria (30% - 3,000 Points)

Maximum points of 3,000 will be awarded to the Proposer(s) who proposes the base rate of \$70 for the respective contract. Any deviations that are lower than the base rate will be awarded bonus points. Deviations greater than the base rate will have points deducted. Forty-three (43) points will be added or deducted for every dollar variance. Bonus points will be capped at the \$60 base rate (430 points maximum). Any proposed base rate lower than \$60 will not receive any additional points beyond the cap.

The Flat Rate Price for the workshops, trainings and activities are listed on Exhibit 29, Pricing Sheet.

However, should one or more of the proposers' request and be granted a preference under one of the County's applicable Preference Programs the fifteen percent (15%) preference will be applied.

Fifteen percent (15%) of the lowest proposed rate will be calculated and that amount will be deducted from the rate submitted by all proposers who requested and were granted the preference. The preference will also be capped at the \$60 base rate (430 bonus points maximum).

In no case shall any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.

- 8) SOW, Page 15, Section 4.0, Subsection 4.1, **Advocates**, has been amended to read as follows:

The Contractor shall have Advocates that are trained and approved to instruct program Participants in the required educational workshops set-forth by the County. The Contractor shall employ an adequate number of qualified Advocates to provide program services. A ratio of one (1) Advocate to twenty-two (22) Participants is considered an adequate number.

- 9) SOW, Page 8, Section 4.22, **Advocacy Auxiliary Funds**, has been amended to read as follows:

Advocacy Auxiliary Funds – Funds that are to be accessible to Participants in order to: 1) stabilize crisis and meet acute needs of Participants who come to the attention of DCFS or Probation, 2) promote stability and well-being by maximizing normalizing opportunities that may include: removing physical signs of exploitation such as tattoos that provide stigma and interfere with employment opportunity; repairing teeth that may have been damaged through inflicted injury; or providing appropriate clothing and self-care products; 3) provide educational support through tutoring, skill building, and opportunity; 4) increase employability by providing specialized vocational training opportunities (e.g., cosmetology school or computer tech school); 5) enhance opportunities for success by providing child care so victims can meaningfully participate in school, employment or services; and 6) support parenting youth by providing support to meet the basic needs of their children. Refer to Advocacy Auxiliary Funds Request (Exhibit 8 of Appendix C) and Allowable Expenditures for CSEC Funding (Exhibit 9 of Appendix C) for a listing of allowable expenses for Advocacy Auxiliary Funds. The Auxiliary Funds are part of the Maximum Annual Contract Budget.

- 10) SOW, Page 17, Section 5.1, **Survivor Advocates**, has been amended to read as follows:

~~The Contractor shall employ an adequate number of qualified Survivor Advocates to provide program services. A ratio of one Survivor Advocate to approximately twenty-two Participants is considered an adequate number.~~ The Contractor shall employ an adequate number of qualified Survivor Advocates to provide program services for up to seventy-five (75) annual referrals per FPR Area. Survivor Advocates are those who have experienced victimization of CSE as a minor/Transitional Age Youth. Survivor Advocates must be at least twenty-one (21) years old and have three or more years out of exploitation

- 11) SOW, Page 26, Section 9.2.2.1.7, **Scope of Work**, has been amended to read as follows:

The Contractor shall meet with the Participant face-to-face a minimum of four (4) times per month or more as determined by the Participant's Advocacy Plan/Safety Plan. This

applies to both referrals that come in through DCFS or Probation and via the FRP (crisis calls). In addition, the Contractor shall have weekly contact with the Participant, which may be by phone or other types of social media. The focus of these contacts is to develop rapport, stabilization, and begin addressing advocacy goals. If the Contractor is experiencing any road blocks to either developing rapport or working towards stabilization goals, the Contractor shall address these concerns in weekly supervision meetings, MDT, and CFT meetings, and with the Participant's DCFS CSW or DPO.

- 12) SOW, Page 29, Section 9.2.3.4, **Survivor Advocacy Services**, has been amended to read as follows:

Once the Participant has been stabilized, the Contractor shall have bi-monthly face-to-face contact with the Participant and weekly contact via phone, text, or other forms of social media during the first month of service or longer, as determined by the needs of the child and the child's MDT/CFT. It is not appropriate to use your agency's social media page to communicate with Participants, as this may place the Participant in harm's way, as exploiters are often monitoring the activity of CSE victims. Confidentiality must be maintained.

- 13) SOW, Page 30, Section 9.2.4.1, **Workshop and Event Coordination**, has been amended to read as follows:

For each FRP area the ~~The~~ Contractor shall be responsible for planning, coordinating, and organizing the implementation of parent and Participant workshops, including, but not limited to: The CSEC Prevention Workshop for Participants and parents, the CSEC Intervention Workshops for Participants and parents, and the Education, Job Readiness, and Transition workshops for Participants.

- 14) SOW, Page 33, Section 9.2.7.1, **Referral Process**, has been amended to read as follows:

Designated and approved DCFS and Probation staff shall refer potential program Participants to the Contractor. Refer to the CSE Advocacy Referral Form (Exhibit 15 of Appendix C), County shall provide the Participant's identification information and recommend the appropriate services for each Participant. Contractor shall not make self-referrals. County anticipates making up to seventy-five (75) referrals annually per FRP area. Except in rare circumstances approved by the County's Program Manager, clients will remain with the agency to which they were originally referred, as consistency in services and relationships is especially critical for the CSEC population.

County of Los Angeles - Department of Children and Family Services

RESPONSES TO PROPOSER'S QUESTIONS
COMMERCIAL SEXUAL EXPLOITATION ADVOCACY SERVICES
REQUEST FOR PROPOSALS (RFP# 18-0021)



County of Los Angeles – Department of Children and Family Services
COMMERCIAL SEXUAL EXPLOITATION ADVOCACY SERVICE (RFP # 18-0021)
QUESTIONS AND ANSWERS

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County of Los Angeles – Department of Children and Family Services
COMMERCIAL SEXUAL EXPLOITATION ADVOCACY SERVICES (RFP # 18-0021).
QUESTIONS AND ANSWERS

PROGRAM SERVICE QUESTIONS

1. **QUESTION:** SOW, P.25, Section 9.2.2.1.7 - Are the 4 face-to-face required for both referrals that come in directly from DCFS/ Probation AND referrals that come in via the First Responder Protocol (i.e. crisis calls)?

RESPONSE: Yes. During the first 90 days of service, the Contractor shall meet with the Participant face-to-face at a minimum of 4 times per month, plus weekly contact by phone or social media. When responding to a FRP, Contractor is to remain with the Participant for up to the first 72 hours, as determined by the Crisis MDT, followed by meeting with the Participant at a minimum of 4 times per month, plus weekly contact by phone or social media, should services continue beyond the FRP response. Interventions need to be early and often to build a relationship and help stabilize the Participant. Please see Addendum Number One, Revision # 11.

2. **QUESTION:** SOW, P.30, Section 9.2.4.1 - Is each FRP area hosting their own workshops and events or will one of the areas be in charge of hosting for LA County?

RESPONSE: Each FRP area will host their own prevention and intervention workshops, though Contractors may collaborate around special events. Please see Addendum Number One, Revision # 13.

3. **QUESTION:** SOW, P.33, Section 9.2.7 - Will clients need to be transferred between agencies if moved to different FRP areas (i.e. moved placements) or will they stay with the agency that received the original referral?

RESPONSE: Except in rare circumstances approved by the County's Program Manager, clients will remain with the agency to which they were originally referred, as consistency in services and relationships is especially critical for the CSEC population. Please see Addendum Number One, Revision # 14.

4. **QUESTION:** SOW, P.12, Section 2.3 - If the current candidate for Contractor Program Director has the social work and administrative experience

required for the role but their bachelor's degree is not related to social work, will that be acceptable?

RESPONSE: If the degree is in a related field, it is acceptable.

5. **QUESTION:** Are we required to select more than one area to service? Are we required to service all the cities in the area?

RESPONSE: No, you can select one service area. If you have FRP Area 5, you would cover that entire area. Plus, if the youth moves to another FRP area, we would expect the agency to follow that child because that is one of our approaches to have consistency in case service management delivery but more importantly the relationship that the youth and the advocate. So it would be following the youth wherever in Los Angeles County.

6. **QUESTION:** SOW, P.33, Section 9.2.7.1 - I noticed that the referrals come from DCFS and Probation, what about self-referrals? Do we do that?

RESPONSE: Contractor shall not make self-referrals, as stated in section 9.2.7.1.

7. **QUESTION:** RFP, P.3, Section 3.1 - Section B says for the Project Director to submit a resume and a diploma but what if we haven't hired a Project Director yet?

RESPONSE: At the point of submission there needs to be someone identified because they will be the ones evaluated during the evaluation process if they meet the requirement. The agency must have a Project Director by submission.

8. **QUESTION:** The Aux funds, is that part of the contract sum or is that a different budget?

RESPONSE: That is part of the contract sum. Please see Addendum Number One, Revision # 9.

9. **QUESTION:** SOW, P.15, Section 3.4.26 - The Statement of Work indicates that there will be training of the parent curriculum, are we implementing the County's curriculum for parents, designing our own or an integration of both?

RESPONSE: We have a curriculum so we would be able to provide a train the trainers for that curriculum.

10. QUESTION: SOW, P. 32, Section 9.2.6 - Are we permitted to receive a copy of the “Word on the Street” or “Youth Empowerment Project” curriculum?

RESPONSE: We only allow contractors to have it once they receive the training.

11. QUESTION: SOW, P.17, Section 5.1 - The RFP states that there is a survivor advocate ratio of 1 to 22, with this ratio do you have a number of expected survivor advocates? I’m looking at a number that would suffice, would it be 2 or 3?

RESPONSE: Please refer to Addendum Number One, Revisions # 8 & # 10.

12. QUESTION: SOW, P. 3, Section 3.0 - My question is regarding the Youth Workshops, if the youth do not participate in X amount of workshops, what is expected from DCFS? If they are not interested or unable to participate, is there forms or something needed from the organization?

RESPONSE: One of the deliverables that we do want to see is that those youth that enrolled and those that completed the workshops. If for any reason they did not complete the workshops that were beyond your control you would document your concerted effort so we can see what the trends are so we can take away some of those barriers or challenges of youth not completing the workshops. We would expect ongoing outreach to the youth to try and get them involved. There are attendance sheets at each workshop. If the Advocacy Plan includes a goal of a youth completing a workshop and the youth is unable/unwilling/unavailable to achieve this goal, the Advocate will need to document the reasons for non-completion on the Advocacy Plan, as well as document efforts made to engage the youth in the Case Notes.

13. QUESTION: Nowhere does it say that there is a cover page required for the Business Proposal. Should we assume that we use a cover page?

RESPONSE: We ask that for the submission, there is a label on the boxes. One labeled business proposal and one labeled cost proposal. Page 27 of the RFP includes the business proposal sequence; transmittal letter and

executive summary.

14. **QUESTION:** We only have to submit one proposal and request the different FRP areas, not submit a proposal for each area?

RESPONSE: Correct, you only need to submit one proposal and request the different FRP areas.

15. **QUESTION:** SOW, P. 26, Section 9.2.2.1.7 - In the first 90 days of the referral, regardless of DCFS referral or FRP, it is a minimum of 4 visits, correct?

RESPONSE: During the first 90 days of service the contractor shall meet with the participant, face to face, at a minimum of 4 times per month plus weekly contact by phone or social media. Also when responding to a FRP, contractor is to remain with the participant for possibly up to 72 hours, but that is determined during the crisis MDT. Followed by meeting with the participant a minimum of 4 times per month plus the weekly contact by phone or social media should the service continue beyond the FRP response. Interventions should be early and often to help stabilize the participant. Please see Addendum Number One, Revision # 11.

16. **QUESTION:** RFP, P.31, Section 7.8.8.1 - Instead of a bachelor's degree, would a post-graduate degree in a related field be acceptable?

RESPONSE: Yes. Please see Addendum Number One, Revision # 4.

17. **QUESTION:** SOW, P.12, 3.3.1 & 3.3.2 - If a Master's degree is required for someone to have at least two years' Clinical Supervision experience (section 3.3.2.), is it still possible for someone with a Bachelor's degree to be approved by for this position (3.3.1)? Or is this a case consultation role rather than formal Clinical Supervision?

RESPONSE: Yes, it is still possible for someone with a Bachelor's degree to be approved for this position, as long as there is demonstration of experience in supervising case management staff as well as program management and non-profit leadership experience, and all other skill requirements outlined in the SOW. See SOW Section 3.4 for job duties.

18. QUESTION: SOW, P.29, Section 9.2.3.4 - Can you explain how you envision survivor advocates using social media to communicate with participants? Do you imagine the contractor utilizing messaging features on agency social media pages to communicate with participants? Are there confidentiality concerns?

RESPONSE: Confidentiality must be maintained. It is not appropriate to use your agency's social media page to communicate with Participants, as this may place the Participant in harm's way, as exploiters are often monitoring the activity of CSE victims. Please see Addendum Number One, Revision # 12.

19. QUESTION: RFP, P. 27, 7.8 - Do you require that the MOU's are specific to this proposal, or may we submit current MOU's that our organization has with Law Enforcement, Prosecution, Victims Assistance and Community Based Organizations?

RESPONSE: Yes. Please see Addendum Number One, Revision # 3.

20. QUESTION: SOW, P. 11&12, Sections 2.0 & 3.0 - Can the Project Director and the Project Manager position be held by one position?

RESPONSE: No, they cannot be held by the same person.

21. QUESTION: SOW, P. 15 & 17, Sections 4.0 & 5.0 - Can the Advocate and Survivor Advocate be one and the same? This would be helpful in ensuring 24-hour coverage to utilize both roles as participants on the 24/7 response roster.

RESPONSE: No, these positions have different roles.

22. QUESTION: SOW, P. 15 & 17, Section 4.0 & 5.0 - Does the Survivor Advocate ratio of one Survivor Advocate to approximately twenty-two participants also apply to the Advocate?

RESPONSE: Please refer to Addendum Number One, Revisions # 8 & # 10.

23. QUESTION: SOW, P.20, Section 9.0 - Can Advocates and Survivor Advocates participate in the 24/7 - 90 minute First Responder Protocol?

RESPONSE: Yes.

24. **QUESTION:** SOW, P.36, Section 10.3 - Within the SOW you identify the Performance Measures do you want within our approach section of the proposal to reference that we intended to meet those performance measures and outcomes?

RESPONSE: Yes.

25. **QUESTION:** RFP, P. 31, Section 7.8.8.1 - As the RFP is a public record we do not want to include the name and contact number of the Project Director, may we submit without that information?

RESPONSE: Refer to Contract Question # 7.

26. **QUESTION:** RFP, P.52, Section 8.5 - In prior DCFS proposals (CAPIT and FP), all rates have been predetermined rather than awarding to the lowest rate and in the manner described within the proposal. The lowest rate does not equate to the best services for those you aim to assist, further the methodology you are utilizing can favor those organizations who have greater financial capacity, but not necessarily the same level of CSEC Expertise.

RESPONSE: A predetermined base rate of \$70 has been established. While, the applicant is eligible to receive points based on a decreased rate, this solicitation is not solely based on lowest rate but rather a combination of points awarded in both the Business Proposal and Cost Proposal.

27. **QUESTION:** Appendix C, Exhibit 7 - Are we correct assume that the Operational Agreement will be signed upon award of the proposal and prior to the start date of the project?

RESPONSE: Yes.

28. **QUESTION:** Must we select 2 areas? Are we supposed to serve all cities in that specific FRP Area?

RESPONSE: Please refer to response to question # 5.

29. **QUESTION:** SOW, P.33, Section 9.2.7.1 - Would we accept non DCFS/Probation Referrals?

RESPONSE: No, all referrals will come from DCFS or Probation.

County of Los Angeles – Department of Children and Family Services
COMMERCIAL SEXUAL EXPLOITATION ADVOCACY SERVICES (RFP # 18-0021)
QUESTIONS AND ANSWERS

CONTRACT QUESTIONS

1. **QUESTION:** “7.7.2 One (1) original proposal and three **(3) copies** must be typewritten or word-processed...” VS “7.11.1 The original Business Proposal and four **(4) copies** shall be enclosed in a sealed envelope or box...” How many copies need to be submitted along with the original?

RESPONSE: Four (4) copies per 7.11. Please see Addendum Number One, Revision # 1.

2. **QUESTION:** There are two different places in the RFP that list the number of copies required, so I want to get clarification that it is 3 copies of the Business and 4 copies of the cost proposal?

RESPONSE: Please refer to Contract Question #1 above.

3. **QUESTION:** If submitting for more than one area, are separate proposals needed per FRP area or does the ranking in Page 2 of Exhibit 1 of Required Business Forms (Proposer’s Organization Questionnaire/Affidavit and CBE Information) provide the necessary information?

RESPONSE: Exhibit 1 (Proposer’s Organization Questionnaire/Affidavit and CBE Information) will provide the necessary information and separate proposals are not needed.

4. **QUESTION:** Paragraph 4.5.1.2 (Pg. 5) vs Paragraph 5.24 (Pg. 20) seem to create a gray area when hiring for survivor advocate/parent advocate roles. In case a survivor advocate or parent advocate has a criminal record what are the steps needed in order to hire them under this contract?

RESPONSE: The agency is required to follow the Fair Chance Employment Policy 5.250, which states they cannot consider criminal history prior to making a conditional offer as set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Los Angeles County then requires proposed contracted or subcontracted employees to receive a fingerprint clearance through the county. As per Section 4.5 of the RFP Background and Security Investigations – Contractor must ensure that Advocates and Survivor Advocates obtain the level of Clearance that the Probation Department requires.

5. **QUESTION:** RFP, P.33, Section 7.8.8.4 - "Identify by name, case and court jurisdiction any pending litigation in which proposer is involved, or judgments against proposer in the past five (5) years." In many cases, our clients are in court cases with the City to help prosecute their exploiters. Do these cases need to be disclosed?

RESPONSE: The request to list pending litigation applies to the Agency and not the clients.

6. **QUESTION:** RFP, P.27, Section 7.6 - PDF of USB – Do you want one PDF, or is it preferred to have a Business Proposal PDF and a separate Cost Proposal PDF on the USB? Where do you want the USB placed within the submission?

RESPONSE: Separate PDFs of the Business Proposal and Cost Proposal should be included on the USB. It is preferred to have the USB taped to the inside of the original copy binder. Please see Addendum Number One, Revision # 2.

7. **QUESTION:** RFP, P.31, Section 7.8.8.1 - Is it expected that all identifiers on degrees, proof of employment, etc. are redacted to protect the anonymity of the Project Director?

RESPONSE: The Project Director's information will need to be verified and cannot be anonymous.

8. **QUESTION:** RFP, P.35, Section 7.8.11 - Is the green initiative a part of the 5-page Quality Control Plan, or is it one of the 20 pages of attachments?

RESPONSE: The Green Initiative should not be included as part of

the Quality Control Plan. Yes, it should be one of the 20 pages of attachments. Please see Addendum Number One, Revision # 3.

9. **QUESTION:** Because this will become a public document, can we provide tables indicating the #s and types of licenses, certifications, etc. (all verifiable) rather than providing documents that provide individuals' names, etc.? This seems more straightforward than photocopies with redacted identifying details.

RESPONSE: No, please refer to RFP, P. 37, Section 7.8.13, last paragraph.

10. **QUESTION:** RFP, P. 26, Section 7.7 - Please confirm that multiple FRP areas can be contained in one proposal and that we do not have to submit an original and three copies of the business and cost proposal per FRP.

RESPONSE: Multiple FRP Areas can be submitted for with one submission by properly indicating the FRP areas on Page 2 of the Proposer's Organization Questionnaire/Affidavit and CBE Information (Required Forms, Exhibit 1).

11. **QUESTION:** RFP, P. 26, Section 7.7 - Within the proposal, where do we indicate our ranking of the chosen FRP's within our application?

RESPONSE: The FRP ranking preference is on Page 2 of the Proposer's Organization Questionnaire/Affidavit and CBE Information (Required Forms Exhibit 1).

12. **QUESTION:** RFP, P.37, Section 7.9 - Are we to develop pricing sheets, budget narratives, sample budget, declaration to enter into contract negotiations and certification per FRP or may we combine the FRP areas as one cost proposal?

RESPONSE: One Cost Proposal will be applied to all FPR Areas stated on the Cover Page. Please see Addendum Number One, Revision # 5.

13. **QUESTION:** RFP, P. 52, Section 8.5 - Is the base rate the hourly rate? Please confirm the base rate includes the provision of all services identified in the SOW, with the exception of those rates for workshops, trainings and activities identified on the pricing sheet, Exhibit 29?

RESPONSE: The base rate is the hourly rate. Rates for workshops, trainings and activities are specified on the pricing sheet. Please see Addendum Number One, Revision # 7.

14. QUESTION: SOW, P.15, Section 4.0 - If the Participant and/or their parent/caregiver request a staff member from our organization to attend the CFT, are we permitted to invoice DCFS for the number of hours in attendance and if so at what rate?

RESPONSE: Yes, you would invoice at the Base rate.

15. QUESTION: RFP, P.3, Section 3.1.2 - If there is not a current Project Director does this disqualify the proposal? If it does not disqualify, is there any other documentation you would want to see, such as a position description to include educational requirements and number of years' experience required?

RESPONSE: Yes, it is a minimum requirement to have a Project Director that has experience providing this service or similar services for one (1) year within the last three (3) years.

16. QUESTION: RFP, P.31, Section 7.8.8.1 - What do you mean by "evidence that the Project Director is a current employee of the agency"? Can you provide examples of what you would accept as such evidence? (A signed letter stating such – if so, who are the required signatories, a copy of a business card, or a copy of an employee badge?)

RESPONSE: An example would be a letter on letterhead verifying employment, signed by HR personnel or Board Member.

17. QUESTION: RFP, P.33, Section 7.8.8.4 - In many cases, our clients are in court cases with the City to help prosecute the pimps. Do these cases need to be disclosed?

RESPONSE: Please refer to the response for Contracts question # 5.

18. QUESTION: RFP, P.42, Section 8.4.3 - The RFP states that we cannot use DCFS or Probation contracts as references, do you prefer that we do not list

any reference from DCFS or Probation or just avoid contract related individuals?

RESPONSE: DCFS or Probation Contracts or Staff shall not be used as a reference.

19. QUESTION: Max FRP proposals awarded?

RESPONSE: As stated in RFP Section 1.3, This solicitation will result is six separate contracts, one per FRP Area.

20. QUESTION: RFP, P.28, Section 7.8.1.8 - Do we need to input the whole Terms & Conditions Packet/docs or just a page stating "Acceptance"?

RESPONSE: You do not need to submit the entire Terms & Conditions document. You may state that you accept the Terms & Conditions.