



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

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August 2, 2021

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER ONE TO REQUEST FOR STATEMENT OF QUALIFICATIONS  
NUMBER CMS #21-0011 TEMPORARY SHELTER CARE FACILITY CONTRACT**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to prospective contractors of the Temporary Shelter Care Facility (TSCF) Request for Statement of Qualification (RFSQ) Number CMS #21-0011. Addendum Number One releases the Questions & Answers Document (Responses to Prospective Contractor's Questions/Comments) and amends sections of the RFSQ as provided below. Changes only apply to the referenced sections that are amended or deleted. All other sections remain unchanged.

A prospective contractor's failure to incorporate the requirements of this Addendum Number One may result in their Statement of Qualification not being considered, as determined at the sole discretion of the County. Changes to wording in RFSQ sections in this Addendum Number One include both deletions and additions. Deletions are indicated by strikethrough (~~strikethrough~~) and additions are underlined (underlined).

The following changes are being made to the Solicitation:

TSCF RFSQ, Section 2.0, General Information, Subsection 2.4 Prospective Contractor's Minimum Qualifications, Sub-subsection 2.4.10 is amended to read as follows:

2.4.10 Prospective Contractor must be able to provide mental health services to eligible persons in Los Angeles County under a Short Doyle/Medi-Cal Legal Entity (LE) Contract with the County of Los Angeles Department of Mental Health (DMH) authorized by Welfare and Institutions Code section 5600 et Seq.; and must provide a copy of the LE or Mental Health Services Act (MHSA) DMH Master Contract.

~~2.4.10.1 Prospective Contractors who do not currently hold an LE or MHSA DMH Master Contract must be able to provide mental health services to eligible persons in Los Angeles County through an agreement with another DMH contracted agency that holds a LE Contract with the County of Los Angeles Department of Mental Health (DMH) authorized by Welfare and~~

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~~Institutions Code section 5600 et Seq. Prospective Contractor must provide a copy of the agreement and the other DMH contracted agency's LE or MHSA DMH Master Contract.~~

~~2.4.10.2 Prospective Contractors who do not currently hold a LE or MHSA DMH Master Contract or a copy of an agreement with a DMH contracted agency, must provide documentation which indicates the contracting or agreement process has been initiated. This requirement must be met by December 31, 2022 or the Prospective Contractors' SOQ will be disqualified.~~

TSCF RFSQ, Section 2.0, General Information, Subsection 2.6 Contract Term is amended to read as follows:

## 2.6 Contract Term

2.6.1 The term of this Contract shall commence on July 1, 2022 or the date of execution by the Director of the Department of Children and Family Services (DCFS), whichever is later through June 30, 2023 with two optional one year extensions through June 30, 2025, unless terminated earlier or extended, in whole or in part, as provided in this Contract. Each such extension option may be exercised at the sole discretion of the Director, by written notice to the CONTRACTOR.

2.6.2 The County shall have the possibility to extend for additional years as necessary with approval of the State of California Department of Social Services. Such extension shall be exercised at the sole discretion of the Director, by Amendment or written notice to the Contractor, and executed by the Contractor and by the Director of DCFS if the Board of Supervisors has delegated the authority to do so.

TSCF RFSQ, Appendix A: Required Documents, A1 Prospective Contractor's Organization Questionnaire/Affidavit and CBE Information is amended to read as follows:

2.4.10 Prospective Contractor must be able to provide mental health services to eligible persons in Los Angeles County under a Short Doyle/Medi-Cal Legal Entity (LE) Contract with the County of Los Angeles Department of Mental Health (DMH) authorized by Welfare and Institutions Code section 5600 et Seq.; and must provide a copy of the LE or Mental Health Services Act (MHSA) DMH Master Contract.

~~2.4.10.1 Prospective Contractors who do not currently hold an LE or MHSA DMH Master Contract must be able to provide mental health services to eligible persons in Los Angeles County through an agreement with another DMH contracted agency~~

~~that holds a LE Contract with the County of Los Angeles Department of Mental Health (DMH) authorized by Welfare and Institutions Code section 5600 et Seq. Prospective Contractor must provide a copy of the agreement and the other DMH contracted agency's LE or MHSA DMH Master Contract.~~

~~2.4.10.2 Prospective Contractors who do not currently hold a LE or MHSA DMH Master Contract or a copy of an agreement with a DMH contracted agency, must provide documentation which indicates the contracting or agreement process has been initiated. This requirement must be met by December 31, 2022 or the Prospective Contractors' SOQ will be disqualified.~~

TSCF RFSQ, Appendix A: Required Documents, A18 Business Entity Structure Document is amended to read as follows:

Prospective Vendor shall determine which of the below referenced supporting documents COUNTY requires. If the Prospective Vendor's organization does not fit into one of these categories, upon receipt of the Statement of Qualification (SOQ) or at some later time, COUNTY may, in its discretion, request additional documentation regarding the Prospective Vendor's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of SOQ submission, Prospective Vendor must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Prospective Vendor must submit the following documentation with the SOQ (Appendix A, Required Documents, A18 Business Entity Structures):

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" (SOI) as filed with the California Secretary of State listing corporate officers or members and managers. The SOI must be stamped with the Secretary's official seal.

Prospective Vendor must also submit one of the following documents/certificates or an equivalent document specified for the business entity type unless its business entity structure is a sole proprietorship with no fictitious business name

(Appendix A, Required Documents, A18 Business Entity Structure Documents). If the Prospective Vendor is domiciled outside of California, the Prospective Vendor must provide proof of their status in that domicile. Prospective Vendor must be registered with the State of California and the local city where the Prospective Vendor will be conducting business prior to receiving a contract award.

- Sole Proprietorship - If a sole proprietorship is formed with a name other than the individual's name, a Fictitious Business Name Statement must be provided.
- Corporation - Articles of Incorporation
- Limited Liability Company - Domestic - LLC-1/Foreign - LLC-5
- Limited Partnership - Certificate of Partnership - LP-1
- General Partnership - Statement of Partnership Authority - GP-1
- Limited Liability Partnership - Registration of Limited Liability Partnership - LLP-1B

**Except as provided by addendum, all other terms and conditions of the RFSQ remain unchanged.**

If you have any questions regarding this Addendum One, please submit the questions by email to [TSCFRFSQ@dcfs.lacounty.gov](mailto:TSCFRFSQ@dcfs.lacounty.gov) .

Sincerely,

*Eddie Ota*

Eddie Ota, Section Manager  
Contracts Administration Division

Attachment

County of Los Angeles  
Department of Children and Family Services

**REQUEST FOR STATEMENT OF  
QUALIFICATIONS FOR TEMPORARY  
SHELTER CARE FACILITY CMS #21-0011**

**RESPONSE TO PROSPECTIVE  
CONTRACTOR'S QUESTIONS/COMMENTS  
RECEIVED AS OF JULY 6, 2021**

## QUESTIONS AND ANSWERS

### SOLICITATION

1. **QUESTION:** Agency currently has a Master Agreement for Supportive and/or Housing Services (H-708261) of which DMH is a part. Does this qualify us or do we need to complete the RFSQ for MHSA (DMH030719B1)?

**RESPONSE:** No, this would not qualify. Prospective Contractors must be able to provide mental health services to eligible persons in Los Angeles County under a Short Doyle/Medi-Cal Legal Entity (LE) Contract with the County of Los Angeles Department of Mental Health (DMH) authorized by Welfare and Institutions Code section 5600 et Seq.; and must provide a copy of the LE or Mental Health Services Act (MHSA) DMH Master Contract.

2. **QUESTION:** As part of our application submission, it appears we are required to initiate the process with licensing for a TSCF license and show proof that this has been initiated. What proof that TSCF licensing has been initiated would you like to be submitted with the application (e.g., email, forms submitted, etc.)? Will this proof that TSCF licensing process has been initiated be included as the Appendix A requirement under “A6. Copies of the CCLD license for this contract”?

**RESPONSE:** Documentation to support that the licensing process has been initiated includes a copy of confirmation from Community Care Licensing Division (CCLD) received the application and application fee. This confirmation may be a copy of CCLD e-mail, letter, or screen shot of website confirming submission of application.

County of Los Angeles cannot confirm if CCLD is accepting TSCF applications at this time. However, if CCLD informs a prospective contractor that they are not accepting TSCF license applications at this time, and the prospective contractor currently holds another type of CCLD placement license, e.g. Short Term Residential Therapeutic Program (STRTP), the prospective contractor may submit written communication, such as a letter or e-mail, from CCLD of their attempts to submit an TSCF application and what steps are needed for CCLD to accept the application for TSCF license.

Yes, this documentation should be included as the Appendix A, under A6 “Copies of the CCLD license for this Contract.”

3. **QUESTION:** Would you like copies of our existing CCLD licenses in this section (e.g., STRTP, group home, etc.) or only TSCF (current or pending)?

**RESPONSE:** Appendix A6 requires only the current TSCF license, or pending TSCF CCLD license, as outlined in the RFSQ and answered in question #1.

## QUESTIONS AND ANSWERS

4. **QUESTION:** Document A18 asks for “Business Entity Structure Documents”; however, there is no definition or instructions in the RFSQ as to what these documents should consist of. What should be included for this?

**RESPONSE:** Appendix A, Required Documents, A18 Business Entity Structure Documents has been revised. Please see Addendum One for instructions.

5. **QUESTION:** For Document A25 (exhibit A-10), should we document the current number of beds we have right now or the number of beds we would like to propose for this RFSQ? We are assuming that the answer would also apply to our budget documents (current vs proposed beds)?

**RESPONSE:** Document A25 (exhibit A-10) should include proposed number of beds for the TSCF services. Budget documents should reflect the number of proposed beds.

6. **QUESTION:** Document A26 requests a copy of our DMH LE Mental Health Contract. Our current contract is over 500 pages. Should we include the entire document? Or is there something specifically from that contract that we can attach to the RFSQ?

**RESPONSE:** The entire document does not need to be submitted, however, Los Angeles County reserves the right to request the entire document at a subsequent time. Prospective contractors may submit the following pages: Legal Entity (LE) cover; signature page; first two pages of LE not including Table of Contents; pages showing the following information: Contract Number, Legal Entity Number, Vendor Number, Term, and Description of Services/Activities, which may include an Exhibit to the LE agreement; and any pages that show the LE agreement is to provide mental health services to eligible persons in Los Angeles County under a Short Doyle/Medi-Cal LE Contract.