



# County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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April 7, 2021

Dear Prospective Proposers and Interested Parties:

## **ADDENDUM NUMBER ONE TO PARTNERSHIPS FOR FAMILIES REQUEST FOR PROPOSALS NO. 20-0043**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Partnerships for Families Request for Proposals (RFP) No. 20-0043. Addendum Number One amends sections in the RFP as provided below. Changes only apply to referenced sections and/or subsections that are amended or deleted; all other sections remain in full affect.

A prospective 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 as strikeouts (~~strikeouts~~) and additions are underlined (underlined). Some charts or graphs are replaced in their entirety where indicated due to the difficulty in demonstrating strike-outs and additions.

Following the discussion of RFP section revisions, the basic attachments to this Addendum Number One include:

Attachment I	Required Forms, Exhibit 18, Agency Involvement in Litigation and/or Contract Compliance Difficulties.
Attachment II	Responses to Proposers’ Questions

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

- I. RFP, Section 5.9, **Proposer Debarment**, Subsection 5.9.4, has been amended to read as follows:

5.9.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

~~3) 5.9.5~~ If a proposer has been debarred for a period longer than five (5) years, that proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the proposer has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.

- II. RFP, Section 5.9, **Proposer Debarment**, Subsection 5.9.5, has been amended to read as follows:

~~5.9.5~~ 5.9.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where 1) the proposer has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

- III. RFP, Section 5.9, **Proposer Debarment**, Subsection 5.9.6, has been amended to read as follows:

~~5.9.6~~ 5.9.7 The Contractor Hearing Board's proposed decision shall contain a

recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

- IV. RFP, Section 5.9, **Proposer Debarment**, Subsection 5.9.7, has been amended to read as follows:

~~5.9.7~~ 5.9.8 These terms shall also apply to proposed subcontractors of proposers on County contracts.

- V. RFP, Section 5.9, **Proposer Debarment**, Subsection 5.9.8, has been amended to read as follows:

~~5.9.8~~ 5.9.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to the County's website where there is a listing of contractors that are currently on the Debarment List for Los Angeles County.

- VI. RFP, Section 7.9, **Business Proposal Format**, has been amended to read as follows:

The Business Proposal Format must not exceed thirty-~~five~~ eight (~~35~~) (38) pages of narrative, using 12 point, Arial font, single-sided, single spaced, with 1" margins at all borders for the following sections:

- Executive Summary should not exceed – three (3) pages
- Proposer's Qualification should not exceed – twelve (12) pages
- Proposer's Approach to providing required services should not exceed – fifteen (15) pages
- Quality Assurance Plan should not exceed – five (5) pages
- Green Initiatives – should not exceed three (3) pages

Note: The limitation of thirty-~~five~~ eight (~~35~~) (38) pages for the Business Proposal format relates to the ~~four~~ five (~~4~~) (5) 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), ~~and the~~ Green Initiatives (Section D). The attachment/supporting document section should not exceed twenty (20) pages and may be included ~~after the Quality Assurance Plan at Section D~~, the end of the narrative. All attachments should be referenced in the narrative/supporting document sections of the proposal. Examples include Memorandums of Understanding (MOUs), letters of support, Proposer-created forms, diagrams and other relevant attachments are allowable beyond the thirty-~~five~~ eight (35) (38) page limit. Formatting requirements do not apply to the Attachment Section.

VII. RFP, Section 7.9, **Business Proposal Format**, Subsection 7.9.1, has been amended to read as follows:

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

- 7.9.1.1 Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies
- 7.9.1.2 ~~Table of Contents~~ Transmittal Letter
- 7.9.1.3 ~~Executive Summary (Section A)~~ Table of Contents
- 7.9.1.4 ~~Proposer's Qualifications (Section B)~~ Executive Summary (Section A)
- 7.9.1.5 ~~Proposer's Approach to Provide Required Services (Section C)~~ Proposer's Qualifications (Section B)
- 7.9.1.6 ~~Proposer's Quality Control Plan (Section D)~~ Proposer's Approach to Provide Required Services (Section C)
- 7.9.1.7 ~~Terms and Conditions in the Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to (Section E)~~ Proposer's Quality Control Plan and Green Initiatives (Section D)
- 7.9.1.8 ~~Business Proposal Required Forms (Section F)~~ Terms and Conditions in the Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/on Exceptions to (Section E)

7.9.1.9 ~~Last Page of the Proposal~~ **Business Proposal Required Forms (Section F)**

7.9.1.10 ~~Business Proposal Required Forms (Section F)~~ **Last Page of Proposal**

VIII. RFP, Section 7.9, **Business Proposal Format**, Subsection 7.9.4, is replaced in its entirety as follows:

7.9.4 The Transmittal Letter shall not exceed four (4) pages, which are allowable beyond the thirty-five eight (35) (38) page limit. The Transmittal Letter shall be on the Proposer's letterhead stationery. Proposer created forms, diagrams, and other relevant attachments are allowable beyond the thirty-five eight (35) (38) page limit, and may be attached at the end of each of the four five (4) (5) narratives. The Transmittal Letter should only be included once prior to Section A of the Business Proposal. The Transmittal Letter shall include: (1) Proposer's legal business name and legal business status (i.e., partnership, corporation, etc.); (2) address, telephone, and facsimile numbers of the person(s) to be used for contact; (3) the names and original signatures of the persons identified on the agency's Board Resolution as authorized to sign on behalf of Proposer and to bind the agency in a Contract; (4) the number of years in business under the present name; (5) experience in serving the target population described in Appendix A, Statement of Work; (6) the number of years of experience the Proposer has had in providing the required services identified in Appendix A, Statement of Work (as applicable); and (7) Proposer's disclosure (if any) of any employee or any other person acting on Proposer's behalf, who is within the purview of County Code Section 2.180.010. The Transmittal letter shall be addressed to:

**Aileen Ochoa, Section Manager**  
**Department of Children and Family Services**  
**Contracts Administration Division, Section 2**  
**425 Shatto Place, 4th Floor, Room 400**  
**Los Angeles, CA 90020**

IX. RFP, Section 7.9, **Business Proposal Format**, Subsection 7.9.14, is amended as follows:

7.9.14 **Section 7.9.14 Transmittal Letter** moved to Section **7.9.4** as indicated under item VIII of this addendum.

~~The Transmittal Letter shall not exceed four (4) pages, which are allowable beyond the thirty-five eight (35) (38) page limit. The Transmittal Letter shall be on the Proposer's letterhead stationery. Proposer created forms, diagrams, and other relevant attachments are allowable beyond the thirty-five eight (35) (38) page limit, and may be attached at the end of each of the four five (4) (5) narratives. The Transmittal Letter should only be included once prior to Section A of the Business Proposal. The Transmittal Letter shall include: (1) Proposer's legal business name and legal business status (i.e., partnership, corporation, etc.); (2) address, telephone, and facsimile numbers of the person(s) to be used for contact; (3) the names and original signatures of the persons identified on the agency's Board Resolution as authorized to sign on behalf of Proposer and to bind the agency in a Contract; (4) the number of years in business under the present name; (5) experience in serving the target population described in Appendix A, Statement of Work; (6) the number of years of experience the Proposer has had in providing the required services identified in Appendix A, Statement of Work (as applicable); and (7) Proposer's disclosure (if any) of any employee or any other person acting on Proposer's behalf, who is within the purview of County Code Section 2.180.010. The Transmittal letter shall be addressed to:~~

~~**Aileen Ochoa, Section Manager**~~

~~Department of Children and Family Services  
Contracts Administration Division, Section 2  
425 Shatto Place, 4th Floor, Room 400  
Los Angeles, CA 90020~~

- X. RFP, Section 7.9, **Business Proposal Format**, Subsection 7.9.10, is amended as follows:

**7.9.10 Proposer's Green Initiatives (Section D)**

- XI. RFP, Appendix A, Statement of Work, Section **3.0, SCOPE OF WORK**, Subsection 3.4, is amended as follows:

- 3.4 CONTRACTOR shall have a physical location subject to County's approval in the service area they have contracted to serve within 30 days from the contract start date.

XII. RFP, Appendix A, Statement of Work, Section **5.0, CASE MANAGEMENT SERVICES**, Subsection 5.4, is amended as follows:

5.4 CONTRACTOR shall provide, at minimum, three hours of case management visits each month during the first two (2) months of service. The three hours shall be completed through a minimum of three (3) or more visits each month. Thereafter, upon consultation with the CONTRACTOR's Clinical Director/Supervisor, visits can be reduced to a minimum of two (2) hours each month, completed through no less than two visits each month for each family receiving PFF services. These sessions shall take place primarily in the home, but may take place at the agency or any other location preferred by the family and agreeable to the Home Visitor. Case management sessions shall include face-to-face meetings between the Home Visitor and all participants in PFF services, to include the focus child(ren), with an effort to create a trust-based working relationship with the family. Timely engagement of families is fundamental and consistent with DCFS Shared Core Practice Model, Technical Exhibit 6.

XIII. RFP, Appendix A, Statement of Work, Section **19.0, STAFF TRAINING, RECORDS AND REPORTING**, Subsection 19.9.1, is amended as follows:

19.9.1 In addition to items (1) – (8) above, the CONTRACTOR shall ensure that all staff, interns, and volunteers, participate in training, activities, and supports aimed at Eliminating Racial Disproportionality and Disparity. Training shall be such that it defines the concepts of ERDD and Cultural Competence/Humility, improves awareness and knowledge of ERDD, addresses the need for ERDD, discusses barriers to ERDD, including education and awareness of implicit biases and how these biases negatively impact people of color, LGBTQ+ communities, women and girls, and provides suggestions for implementing ERDD. This training shall be provided and may be included as part of the required ~~annual~~ 40 hours of training, or in addition to the required 40 hours of training described in Section 19.1.

XIV. RFP, Appendix A, Statement of Work, Section **19.0, STAFF TRAINING, RECORDS AND REPORTING**, Subsection 19.9.2, is amended as follows:

19.9.2 In addition to items (1) – (8) above, the CONTRACTOR shall ensure that all staff, interns, and volunteers are trained in best practices relating to LGBTQ+ equitable services. CONTRACTOR shall ensure that training

meets a minimum of six (6) hours of Sexual Orientation/Gender Identity and Expression (SOGIE) by a qualified trainer with knowledge of the specific needs of the LGBTQ+ community. This training shall be provided and may be included as part of the required **annual** 40 hours of training, or in addition to the required 40 hours of training described in Section 19.1;

XV. RFP, Appendix A, Statement of Work, Section **19.0, STAFF TRAINING, RECORDS AND REPORTING**, Subsection 19.9.3, is amended as follows:

19.9.3 In addition to CONTRACTOR'S staff, interns, and volunteers, and interns providing direct support to children, youth, families, and caregivers, CONTRACTOR shall ensure service providers receive the required **annual** 40 hours of training described in Section 19.1 as well as specialized training, as relevant, for the purpose of preparing them to meet the needs of children and families linked to them for services.

XVI. RFP, Appendix C, Sample Contract, Section 8.18 Facsimile Representations is deleted its entirety and replaced as follows:

**8.18 ~~Facsimile Representation~~**

~~The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Paragraph 8.1 (Amendments) and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.~~

**8.18 Counterparts and Electronic Signatures and Representations**

This Contract may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Contract. The facsimile, email or electronic signature of the Parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared



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pursuant to Part II, Standard Terms and Conditions, Section 7.0 (Changes and Amendments) and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

XVII. RFP, **Appendix D, Required Forms- Exhibit 18**, is replaced in its entirety to provide lines for checkmarks as reflected in Attachment I to this addendum.

**REQUIRED FORMS - EXHIBIT 18**

**AGENCY INVOLVEMENT IN LITIGATION AND/OR CONTRACT COMPLIANCE DIFFICULTIES**

Check YES or NO on the following questions. If a YES answer is checked, please explain fully the circumstances and include discussion of the potential impact on the program if funded. As part of the project selection process, the County, in its own discretion, may implement procedures to validate the responses made below. The County reserves the right to reject all or part of the proposal if false or incorrect information is submitted by the applicant.

	YES	NO
1. Is the agency currently, or within the past five years, involved in litigation?	___	___
2. Is the director currently, or within the past five years, involved in litigation related to the administration and operation of a program or organization?	___	___
3. Are any agency staff members unable to be bonded?	___	___
4. Have there been unfavorable rulings by a funding source against the agency for improper or contract compliance deficiencies?	___	___
5. Has the agency or agency director ever had public or foundation funds withheld?	___	___
6. Has the agency or agency director refused to participate in any fiscal audit or review requested by a government agency or funding source?	___	___

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EXPLANATION (Use separate page)

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AUTHORIZED SIGNATURE

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DATE

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Name / Title / Name of Company or Organization

County of Los Angeles - Department of Children and Family Services

# **RESPONSES TO PROPOSERS' QUESTIONS**

## **PARTNERSHIPS FOR FAMILIES**

REQUEST FOR PROPOSALS (RFP# 20-0043)



County of Los Angeles – Department of Children and Family Services  
PARTNERSHIPS FOR FAMILIES (RFP # 20-0043)  
**QUESTIONS AND ANSWERS**

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**QUESTIONS AND ANSWERS**

**PROGRAM SERVICE QUESTIONS**

1. **QUESTION:** How were the contract rate amounts per SPA determined – what is the calculation?

**RESPONSE:**

- PFF targets both primary prevention (community) and secondary prevention (DCFS) families. We utilized data to determine how to divide the funding by SPA and countywide agencies.
- For Community, Census data from 2018 was received from DCFS' Bureau of Information System (BIS) and utilized to allocate funding. Since the new RFP expanded the community target population to families with at least one child up to two years old, that set of the census data was utilized.
- To calculate DCFS ratios by SPA, Hotline Referrals with Children 0-5 were utilized. BIS provided a report showing the number of children ages 0-5 who were in referrals assigned to each office during 2017-2019.
- Last, the current minimum of \$400,000 was allocated for those contracts that did not meet the minimum threshold.
- For additional information, please refer to Section 2.2.3, paragraph 3, page 2:

The Partnerships for Families annual funding allocations per SPA are as follows:

SPA	PFF Funding Allocations • per SPA
1	\$ 684,208.27
2	\$ 1,651,548.42
3	\$ 1,802,061.07
4	\$ 638,686.87
5	\$ 479,265.89
6	\$ 1,774,115.06
7	\$ 1,296,869.10
8	\$ 1,473,245.32
Countywide API	\$ 400,000.00
Countywide AI/NA	\$ 400,000.00
<b>TOTAL</b>	<b>\$ 10,600,000.00</b>

2. **QUESTION:** What are some of the main differences between the Prevention and Aftercare RFP and the Partnership for Families RFP? In particular, how do the expected outcomes differ?

**RESPONSE:** The two programs are both prevention programs; therefore, the expected outcomes are similar—to build families’ protective factors and to prevent child maltreatment.

PFF is a home-based visitation program targeting families who have high risk factors with a specific focus on families who are pregnant or with children 0-5 years. PFF requires Master’s level Home Visitors to provide services designed to meet the high risk factors, and PFF requires intensive services such as psychotherapy, domestic violence services, substance abuse services.

Prevention and Aftercare (P&A) has a broader focus on strengthening families and communities through programs and resources that decrease family isolation, improve access to needed services and resources, and also address families’ economic well being. P&A’s services are not designed to be as intensive as PFF’s services, but P&A is required to link the families if such services are needed.

3. **QUESTION:** Does the physical site have to be opened M-F from 8 a.m. to 8 p.m. and on Saturday or Sunday (4 hours) or can staff be available to meet the families out in the field and accommodate their schedules within the hours of operation?

**RESPONSE:** The physical site does not need to be open after 5:00 p.m. and weekend hours unless there are specific programs or events scheduled for those hours and days. In addition, staff should be available to meet families during the hours indicated. For additional information, please refer to Days of Operation, Section 2.2.4, page 2-3, on the RFP.

4. **QUESTION:** Are we REQUIRED to have our offices open to clients for drop in, on either Saturday OR Sunday 9-1 or are we REQUIRED to offer all clients/families services during these days and times?

**RESPONSE:** The physical site does not need to be open after 5PM and weekend hours unless there are specific programs or events scheduled for those hours and days, but staff should be available to meet families during the hours

indicated.

5. **QUESTION:** Are we required to have our offices open on a Saturday or Sunday or are we only to be available to our clients during those hours?

**RESPONSE:** Please see responses #3 and #4.

6. **QUESTION:** Program Location – p. 3. Section 3.4. Can all services be provided out of one office in a given SPA or are multiple offices to be established?

**RESPONSE:** Services can be provided out of one office, with the understanding that the office location should be accessible to all clients within the SPA.

7. **QUESTION:** As it relates to the building that we are to have, does it have to be a commercial property? and if so explain what is the Ideal property set up according to the County to go forth with the PFF program.

**RESPONSE:** If services are to be provided at the location, the property must be safely accessible to families. Location is subject to County's approval, please refer to Addendum One, Item XI.

8. **QUESTION:** Are there specific assessment and/or screening tools that DCFS will require the contractor to use? Or, can the proposer decide which screening tools to use?

**RESPONSE:** Yes, there will be specific screening tools that DCFS will require. Right now, we are going to likely to require the Protective Factors Survey as one of the tools to measure outcomes. We will be deciding upon the screening tool, once we also know from the Family First Prevention Services Act (FFPSA), if there are going to be specific programs that we will be utilizing in order to be able to take advantage of any funding that would be available through FFPSA.

9. **QUESTION:** Can you provide further clarification on how "client" is defined? Do they have to receive in-home visits to be considered a client?

**RESPONSE:** Clients are families receiving PFF in-home visitation services.

10. **QUESTION:** 2.2.1 These risk factors include: young age.....2.2.3 Substance abuse related issues; and 2.2.4 Mental health related issues. Should this say OR instead of AND. Not clear if they must have all factors or just one.

**RESPONSE:** At least one of the factors should be present.

11. **QUESTION:** 3.3 (pg. 3) “Contractor shall provide the services and supports delineated in the scope of work to .....newly opened child welfare cases, child removals and placement in out of care among PFF clients”. Are you listing the types of families that are NOT referred to PFF, as this is unclear what the purpose of 3.3 is?

**RESPONSE:** No, this does not list families who are not referred to PFF. The section describes what the program is attempting to “prevent” as stated in the sentence “and prevent subsequent referrals...and placement in out-of-home care among PFF clients.”

12. **QUESTION:** Appendix A-SOW-Section 3.6.1, page 4, Service Components-Can services be provided via telehealth if necessary (i.e. case management, psychotherapy)?

**RESPONSE:** The expectation is that these will be done in person. We will follow guidelines from the Department of Health and/or other regulatory agencies if there is a need to adjust to telehealth on a temporary basis should the COVID pandemic persist.

13. **QUESTION:** 3.6.2 (pg.4) Is 10% of our total budget the maximum for BOTH internal and external capacity building? (please see 11.1 on pg. 14 which gives maximums that are generally less than 10% of total budget).

**RESPONSE:** The 10% maximum includes both the internal and external capacity building. Contracts amounts differ, but the County will review budgets and provide final approval for ones that contain more than \$50,000 allocated to capacity building. The review will allow the County to determine if the funding can be better utilized for direct services to families to increase the number of families provided home visitation services.

14. **QUESTION:** 3.7 (pg.4) Since it is not yet decided by Title IV E Clearinghouse (FFPSA) ALL of the approved EBP’s at the 3 levels of approval, for



the RFP, can we just acknowledge that we will use EBP's approved on one of the lists (Title IV E, CBES) you provided in the SOW, rather than naming specific EBP's?

**RESPONSE:** Proposals must acknowledge that Contractors will utilize only the Evidence Base Programs (EBPs) rated as well supported, supported, or promising in the California or Federal Clearinghouses and shall ensure County approval is received before implementing an EBP.

**15. QUESTION:** EBPS: Is the list of evidence-based practices approved by DMH for families a good choice for selecting evidence-based practices for this proposal?

**RESPONSE:** The list of EBPs should be those in the federal Title IVE Prevention Services Clearinghouse or the California Evidence Based Clearinghouse.

**16. QUESTION:** On the Statement of Work, page 4, Section 3.7, "Contractor shall provide EBPs that are rated as "well supported, supported or promising". Is this for the psychotherapy?

**RESPONSE:** It is not limited to psychotherapy. There are Evidence Based Programs that are rated as "supported," "well-supported," or "promising" based on the California Evidence Based Clearing House, or now the title is "Evidence Based Clearing House." Evidence Based Programs will be required that agencies obtain approval from the County before implemented. The reason being is that we are looking at what is reimbursable through FFPSA once a plan is approved by the Federal Government.

**17. QUESTION:** Appendix A-SOW-Section 3.7, page 4, Evidence Based Practices (EBPs)- Is there a list of approved EBP's and who will provide the EBP's training? Are there any required EBP's and for what services?

**RESPONSE:** The contractor will be expected to implement the EBPs that the Department decides upon to meet Family First Prevention Services Act (FFPSA) requirements. There is no list as the State is still working on FFPSA planning and has not yet received approval for specific EBPs from the federal government. Contractors will be expected to acquire and pay for the training from Department approved training sources once the FFPSA

plan is approved.

18. **QUESTION:** Indirect rate of 10% - p. 10 section 5.5.18 “Contractor must limit administrative and indirect costs to 10 percent (10%) of total expenditures of contract funds.” If an agency has a Federal Indirect Cost Rate Letter, could this rate be used?

**RESPONSE:** No, the contract specifies a maximum 10% of expenditures for indirect costs.

19. **QUESTION:** 5.3 (pg. 6) How does DCFS calculate the 12-16 caseload? Ex 1: are families that are seen 2x/month for CM counted differently than families seen 4x/month? Ex2: families that receive 2x/month for CM and then mother is seen 4x/month for individual therapy to treat her PPD, counted differently? Ex 3: When CM also facilitate a class (NPP, DV, Grief and Recovery, Infant Massage, etc.) are those counted towards the 12-16 and to what degree?

**RESPONSE:** Caseloads are determined by the number of families served each month by one Home Visitor. Answers to the examples are: 1) No. 2) No. 3) No, but this would be an example of what the County may approve for a lowered caseload for a Home Visitor.

20. **QUESTION:** 5.4. (pg. 6). Contractor shall provide a minimum, 3 hours of case management visits during the first two (2) months of service. The three hours shall be completed through a minimum of three (3) or more visits each month. Is the RFP saying a minimum of 6 hours of case management during the first two (2) months? They wrote 3 hours during the first 2 months. Unclear, I think they are trying to say three hours each month, with a minimum of 3 separate visits each month.

**RESPONSE:** The contractor is required to provide three hours of visits *each month* during the first two months of service, with a minimum number of three visits *each month*. The contractor can split the three hours into three one-hour visits or may choose shorter visits that will require additional visits to meet the minimum three hours for the first two months. After the first two months, only two hours of visits are required if the Contractor’s Clinical Director/Supervisor deems this is appropriate for the family. After the first two months, visits can be completed in two visits of one hour each or more visits, if the visit lengths are less than one hour. The language in the contract will be changed to clarify that the three

hours required are for each month during the first two months.

21. **QUESTION:** 5.4 (pg.6). “Focus children”, is it a Requirement or a recommendation to see all children residing in the home, not just those 5 years and under? What if a PFF referral was sent from DCFS and on the 800, the CSW states mother is currently pregnant and her 7-year old is having an increase in negative behaviors?

**RESPONSE:** All children who are included in the Case Plan will be seen. All family members with identified needs will be provided services as appropriate, so in this question’s example, the seven-year-old will be included in the Case Plan as providing services to address the child’s needs that will eventually help the mother with all her children.

22. **QUESTION:** Can we provide a parenting program 1-1 in the home and count this towards the case total for a staff person (12-16)?

**RESPONSE:** If the question is does this count towards the three (3) hours, no, that is not included in the case load. The “12-16” count is the families that are being provided actual home visitation services. However, if a Home Visitor is providing other services that are included in the contract, for example, running a group, etc., then we can provide approval to reduce the 12-16 caseload.

23. **QUESTION:** 5.5 (pg.7). If the family is in need of a parenting program 1-1 in the home, is that counted as part of CM and counting towards the 12-16 caseload?

**RESPONSE:** No, it is not included. Please refer to Section 5.0, Case Management Services, which notes what is included. Parenting is specified under Section 7.0.

24. **QUESTION:** STAFFING for PSYCHOTHERAPY, p. 11 Case Managers/ Home visitors have a caseload of 12 to 16 families per month, with 3 hours of visits per month per family. What is the caseload for therapists providing parenting classes or therapy?

**RESPONSE:** No caseload is specified for therapists, but the County may question therapist’s caseloads that appear to be outside the range for most contractors.

25. **QUESTION:** PSYCHOTHERAPY. P. 11. Can the Clinical Supervisor for LMFT or LCSW Interns with Master Degrees be included in the staffing pattern and budget?

**RESPONSE:** Yes, these can be included in the staffing and budget. The Clinical Supervisor and Home Visitors must have Master's degree and meet other requirements specified in SOW 18.2.3 and 18.2.4.

26. **QUESTION:** STAFFING FOR PARENTING EDUCATION SESSIONS p. 12. What is the caseload for the educator offering these classes to parents identified with specific needs? Should all 122 families enrolled each year receive some parental education, health education etc?

**RESPONSE:** No caseload is specified for educators. Though many families may need parenting, health education and other services, not all families enrolled for home visitation services need to receive these services. The case plan is individualized and determined by the needs assessment described in 5.7.1.

27. **QUESTION:** STAFFING FOR PARENT/CHILD INTERACTIONS p. 12-13. The Case Aide is supposed to work on these services. What is the caseload for the Case Aide and what is the expected number of interactions or services per month? Are these services in addition to the three mandatory hours of home visits?

**RESPONSE:** No caseload or expected number of services per month are specified for Case Aides. Yes, these are in addition to the mandatory home visits completed by the professional staff (Master's level Home Visitors as described in SOW 18.2.3).

28. **QUESTION:** On page 6 of the SOW, section 5.4 states: "CONTRACTOR shall provide at minimum, three hours of case management visits during the first two (2) months of service. The three hours shall be completed through a minimum of three (3) or more visits each month." However, it goes on to state: "Thereafter, upon consultation with the CONTRACTOR's Clinical Director/Supervisor, visits can be reduced to a minimum of two (2) hours each month, completed through no less than two visits each month for each family receiving PFF services." Are Contractors to provide the three (3) hours of case management over the course of the first two (2) months of service, equaling one and a half (1.5) hours of service per month, OR are contractors to provide three (3) hours of service per month for the first two (2)

months of service, equaling six (6) total hours of service in the first two (2) months?

**RESPONSE:** During the first two (2) months of services, Home Visitors will be visiting the family at least three times each month. If you want to do one-hour visits, that will total three (3) hours for the month. If the Home Visitor completes shorter visits, for example, forty-five (45) minutes, then they will have to do more than three (3) visits for the month, to maintain the three (3) hours per month that is required in the contract. Thereafter, if your Clinical Supervisor or Director, after consultation, determines that the family can be reduced to fewer than the three hours per month, then the minimum number of hours required is two (2) hours each month. Those two (2) hours can be divided into two (2) visits, one (1) hour each. Or if you prefer again to have shorter visits, for example, forty-five (45) minutes, then you will need to complete more than two (2) visits in order to complete two hours total of visit for the month.

**29. QUESTION:** On page 7 of the SOW (page 61 of the RFP PDF), in Section 5.7.1, it states: "CONTRACTOR shall, at the time of initial contact with the family, begin completing a needs assessment, to be adapted as necessary throughout the life of the case." Please explain what is meant by adapting the needs assessment? Is this a typo?

**RESPONSE:** As Home Visitors get to know the family, there may be information that the family is now going to share in the beginning, and later on as trust builds and the relationship strengthens between the Home Visitor, the family may be willing to share more information. Thus, we are expecting that during the period of the services Home Visitors will be able to adapt the needs assessment to cover what new information the family shares so that they can assist the families with other PFF services or provide linkages are needed.

**30. QUESTION:** 5.7.1.1 (pg. 7) Is the PFS required before the 6-12 hours of services since it states "and/or prior to starting home visiting services"? Contractor shall ask families to complete a County approved PFS or other county approved assessment tool once families have received a minimum of six (6) to twelve hours of home visitation services and/or prior to start home visitation services at three-month intervals until a family's case closes. This says either after 6- 12 hours of services (making it at least after 2- 5 months after opening) and how do you administer prior to starting home visits? Very unclear.

**RESPONSE:** No, it is not required before the six to 12 hours of services, but other programs routinely administer the PFS as part of their intake and/or needs assessment process. The sentence states “and/or” and not just “and.”

**31. QUESTION:** As a follow up to our question regarding adapting the needs assessment, needs assessments are normally a stable set of questions that are not changed or adapted by those who administer the assessments; this ensures fidelity to the model. Therefore, when the RFP says 'adapting the needs assessment,' does it just mean that the needs assessments should be re-administered as new needs arise, and the service plan adapted?

**RESPONSE:** Yes, that is correct.

**32. QUESTION:** On page 8 of the SOW (page 62 of the RFP PDF), in reference to the needs assessment tool to be approved by DCFS, Section 5.7.2 states: “Timelines for completion of the assessment shall be consistent with the intended use of the tool.”  
QUESTION: Can the County please clarify the meaning of this statement? If the “intended use of the tool” is to inform the PFF service plan, does that simply mean the timeline will indicate administering the needs assessment tool within the forty-five (45) calendar days following the first face-to-face contact with the family (which is the time period in which the PFF service plan is to be created, as described in section 5.7.3)?

**RESPONSE:** Section 5.7.2 talks about utilizing a needs assessment tool that DCFS is going to provide approval for. Depending on the tool, there could be the need for continued assessment for the family. We will be utilizing the tool and determining how often the tool should be administered, once we've decided upon a final tool that will be utilized by the program. And, yes, the assessment should also take into account Section 5.7.3, that there should be, within the forty-five (45) calendar days of the first face-to-face contact, a PFF Service plan and the tool can be used to inform the service plan.

**33. QUESTION:** On page 8 of the SOW (page 62 of the RFP PDF), in reference to the needs assessment tool to be approved by DCFS, section 5.7.2 states:

“CONTRACTOR may incur some cost for use of the standardized tool selected by DCFS.”

QUESTION: Should this cost be factored into the budget proposals, and if so, can the County provide an estimate of how much the cost might be?

**RESPONSE:** You can utilize it and include it in your budget estimate. At this time, we don't have an actual, finalized tool. Agencies can still include it in the budget and make a logical or reasonable assessment once you look at the various tools that are available. If we have more information, we will provide it at a later time.

34. **QUESTION:** Is there a specific Protective Factors Surveys version required to use? For e.g., PFS-2 vs PFS-1?

**RESPONSE:** Yes, we will be making a final determination this year. But, at this point it is likely going to be PFS-2 retrospective.

35. **QUESTION:** For the assessment tool, are you saying we may not be using the FAF?

**RESPONSE:** Yes, that is correct. We may continue to use FAF or we may change to another assessment tool.

36. **QUESTION:** What is the agency's responsibility for crisis? Is 24/7 coverage required and are we responsible for conducting holds for our clients?

**RESPONSE:** The provider is expected to have 24-hour availability of professional staff for crisis management and intervention. The provider will work with the appropriate entities, e.g., PMRT or law enforcement, regarding holds.

37. **QUESTION:** On page 9 of the SOW (page 63 of the RFP PDF), section 5.9.3 states: “CONTRACTOR shall demonstrate best efforts toward Eliminating Racial Disproportionality and Disparity and using the Core Practice Model standard of cultural humility by viewing the family through their cultural lens and ensuring equitable practices are provided.”

QUESTION: How does/will the County define “best efforts” with regards to Contractor's practices of ERDD and cultural humility?

**RESPONSE:** The Department's Office of Equity responded: Best Efforts, as a general service agreement term, used in place of a firm deliverable. It is at the top of the scale. It is generally perceived to mean that the party delivers services demonstrating cultural humility through Core Practice Model principles. Cultural Humility recognizes and challenges power imbalances for respectful partnerships and utilizes effective engagement and team formation to understand and address African American families' cultural needs.

**38. QUESTION:** In this conference, it states that psychotherapy can be covered under the 10% concrete supports budget line item. Please confirm.

**RESPONSE:** No, that is not accurate. If you look at the Statement of Work, Section 5.11, it lists the types of items that can be utilized for concrete support services, and these are for items such as clothing, infant supplies, rent, and utilities. It does not include psychotherapy services.

**39. QUESTION:** 5.11 (pg. 9-10) in 5.11.1 it states to document medical care, but it does not say medical care on the list on 5.11.2.

**RESPONSE:** SOW 5.11.2 states "may" include the listed examples; it does not exclude medical expenses as the Section states other supports may be approved by the County Program Manager.

**40. QUESTION:** 5.11.6 (pg 10) "Concrete Support Services shall not be the sole service provided to the family". Is this also the case for Psychotherapy Services or Parenting?

**RESPONSE:** Psychotherapy and parenting shall be provided in conjunction with the in-home visitation services provided to families.

**41. QUESTION:** Is there DCFS permission needed prior to paying out the concrete support services?

**RESPONSE:** Permission is required only if it exceeds \$1,000 for 12 months of service (SOW 5.11.5).

**42. QUESTION:** CONCRETE SUPPORT SERVICES p. 9 section 5:11: The annual cap for these services is \$1000, please confirm that the cap for a given



spa is the number of new unduplicated families served times 1 thousand dollars. For instance, in SPA 2 with 122 families served, the cap for these services would be \$122,000.

**RESPONSE:** The annual cap for Concrete Supports is stated in SOW 5.11.2 as a maximum of 10% of the contract award.

**43. QUESTION:** Does this contract have to provide psychotherapy services or does it satisfy the RFP requirement if we refer clients to DMH for psychotherapy services?

**RESPONSE:** Psychotherapy services is addressed in Section 6.0 of the contract. You can provide psychotherapy services directly, or if you'd like to you can subcontract those if needed.

**44. QUESTION:** Appendix A-SOW-Section 6.0, page 11, Psychotherapy Services-Can we self-refer to another internal program within our agency to provide these services?

**RESPONSE:** Yes, you can refer to internal programs within the agency.

**45. QUESTION:** 6.1 (pg.11) Psychotherapy Services: if the CM meets the requirements to be a psychotherapist, can they also provide individual or couples therapy, if requested by the family? How would this be counted for the 12-16 caseload?

**RESPONSE:** Yes, they can provide the psychotherapy if the Home Visitor meets the requirements. However, the time dedicated to psychotherapy is not included in the SOW 5.4's minimum hours of visits required each month.

**46. QUESTION:** On page 29 of the of the RFP (page 34 of the RFP PDF) section 7.9.7.1 states that the proposer should "describe their history serving ... DCFS referred families with a closed high moderate to very high risk, inconclusive or substantiated referral; and Alternative Response clients."

**RESPONSE:** "Closed" refers to "Closed Emergency Response Investigations." "Alternative Response" is an actual service program that is offered through our Family Preservation contracts.

47. **QUESTION:** During the stakeholders meeting, prior to COVID, it was recommended that community referrals be expanded to include 0-5 instead of just 0-1. Could this be considered as it can also help agencies not fall below 80% capacity?

**RESPONSE:** The current contract for community referrals includes the target population is children from 0 to 6 months. In the RFP SOW, we have expanded to include children up to twelve (12) months, and with Program Manager approval, it includes children up to 2 years. We are going to remain with that target population for communities. It should also be noted that the DCFS target population expanded to include moderate risk families, from the current contract that only includes high to very high risk.

48. **QUESTION:** Target Population/ 2.2 Community referrals state age 0-12. You stated it has increased to 0-2. Please clarify.

**RESPONSE:** Target population for community referrals is community referred fathers and pregnant women up to twelve (12) months postpartum that have risk factors for child maltreatment. In addition, with the County Program Manager approval, up to two (2) years old.

49. **QUESTION:** Indirect and administrative costs – p. 10. Could the proposer include such positions as biller, accountant dedicated to this program, recruiter or trainer dedicated to this program in the personnel section of the proposal?

**RESPONSE:** Yes, such positions can be included in indirect costs and described in the personnel section.

50. **QUESTION:** Can we do outreach and engagement in the community to generate referrals?

**RESPONSE:** Yes. See SOW Section 11.4.

51. **QUESTION:** Can you share the list of API languages? If not available now, please include in Q&A.

**RESPONSE:** At minimum, an agency serving the Los Angeles County API community should have the capacity to provide services in the following Asian languages: Chinese

(such as Mandarin and Cantonese), Korean, Vietnamese, Japanese, Cambodian, Thai, and Tagalog. However, agencies should be ready with a plan to provide services to families with other Asian language needs who fit the target population criteria if it is determined that PFF services are the best suited to the family's needs.

52. **QUESTION:** For API, will DCFS determine API language needs and breakdown of cases/language?

**RESPONSE:** Please see response #51.

53. **QUESTION:** Job Descriptions – Exhibit 26. Are position titles, minimum qualifications and related requirements defined by the County, or should each proposer establish their own structure of positions, with unique job titles and requirements?

**RESPONSE:** It is defined by the County. Section 18.2 states the titles and minimum qualifications required of staff.

54. **QUESTION:** 8.0 (pg. 12) Structured Parent-Child and or Family-Centered Activities. Question, is there a limit of funds for this? Does it come from external/internal capacity building? Is there a line item for the cost of these activities? If this is capacity building and they are PFF families would this be internal capacity building?

**RESPONSE:** There is no limit written into the SOW. Depending on the nature of the external capacity building, it can be included in the cost category of external capacity building; it is not an internal capacity building activity. Not unless the Contractor decides to include it in other cost categories, such as external capacity building. No, internal capacity building is for Contractor staff.

55. **QUESTION:** 11.1 (pg. 14). It appears that the maximum for **ALL** contracts for Capacity Building is \$50,000 which is not 10% of most of the contracts. For an agency with the cap of \$50,000, they would have about \$33,000 for External Capacity Building and \$17,000 for Internal Capacity Building. Is that correct?

**RESPONSE:** The ratio must meet what is written in SOW 11.1.2. A Contractor that wishes to allocate more than \$50,000 per term to Capacity Building shall obtain prior County Program Manager approval.

56. **QUESTION:** 11.2 (pg. 14) Does **ALL** capacity building require CPM preapproval at least 2 weeks before the activity is to occur?

**RESPONSE:** Yes.

57. **QUESTION:** 11.3.1 (pg. 14-15). Contractor shall engage in internal capacity building efforts to increase the capacity to recruit and retain at risk-families, and achieve positive child and family outcomes. When you say recruit at risk families this means families not with PFF, community families... when doing events that include recruitment we've documented as an external capacity building.

**RESPONSE:** The question is unclear. However, the SOW states "recruit" and applies to DCFS, community referred, and self-referred families.

58. **QUESTION:** 11.3.2 (pg. 15) Contractor shall at a minimum of once quarterly engage in internal capacity building that may include one of the following. Second bullet state "Increase information sharing and cross training related to child maltreatment prevention". Question: Who is doing the sharing and cross training? Internal staff?

**RESPONSE:** The Contractor is responsible and may use a professional/trainer, consultant, or internal staff if the staff has expertise in a particular area.

59. **QUESTION:** 11.4.4 (pg. 15-16) Contractor shall engage in monthly external capacity building activities if Contractor's overall Case Manager/Home visitor caseloads are below eighty percent (80%) capacity for two subsequent months. Question? Would an ongoing weekly NPP (Nurturing parenting class) or Domestic Violence support group, open to the community count?

**RESPONSE:** No, the focus of the monthly external capacity building in Section 11.4.4 is to increase "utilization of the program." These additional activities will increase awareness about the PFF program in order to increase the number of participants engaged in the program. Monthly NPP classes and domestic violence groups do not have the same focus.

60. **QUESTION:** 14.1 (pg. 18). Contractor's CD and PM shall attend quarterly Continuous Quality Improvement (CQI) meetings for the Family Centered Services (FCS/Community Based Support Division service delivery model. Question, who sets up these meetings?

**RESPONSE:** DCFS will set up meetings or partner with Contractors to set up the meetings.

- 61. QUESTION:** 19.9.1 (pg. 22) In addition to items (1)- (8), last sentence states “This training shall be provided and may be included as part of the required **annual** 40 hours of training, or in addition to the required 40 hours of training” The 40 hours of training is done the first 30 days of employment then 4 hours on a quarterly basis as described in 19.2 pg 21. Documenting annual training implies that every year the staff would have 40 hours of training in addition to the minimum (4) hours of quarterly training.
- 19.9.3 In addition to Contractor’s staff, interns and volunteers and interns providing direct support to children ... Contractor shall ensure service providers receive the required annual 40 hours of training as well as specialized training, as relevant for the purpose of preparing them to meet the needs of children and linked them to services. Holding interns, volunteers and interns providing direct support to children to 40 hours of training may pose a huge challenge if they have to complete 40 hours of training in the first 30 days. Also, the 40 hours is only upon hire, not ANNUAL.

**RESPONSE:** There is no question, this is a comment. Section 19.1 lists the 40 hours of training topics to be provided to staff, interns and volunteers within 30 days of their start date. However, Section 19.9.1, 19.9.2, and 19.9.3 shall be revised to state “may be included as part of or in addition to the required 40 hours of training described in Section 19.1” to provide clarity.

- 62. QUESTION:** Technical Exhibit 13: Missing the name of the family, also for supporting documentation there is Phone/Cell Phone Bills, does this mean that CSS can be used to pay a phone/cell phone bill? What is the LA County resident support document?

**RESPONSE:** The family name is listed in Section 2 of the Technical Exhibit as the “Primary Caregiver.” Yes, CSS may be used to pay phone/cell phone bills with County approval. Proof of LA County residence support may be a rental lease, utility bill, a valid ID with the current home address, or other documentation supporting the family’s residence in Los Angeles County.

County of Los Angeles – Department of Children and Family Services  
PARTNERSHIPS FOR FAMILIES (RFP # 20-0043)  
**QUESTIONS AND ANSWERS**

**CONTRACT SERVICE QUESTIONS**

**63. QUESTION:** Will the rate/fee paid to contracted agencies increase every year if the service is provided beyond the initial term?

**RESPONSE:** No, the rates are not expected to increase beyond the initial contract term.

**64. QUESTION:** You showed a slide that indicated that a 1- year contract will be awarded with options for 4 additional 1 year contracts. With these options only be available to the agency that received the Contract or will there be RFPs put out for each of the 4 additional years?

**RESPONSE:** The contract term is for an initial one year with an optional four one-year extensions for a total of five (5) years. Agencies that receive the contract will be the only ones eligible to receive the additional four-year options. An RFP will not be released on a yearly basis, the next RFP for this program is expected to be released after the third year of the five-year contract term.

**65. QUESTION:** What factored into the decision to contract for 1 year with 4 extension options rather than the typical DCFS 3-year contract with extension options?

**RESPONSE:** The California Department of Social Services requires contracts to be for a term of three years, however, DCFS currently has authority for a contract term of five years. In addition, as a result of the pandemic and current budget issues our fiscal division indicated that they would not approve contracts with longer periods than one year.

**66. QUESTION:** If submitting for multiple SPAs, do you need to separate the Business Proposal and copies per SPA in their individual box or can you combine all in one box?

**RESPONSE:** Proposers are required to submit a business and a cost proposal for each SPA they plan to apply for, as indicated in the RFP Section 7.8. Proposers should submit one

box per SPA which should include both the business and cost proposals for that specific SPA.

67. **QUESTION:** Are there agencies that currently have the PFF contract? How many PFF contracts are in operation now?

**RESPONSE:** There are currently ten (10) PFF contracts:  
SPA 1: Penny Lane  
SPA 2: The Help Group  
SPA 3: SPIRITT Family Services  
SPA 4: Para Los Ninos  
SPA 5: Providence St. John's  
SPA 6: Shields for Families  
SPA 7: Penny Lane  
SPA 8: Children's Institute  
SPA 9: Southern California Indian Center  
SPA 10: Koreatown Youth and Community Center

68. **QUESTION:** Please provide the list of current PFF contracts in the county, with current contract amounts.

**RESPONSE:** Please see responses #67 and #71.

69. **QUESTION:** Can you please repeat SPA 2 current contractor?

**RESPONSE:** Please see response #67.

70. **QUESTION:** Can you repeat the current SPA 3 PFF contract holder's name?

**RESPONSE:** Please see response #67.

71. **QUESTION:** Please provide access to copies of current contracts for PFF services in all SPAs.

**RESPONSE:** Proposers interested in obtaining copies of the current contracts must submit a Public Records Request to Joan Arcilla and specify exactly what documents are needed. Or you can obtain the current PFF form contract along with current agencies, and contract amounts as adopted by the Board of Supervisors on December 20, 2016 using the [link](http://file.lacounty.gov/SDSInter/bos/supdocs/109835.pdf) below.  
<http://file.lacounty.gov/SDSInter/bos/supdocs/109835.pdf>

**72. QUESTION:** I'm writing with regards to the recently released Partnerships for Families RFP. To clarify, is this new RFP is to simply re-contract or to open up to new contracts? As well, would you be able to send me a list of the current PFF contractors in the County?

**RESPONSE:** Please note this is a new open competitive solicitation to procure 10 PFF contractors throughout the County as indicated in the RFP No. 20-0043. Please refer to response #67 for a list of current PFF contractors.

**73. QUESTION:** As a matter of public record, please provide the current contracts for LA County Partnerships for Families for Service Planning Areas 1-8, Countywide API, and Countywide AI/NA.

**RESPONSE:** Please refer to response #71 to obtain a form PFF contract.

**74. QUESTION:** I am interested in applying for the PFF Contract, we have services in Mental Health Clinical Counseling, Domestic and Family Violence and Foster Care. I saw that on the contract there is 1 contract specifically for API Community. I was wondering if you knew who the lead agency was on this PFF Contract? So that I might be able to reach out to them to be included in this contract.

**RESPONSE:** Please refer to response #67 for a list of current PFF contractors.

**75. QUESTION:** In Section 3, Proposer Minimum Qualifications it states: "Proposer must have a minimum of five (5) years' experience within the last seven (7) years, providing social services to families or coordinating social services among other community providers similar to the services listed in Appendix A, Statement of Work for Partnerships for Families." Our organization has 40 years of experience providing case management, crisis intervention, mental health services, domestic violence services, etc. for low-income, predominantly Latino children, individuals, and families in the San Fernando Valley. We have two current contracts with DCFS to provide Relative Home Assessment Services and Family Preservation Services. However, we have been providing these services via DCFS contract for less than five years. Are we still eligible for this RFP if we have been providing similar services for more than five of the last seven years, even if those services were not specifically provided to DCFS-involved families?



**RESPONSE:** Please note that according to the RFP, Section 3, Proposer's Minimum Qualifications, Subsection 3.6: "Proposer must have a minimum of five (5) years' experience within the last seven (7) years, providing social services to families or coordinating social services among other community providers **similar to the services listed in Appendix A, Statement of Work for Partnerships for Families.**"

76. **QUESTION:** Exhibit 11 requests a copy of recent filing with Registry of Charitable Trust. Can we use the print out from the website where that is listed as evidence?

**RESPONSE:** Yes, a printout of the Registry of Charitable Trust is acceptable as long as the agency is currently active. If the agency is delinquent, DCFS may disqualify the proposer.

77. **QUESTION:** Charitable Contributions Certifications Exhibit 11 - Can we use the print out from the website of Registry of Charitable Trusts as our evidence for purposes of Exhibit 11?

**RESPONSE:** Please see response #76.

78. **QUESTION:** I just attended the RFP conference for PFF and I have a question, will an agency be granted 15% of the points awarded for the cost component will be added... on their score if they propose the highest number of families proposed? 8.5.1 Evaluation of Cost page 43 and 44. Can this area be re-evaluated considering that agencies overpromise and reimbursement does not change if the agency actually underperforms.

**RESPONSE:** According to the RFP Section 8.5, Cost Proposal Evaluation Criteria is weighted at 20%. Furthermore, in Section 8.5.1, Evaluation of Cost, it indicates the following: "The cost evaluation method will award the highest possible number of points to the proposal(s) that proposes to provide services to the greatest number of new families per year above the minimum per SPA as indicated in the Price Sheet Required Exhibit 31. **All other proposals will receive points in this category proportional to the highest number of families proposed within the SPA.**"  
The 15% refers to the preference programs, if a proposer requests and is granted a preference, as indicated in the RFP subsection 8.5.1.1.4, fourth and fifth paragraph as

follows: “Fifteen percent (15%) of the points awarded for the cost component will be added to the aggregate total points to all proposers who requested and were granted the preference. In no case shall any preference be combined to exceed fifteen percent (15%) of the cost points awarded to the responsible bid meeting specifications.”

79. **QUESTION:** If an agency promises the highest number of families, will they automatically get 15% extra?

**RESPONSE:** No, proposers with the highest number of families will not be automatically granted the 15% extra. The 15% is only for proposers who requests and are granted a preference. Please refer to RFP, Subsection 8.5.1.1.4 or to response # 78.

80. **QUESTION:** QUALITY PLAN: p. 33. Would including a subcontracted Program Evaluator to provide program outcome evaluation in the proposal be recommended? Or is internal data collection and program evaluation the preferred approach by DCFS?

**RESPONSE:** Unkown what section in page 33 this question is referring to.

81. **QUESTION:** Please confirm that the drive with copies of PDF cost and business proposal are to be in the business proposal box.

**RESPONSE:** The USB drive should be included in the Business Proposal. In the past, proposers have included the USB drive in that pocket of the three ring binder. Proposers also tape the USB drive to the business proposal binder.

82. **QUESTION:** Where should additional information be enclosed, after each section, or after the complete narratives - these Attachments would contain specific examples, stories, or program outcomes data from past programs?

**RESPONSE:** Please refer to RFP Section 7.9, Business Proposal Format, Note, starting with the second sentence it indicates the following: “The attachment/supporting document section should not exceed twenty (20)pages and may be included after the ~~Quality Assurance Plan~~ at Section D, the end of the narrative. All attachments should be referenced in the narrative sections of the

proposal. Examples include memorandums of Understanding (MOUs), letters of support, Proposer-created forms, diagrams and other relevant attachments are allowable beyond the thirty-five ~~eight~~ (35) (38) page limit. Formatting requirements do not apply to the Attachment Section." Please refer to Addendum One, Item VI for changes to this section.

**83. QUESTION:** We are working on our proposal for RFP #20-0043 and noticed that there is a maximum number of pages for this proposal. Our 3 years of Audited Financial Statements are over 50 pages each and 3 years of 990's are over 100 pages each. These documents alone are going to cause us to go over our maximum number of pages. Should we submit all the pages of each of these documents? Are these documents in addition to the total number of pages of the proposal? OR do these documents have to fit within the total number of pages of the proposal?

**RESPONSE:** Please note that the page limitation only applies to the the narrative section, refer to RFP Section 7.9, Business Proposal Format, Note, as follows: "The Business Proposal Format must not exceed thirty-five ~~eight~~ (35) (38) **pages of narrative**, using 12 point, Arial font, single-sided, single spaced, with 1" margins at all borders for the following sections:"

**The limitation of thirty-five ~~eight~~ (35) (38) pages for the Business Proposal format relates to the ~~four~~ five ~~(4) (5)~~ **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), and the Green Initiatives (Section D).**

Please refer to Addendum One, Item VI for recent changes.

**84. QUESTION:** It was stated here that there is no limit to supporting documents but the RFP states that attachments have a 20-page limit. It reads: "The attachment section should not exceed twenty (20) pages and may be included after the Quality Assurance Plan at the end of the narrative. All attachments should be referenced in the narrative sections of the proposal. Examples include Memorandums of Understanding (MOUs), letters of support, Proposer-created forms, diagrams and other relevant attachments are allowable beyond the thirty-five (35) page limit. Formatting requirements do not apply to the Attachment Section." Is this different from the supporting documents?

**RESPONSE:** That is correct. The page limit for the attachments is 20 pages, and yes, this is the same as supporting documentation. Please refer to RFP Section 7.9, Business Proposal Format, Note, starting with the second sentence it indicates the following: “The attachment/supporting document section should not exceed twenty (20)pages and may be included ~~after the Quality Assurance Plan at Section D,~~ the end of the narrative. All attachments should be referenced in the narrative sections of the proposal. Examples include memorandums of Understanding (MOUs), letters of support, Proposer-created forms, diagrams and other relevant attachments are allowable beyond the ~~thirty-five~~ eight (35) (38) page limit. Formatting requirements do not apply to the Attachment Section.” Please refer to Addendum One, Item VI for changes to this section.

**85. QUESTION:** If multiple MOUs or LOIs are required, please remove the cap on maximum pages for the Attachment section currently set to 20 pages. One such MOU may be 10 to 15 pages long.

**RESPONSE:** Please note, MOUs or LOIs are not required. If you have such documents and would like to include them in your proposal you may do so, under the attachment/supporting documents section.

**86. QUESTION:** REFERENCES AND COLLABORATIONS: 7.9.7.2 page 29. Are MOUs or LOI and Letters of Reference required, or would it be sufficient to just provide lists of prospective partners, or reference providing agencies without letters? How many references or collaborations are required to be listed?

**RESPONSE:** Please see response 85. Also note, that Required Forms - Exhibit 2, requires five references to be listed.

**87. QUESTION:** Program Cooperation – p. 4 section 3.5. “CONTRACTOR shall coordinate and collaborate with other DCFS CONTRACTORs to facilitate successful client navigation across the service delivery continuum.” Are Memoranda of Understanding or Letters of Intention to collaborate required?

**RESPONSE:** No, MOUs and letters of intention are not required. Please see response #85.

88. **QUESTION:** SPECIAL NEEDS – DOMESTIC VIOLENCE ETC. p. 13 section 9. The proposer must interact with a range of county resources for specific needs. Should MOUs or LOIs be included for these services in the attachment section?

**RESPONSE:** MOUs and LOIs are not required. Please see response #85.

89. **QUESTION:** Section 7.9.1, pg. 27, Content and Sequence of the Proposal: Proposer’s Green Initiative is not listed here. Where should we place this required item?

**RESPONSE:** The narrative for the Green Initiative should be after the Quality Assurance narrative. Please see Addendum One, Items VI and X.

90. **QUESTION:** 7.9.1 (pg. 27) Business Proposal states a maximum of 35 pages for all sections. Is there a specific page limitation in each of the sections or just a total of 35 for the business section?

**RESPONSE:** Please see the page limitation in the RFP, section 7.9, and Addendum One, Item VI.

91. **QUESTION:** Is there a limit to the supporting documentation after the narrative?

**RESPONSE:** Yes, there’s a limit to the attachment/supporting documentation section. Please refer to RFP Section 7.9, Business Proposal Format, Note, starting with the second sentence it indicates the following: “The attachment/supporting document section should not exceed twenty (20)pages and may be included ~~after the Quality Assurance Plan at Section D~~, the end of the narrative. All attachments should be referenced in the narrative sections of the proposal. Examples include morandums of Understanding (MOUs), letters of support, Proposer-created forms, diagrams and other relevant ttachments are allowable beyond the thirty--~~five~~ eight (35) (38) page limit. Formatting requirements do not apply to the Attachment Section.” Please refer to Addendum One, Item VI for changes to this section.

92. **QUESTION:** Section 7.9.7.2 pgs. 29-31 Proposer’s References; c) Exhibit 4 List of Terminated Contracts: Do we only list contracts that were prematurely terminated or do we also need to list contracts that ended because of the end of the contract term?

**RESPONSE:** Please refer to RFP, Appendix D, Exhibit 4. Please list any contract that has been terminated for any reason within the last three years.

**93. QUESTION:** Do we include contracts that we have terminated? And do we use contracts where we were the contractor and the contract has ended or expired?

**RESPONSE:** Please see response #92.

**94. QUESTION:** Section 7.9.7.2, page 30, "Proposer must provide five (5) references for the same or similar scope of services are provided. Could this be DCFS, DMH contacts as well as other agencies?"

**RESPONSE:** Using DCFS contacts as references is discouraged, due to this being an open competitive solicitation and those who don't currently have a current PFF contract could be disadvantaged. If the proposer has other contracts with other County Departments such as DMH, DPSS, Probation, or any other County Contract, the proposer can include those references in the reference list if services provided are similar in scope to this solicitation.

**95. QUESTION:** REFERENCES P. 29: What is the minimum and maximum number of references that must be provided?

**RESPONSE:** Please refer to the RFP, Appendix D, Exhibit 3, Prospective Contractor References which indicates "List five (5) References where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation."

**96. QUESTION:** Form 990 is okay to use for tax returns?

**RESPONSE:** Please do not include form 990. If this is referring to the Audited Financial Statements, in RFP Section, 7.9.7.3, the following is stated: "Provide copies of the company's most current and prior three (3) fiscal years (for example 2018, 2019 and 2020) financial statements. Statements should include the company's assets, liabilities and net worth. And at a minimum should include the Balance Sheet, Statement of Income and the Statement of Cash Flow. It should be noted that depending on the nature

of the entity, i.e., for profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. **Do not submit income tax returns to meet this requirement.** Financial statements will be kept confidential if so stamped on each page.”

**97. QUESTION:** Our financial are very large because we are a subsidiary of a large organization. The audited financials are 600 hundred pages. Can we put those in a separate binder? And, can we include our tax returns in that binder as well?

**RESPONSE:** Yes, you can include your organization’s audited financial statements in a separate binder.

**98. QUESTION:** We have audited statements. But do we also need to submit tax returns? We don't need to do both then?

**RESPONSE:** Only include audited financial statements, please see response #96.

**99. QUESTION:** For the submission of financial statements, will an independent Auditor’s report suffice? They include everything, but there are less pages.

**RESPONSE:** Please refer to RFP Section 7.9.7.3, second sentence “Statements should include the company’s assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows.”

**100. QUESTION:** What is the page limit for the Green Initiatives section?

**RESPONSE:** The page limit to the Green Initiatives Section is three pages, please see Addendum Once, Items VI, VII and X.

**101. QUESTION:** Is the Green Initiative counted as part of the 5 pages allotted for the Quality Assurance Plan or is there a separate page limit for it?

**RESPONSE:** There is a separate page limit for the Green Initiatives, please see Addendum One, Items VI, VII and X.

**102. QUESTION:** Page 33, 7.9.10 Proposer's Green Initiative – while this is listed as a required item, nowhere in the RFP does it specify where this should be placed nor if there is a page limit. This has been the same issue in other DCFS RFPs. From my experience the direction that proposers were given in the past is for the Green Initiative to be added at the end of the Quality Assurance/Quality Control Plan and for it to be counted as part of the 5-page limit that is set for the QA Plan section. At the Proposer's Conference today it was stated that the Green Initiative is to be separate and that an answer regarding the page limit for it would be forthcoming. So I would like to confirm once more, the Green Initiative is to be placed after the 5-page Quality Assurance/Quality Control Plan (with its own page limit pending)?

**RESPONSE:** Yes, the Green Initiative Section is to be placed after the Quality Assurance narrative with a three-page limit. Please see Addendum One, Items VI, VII and X.

**103. QUESTION:** Appendix B, List of Technical Exhibits for Statement of Work, pages 29-59- Will these forms be available in fillable electronic form to be used by the program?

**RESPONSE:** Fillable forms for Appendix B, List of Technical Exhibits for Statement of Work, pages 29-59, will be provided only to the Proposers who are awarded the contracts.

**104. QUESTION:** Section 7.9.12, page 34-Business Proposal Required Forms (Section F)-Will the required proposal forms (Appendix D) be available in fillable format?

**RESPONSE:** Currently the Required Forms under Appendix D are not available in fillable format. The RFP Exhibits may be used as a template to add information specific to your agency in the areas indicated, in addition proposers can use PDF Professional if available in order to fill the forms

**105. QUESTION:** Will the County offer an alternative for electronic proposal submission given current COVID pandemic health and safety restrictions?

**RESPONSE:** At this point in time, the County does not have the capability to receive the proposal submissions electronically. The County is looking into this and doing research for different platforms to be used in the future.



**106. QUESTION:** I have now been tasked to help with our new RFP for PFF that is due this May. We have had some employee change-over since we last submitted a few years ago, so I was hoping you could help me with some questions so that we turn everything in correctly. I noticed in the RFP for PFF document sent out that there is basically a whole sample RFP, and I was wondering if we are able to use the example as a template and edit it to our site's specific information rather than recreate each of the forms/documents? If this is the case, would you be able to send me the sample template so I can start updating?

**RESPONSE:** The RFP Exhibits may be used as a template to add information specific to your agency in the areas indicated.

**107. QUESTION:** Will the County provide editable versions of required forms such as Appendix E due 2/26?

**RESPONSE:** Please see responses #103 and #104.

**108. QUESTION:** Will the county provide fillable documents (PDF, Word) for the Exhibits found in Appendix D: Required Forms for RFP?

**RESPONSE:** Please see responses #103 and #104.

**109. QUESTION:** In the past for other RFPs, DCFS has provided either a fillable PDF or a Word document as it becomes difficult to add in information onto locked PDF files; specifically, the list of Exhibits in the RFP. We want to ensure that our proposal is neat and in an understandable format. Just to confirm, are you saying that agencies will need to print out the PDF documents, manually fill them in, and then scan them for an electronic copy? Or should we plan on recreating each exhibit (I believe there are 34) onto a new Word document in order to fill them out and provide the requested information? I'm not sure what other method would exist for adding information onto a locked PDF document.

**RESPONSE:** In the past, DCFS made fillable forms available for a Request for Statement of Qualifications, which is different than the Request for Proposals (RFP). In addition, the RFP forms have been recently updated, and are not currently available in fillable forms. However, you may use the PDF Professional software to convert documents to fillable forms. In addition, it is unnecessary to recreate any of the forms

since DCFS will accept forms that are hand written as long as they're legible.

**110. QUESTION:** Resumes – Would providing specific staff names and their resumes help increase the score for the proposal?

**RESPONSE:** No, the proposer will not receive additional points for resumes. Please see RFP Section 8.0 Selection Process and Evaluation Criteria for details on items that will be evaluated. DCFS discourages the use of resumes and instead requests Job Descriptions for staff to be hired under Required Forms – Exhibit 26.

**111. QUESTION:** For Section 7.9.14, page 37: The Transmittal Letter goes after the Table of Contents and before the Executive Summary, Section 8. This is not included with the other forms in Section F, 7.9.24, correct?

**RESPONSE:** The Transmittal Letter goes before the Table of Contents, please refer to Addendum One, Items VII and VIII.

**112. QUESTION:** As a follow up to the Transmittal Letter question I asked earlier, the sequence listed on page 27, Section 7.9.1, shows the Transmittal Letter after the last page of the proposal. So it is a bit confusing.

**RESPONSE:** Please refer to Addendum One, Items VIII and IX.

**113. QUESTION:** EXPERIENCE and REFERENCES p. 29- Are there preferences and more points awarded for specific types of past contracts held by an agency, so certain types of contracts will bring in more points? For example, preferences given to current PFF providers.

**RESPONSE:** No, this is an open competitive solicitation and there will not be additional points awarded to certain types of contracts or current PFF contractors. The Proposer must demonstrate that they meet the requirements as stated in Section 7.9.7.1 (1), (2), and (3). Please refer to RFP Section 8.0, Selection Process and Evaluation Criteria for details on items that will be evaluated.

**114. QUESTION:** COLLABORATIONS: Is establishing a collaborative with several subcontractors an option that would result in higher scores and better evaluation of a proposal?

**RESPONSE:** Please refer to RFP Section 8.0, Selection Process and Evaluation Criteria for details on items that will be evaluated.

**115. QUESTION:** ECE COLLABORATION p. 32: Is including MOUs or LOI with ECE Providers or programs required, is it recommended?

**RESPONSE:** Please see response #85. Please note, MOUs or LOIs are not required. If you have such documents and would like to include them in your proposal you may do so, under the attachment section.

**116. QUESTION:** Will the slides be available online?

**RESPONSE:** The Proposers' Conference slides will not be available on-line. All the requirements and details are included in the RFP document, which will enable proposers to make the most informed decisions possible when placing a bid. In addition, an addendum will be available on or about April 2, 2021, that will include answers to all questions submitted prior and during the Proposers' Conference.

**117. QUESTION:** My agency is interested in applying to this RFP and I see that there was a Webex webinar on March 10<sup>th</sup>. Is there a recording of that anywhere that we can view?

**RESPONSE:** At this time, we do not share the audio/video of the Proposers' Conference recordings; because we do not want to discourage interested proposers from participating and asking questions in any current/future conferences. We encourage all interested proposers to thoroughly read the RFP. All the requirements and details are included in the RFP document, which will enable proposers to make the most informed decisions possible when placing a bid. In addition, an addendum will be available on or about April 2, 2021, that will include answers to all questions submitted prior and during the Proposers' Conference.

**118. QUESTION:** Hello, can we access the slideshow online?

**RESPONSE:** See responses #116 and #117.

**119. QUESTION:** I know you stated that the PP will not be shared, will the Q & A section be shared? Some if it is difficult to follow, some responses break up, we aren't able to take complete notes. Thank you!

**RESPONSE:** All the questions that have been asked, via chat and via email, will be provided via the Addendum One that is expected to be released on our about around April 2, 2021.

**120. QUESTION:** All questions and answers during this webinar as well as questions submitted via email will be distributed to participants on or about 04/02, correct?

**RESPONSE:** Yes, all questions submitted via email and asked during the Proposers' Conference have been captured and included in this Addendum One, Attachment II, Questions & Answers.

**121. QUESTION:** In reviewing the RFP regarding the Partnerships for Families, I just want to confirm that the bidders conference was not mandatory? Any direction would be greatly appreciated.

**RESPONSE:** The Proposers' Conference for RFP No.20-0043 was not mandatory.

**122. QUESTION:** I just wanted to double check regarding the Partnerships for Families RFP. I did not see that the bidders conference was mandatory but just wanted to double check as we begin to work on putting our proposal together.

**RESPONSE:** See response #121.

**123. QUESTION:** I have a basic question about the PFF RFP. If an agency did not attend the Proposer's conference [we just found out about the RFP today], can we still submit a proposal? If so, would we be able to get the questions that are released around April 2<sup>nd</sup>? Please advise.

**RESPONSE:** See response #121. Yes, you can submit a proposal as long as you meet the Proposer's Minimum Qualifications as stated in the RFP Section 3.

**124. QUESTION:** Are we able to email questions as well?

**RESPONSE:** You may email questions up until end of business day (March 10, 2021). Or, questions can be submitted via the chat during the Proposers' Conference. All questions will be responded via Addendum, expected to be released on or about April 2<sup>nd</sup>.

**125. QUESTION:** Will you share the list of the agencies that participated in the conference today?

**RESPONSE:** DCFS does not share the lists of agencies that participate in any proposers' conference, in order to avoid agencies being reached by third parties.

**126. QUESTION:** Will you share the list of current contractors in the Q & A responses? I missed some of them.

**RESPONSE:** Please see response #125.

**127. QUESTION:** If we are a current DCFS PFF Provider, whom do we list as the contact? We have contacts with multiple people, should we list as contacts Alma Golla, Joan Arcilla or someone else?

**RESPONSE:** You may list the Program Manager for the respective contract.

**128. QUESTION:** Exhibit 3 - Who do we use as our DCFS contact if we are a PFF provider now? Do we use Joan Arcilla or do we use Alma Golla?

**RESPONSE:** Please see response #127.

**129. QUESTION:** Not referring to references. We are referring to our list of current contracts.

**RESPONSE:** Please see response #127.

**130. QUESTION:** When the question came up about DCFS contact... the question was relating to the Current Contracts and not to the References. (Exhibit 3)

**RESPONSE:** Please see response #127.

131. **QUESTION:** Will a time and date stamped receipt be provided at drop off?

**RESPONSE:** Yes, a receipt will be provided to the individual who drops off the proposal with a time date stamp.

132. **QUESTION:** Appendix D Required Forms: Is the information we listed on Required Forms-Exhibit 3 -Prospective Contractor List of Contracts the same as Exhibit 16-List of Proposer's Commitments?

**RESPONSE:** No, please note Exhibit 3, indicates the following: "List all public entities for which the contractor has provided service within the last three years. Use additional sheets if necessary." As opposed to Exhibit 16, which should list all commitments and potentials commitments such as loan commitments, current contracts, business commitments and potential commitments which may impact assets, line of credit, guarantor letters, or otherwise ability to perform required contract services.

133. **QUESTION:** Pg. 35 Exhibit 16 List of Proposer's Commitments: What types of commitments should be listed here?

**RESPONSE:** Please list all commitments and potentials commitments such as loan commitments, current contracts, business commitments and potential commitments which may impact assets, line of credit, guarantor letters, or otherwise ability to perform required contract services.

134. **QUESTION:** Exhibit 16 List of Proposer's Commitments - is this what our agency is financially committing to subcontractors? Or is it what our current contracts are committing to our agency?

**RESPONSE:** For Exhibit 16, proposer should list all commitments and potential commitments such as loan commitments, current contracts, business commitments and potential commitments which may impact assets, line of credit, guarantor letters, or otherwise ability to perform required contract services

135. **QUESTION:** After further review of the DCFS PFF RFP, I had a few questions regarding the Exhibits from Section F (Appendix D):  
-Exhibit 18: Agency Involvement in Litigation and/or Contract Compliance Difficulties (Only needed in Section B) (format is not correct).

- The format in the exhibit is incorrect, please see attachment. Is there a correct form to use?
- Exhibit 20: List of Current Members of Board of Directors
  - Would it be possible to use a different attachment and format that we currently have that lists our current members of Board of Directors?
- Exhibit 22: List of Subcontractors
  - If our agency will not be utilizing any subcontractors, would we simply leave this blank or indicate on the form that it is not applicable?
- Exhibit 27: Secretary of State Filings – Statement of General Information
  - Section 7.9.4 Limited Partnership states: The proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.
  - I don't believe this would apply to our agency as we are a non-profit organization and not a limited partnership. Am I correct?

**RESPONSE:**

- Exhibit 18, reissued as Attachment I to Addendum One
- Yes, a different form is allowable as long as the same information in Exhibit 20 is included.
- If proposer does not plan on using subcontractors, please indicate on the form. Do not leave blank.
- That is correct Limited Partnerships do not apply to non-profits. Please know that Section 7.9.4 has been replaced in its entirety as indicated in Item VIII of Addendum One to this RFP.

**136. QUESTION:** I was inquiring if it would be too late to submit the Release of RFP & the Request for a solicitation Requirements review due? I received this solicitation after the 9th of February 2021. If I could still submit these documents and move on to the next steps please email me at the above email address thank you.

**RESPONSE:**

The deadline to submit a solicitation Requirements Review was February 26 2021, as indicated in Section 7.3, RFP Timeline. The release of the RFP refers to when the RFP was published and released to the public. The Solicitation Requirements Review is to be filed by prospective proposers who feel any of the items under Section 7.4.1(4), are applicable under this RFP.