



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

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

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August 3, 2021

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER ONE TO REQUEST FOR PROPOSALS NUMBER 17-0015  
INDIVIDUAL TRANSITION SKILLS PROGRAM SERVICES**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services to all holders of the Individual Transition Skills Program Services Request for Proposals (RFP), Number 17-0015, released on June 10, 2021. Addendum Number One amends the RFP as provided below. Changes apply only to the referenced parts, sections, and/or subsections that are amended or deleted; all other sections remain in full effect.

A prospective contractor's failure to incorporate the requirements of this Addendum Number One may result in their proposal not being considered, as determined at the sole discretion of the County.

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

The following changes are made to the RFP:

1. RFP, Appendix A, Sample Contract, Subsection 5.1.2 is amended as follows:

5.1.2 County and Contractor agree that this is a firm-fixed price Contract not to exceed the Maximum Contract Sum. During the term of this Contract, ~~County shall compensate Contractor as specified in Exhibit 11, Pricing Schedule for the services set forth in Exhibit A, Statement of Work, in accordance with Section 5.6 of this Contract~~ Contractor shall invoice the County monthly in arrears, consistent with their approved line item budget, not to exceed one-twelfth of the maximum annual contract sum.

2. RFP, Subsection 7.7.1 is amended to read as follows:

*"To Enrich Lives Through Effective and Caring Service"*

- 7.7.1 A **mandatory Proposers' Conference** will be held to discuss the RFP and Living Wage Requirements. County staff will respond to questions from potential proposers. All potential proposers **must** attend this conference or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

Date: ~~July 15, 2021~~ August 5, 2021  
2:00 P.M. PST

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 323-776-6996,,164007493#](#) United States, Los Angeles

Phone Conference ID: 164 007 493#

[Find a local number](#) | [Reset PIN](#)

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OR paste the link in a browser to join.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTdkZGJlZDAtOWNjOS00YzgyLWE4YTAtNjUwNDlyZmFjODVj%40thread.v2/0?context=%7b%22Tid%22%3a%2207597248-ea38-451b-8abe-a638eddbac81%22%2c%22Oid%22%3a%22271600c3-1686-4e27-a792-917399227778%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTdkZGJlZDAtOWNjOS00YzgyLWE4YTAtNjUwNDlyZmFjODVj%40thread.v2/0?context=%7b%22Tid%22%3a%2207597248-ea38-451b-8abe-a638eddbac81%22%2c%22Oid%22%3a%22271600c3-1686-4e27-a792-917399227778%22%7d)

Due to social distancing rules, the Proposer's Conference will be held virtually. The detailed information regarding the Proposer's Conference is included above. All potential proposers must attend this conference or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. Proposers will be required to sign in at the beginning of the conference. Questions submitted during the conference will be read and answered by County. All questions may not be answered at the conference, but will be answered in the Questions and Answers document, scheduled to be released on or about ~~August 5, 2021~~ August 26, 2021.

3. RFP, Subsection 7.12.1 is amended to read as follows:

7.12.1 The original Business Proposal and four copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words:

**"BUSINESS PROPOSAL FOR INDIVIDUALIZED TRANSITION  
SKILLS PROGRAM SERVICES RFP #17-0015"**

The original Cost Proposal and two copies must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words:

**"COST PROPOSAL FOR INDIVIDUALIZED TRANSITION  
SKILLS PROGRAM SERVICES RFP #17-0015"**

The proposal(s) shall be delivered or mailed to:

Department of Children and Family Services  
Contracts Administration Division  
425 Shatto Place, Room 400  
Los Angeles, CA 90020  
Attention: Thanh Nguyen, Assistant Manager

**The closing date and time for RFP submissions is Thursday, August 26, 2021 ~~September 16, 2021~~ at 12:00 P.M.** All proposals must be submitted and date stamped by the submission deadline of 12:00 noon on ~~August 26, 2021~~ September 16, 2021. Due to the Covid-19 pandemic, the building is closed to the public. Therefore, proposers shall proceed to the lower level parking lot of the building and check in with the reception desk located on the lower level. If you wish to submit your proposal before the deadline of ~~August 26, 2021~~ September 16, 2021, contact Roderick Walker at [walker@dcfs.lacounty.gov](mailto:walker@dcfs.lacounty.gov) and Thanh Nguyen at [NguyeT4@dcfs.lacounty.gov](mailto:NguyeT4@dcfs.lacounty.gov). Ensure that you allow time to find parking and to sign in at the reception desk in the lower level parking lot. It is the sole responsibility of the submitting proposer to ensure that its proposal is received before the submission deadline. Submitting proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Section 7.3 (RFP Timetable), will not

be accepted and returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of 365 days following the last day to submit proposals.

4. RFP, Appendix B, Statement of Work, Subsection 4.19 has been added to read as follows:

- 4.19 **Face-to-Face interaction** — Face-to Face interaction is defined as in-person interactions, unless prevented by events beyond the control of Contractor, including but not limited to pandemic, natural disaster, or civil unrest. Contractor shall obtain written approval from CPM or designee, before invoicing County for direct services provided to TAY that is not conducted face-to-face.

5. RFP, Appendix B, Statement of Work, Subsection 9.2 is amended as follows:

- 9.2 Contractor shall ensure that staff providing direct support to TAY are trained and prepared to start providing services within ~~60~~ 30 days after contract execution. Staff subsequently hired after the contract execution date must be trained within 45 30 days of hired date in order to start providing services to TAY.

6. RFP, Appendix B, Statement of Work, Subsection 9.8 is amended as follows:

- 9.8 CONTRACTOR shall ensure that staff providing direct support to TAY participate in a minimum of three trainings annually with topics that shall include the following (as referenced in Section 9.2): 1) Mandated Reporter Training; 2) Gender Spectrum Education (sexual orientation and gender identity) Training, and 3) YDSD Services and Resources within ~~60~~ 30 days after contract execution.

7. RFP, Appendix B, Statement of Work, Subsection 9.16 is amended as follows:

- 9.16 Contractor shall develop a mutual agreement form/document between the agency and the Referred TAY to reflect their intent to address the individual needs of the Referred TAY in accordance to Part C – Scope of Work sub. 11.0. The agreement form/document to be signed by the TAY or TAY and Resource Parent stating their willingness to participate in ITSP unless prevented by events beyond the control of Contractor, including but not limited to pandemic, natural disaster, or civil unrest. In this case electronic

signatures are acceptable. This mutual agreement is between the TDS and TAY shall be maintained in the TAY's ITSP case file.

8. RFP, Appendix B, Statement of Work, Subsection 9.20 is amended as follows:

9.20 Contractor shall ensure fulltime TDS Staff maintain a caseload of up to 25 TAY when necessary, ~~but no less than 20 TAY~~ at any given time.

9. RFP, Appendix B, Statement of Work, Subsection 9.21 is amended as follows:

9.21 Contractor shall ensure part-time TDS maintain a caseload of no more than 13 ~~but no less than 10~~ TAY at any given time.

10. RFP, Appendix B, Statement of Work, Subsection 11.4 is amended as follows:

11.4 Contractors shall provide each enrolled TAY a minimum of four hours to a maximum of five hours of billable services to achieve their established service plan each month. If additional service hours are needed for an enrolled TAY within the same month, Contractor shall request prior written approval from the CPM or designee. A minimum of 2.5 hours invoiced per month per TAY should be for face-to-face interaction. Unless circumstances as indicated in 10.10 are present such as a pandemic, natural disaster, or civil unrest, which are events beyond the control of the Contractor. A maximum of 2.5 hours per month may be billed for time that is not spent face-to-face with the TAY. A maximum of one hour may be billed for preparation time spent on behalf of the TAY. If additional service hours are needed for an enrolled TAY within the same month, Contractor shall request prior written approval from the CPM or designee. (Reference SOW Exhibit 11 Pricing Sheet)

11. RFP, Appendix B, Statement of Work, Subsection 11.4.1 is amended as follows:

11.4.1 Contractor shall acquire and maintain full signatures and dates from all enrolled TAY for all ITSP services rendered during any face-to-face session unless prevented by events beyond the control of Contractor, including but not limited to pandemic, natural disaster, or civil unrest. In this case electronic signatures are acceptable.

12. RFP, Appendix D, Required Forms, Exhibit 11 is amended and included as Attachment I.

All other terms and conditions of the RFP remain unchanged.

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Please direct any questions regarding this Addendum Number One to Thanh Nguyen, Assistant Manager at (213) 351-5830, or at [nguyeT4@dcfs.lacounty.gov](mailto:nguyeT4@dcfs.lacounty.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Leticia Torres-Ibarra".

Leticia Torres-Ibarra, Division Manager  
Contracts Administration Division

LTI:TN:rw

Attachment