



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

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September 24, 2021

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER SIX TO REQUEST FOR STATEMENT OF
QUALIFICATIONS BID NUMBER CMS-17-0016/0017 FOR FOSTER CARE
PLACEMENT SERVICES SHORT-TERM RESIDENTIAL THERAPEUTIC
PROGRAM AND FOSTER FAMILY AGENCY PROGRAM**

Addendum Number Six is issued by the County of Los Angeles Department of Children and Family Services (DCFS) and Probation Department (Probation) for the re-opening of the Foster Care Placement Services (FCPS) Request for Statement of Qualifications (RFSQ) CMS-17-0016/0017, released August 9, 2021. Addendum Number Six provides Questions and Answers in response to the RFSQ re-opening and makes changes to the RFSQ.

DCFS is releasing the Questions and Answers to the RFSQ in Attachment I. DCFS made changes to the RFSQ referenced parts, sections, and subsections listed below. New language is highlight yellow and deleted language is strikethrough.

Prospective Contractor's failure to incorporate the requirements of this Addendum Number Six may result in their Statement of Qualifications (SOQ) not being considered, as determined at the sole discretion of the County.

Prospective Contractors are notified of the following changes:

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

Interested and qualified Prospective Contractors who meet the following Minimum Qualifications are invited to submit an SOQ.

- 2.4.1 Prospective Contractor's proposed facility(ies) must be located within Los Angeles County or any of the contiguous counties which includes Kern, Orange, Riverside, San Bernardino, and Ventura counties.
- 2.4.2 Prospective Contractor must not have any substantiated non-compliance findings or outstanding Contractor Alert Reporting

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Database (CARD) findings related to any County, State, Federal, or out-of-state government agency that remain unresolved. The Prospective Contractor must disclose any such non-compliance findings that can be construed as being unresolved in Appendix A, Required Forms, Form 11, Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties.

2.4.2.1 Prospective Contractor shall not be on "Do Not Use" or a "Hold" with an adverse status with Los Angeles County or any other county, State, or out-of-state government agency.

2.4.3 Prospective Contractor must be licensed by the CDSS Community Care Licensing Division (CCLD) for each program it is attempting to qualify for, and must provide a copy of the license for each program and each site.

2.4.3.1 Prospective Contractor who has STRTP facility(ies) licensed for over 16 beds, must work with CCLD to reduce their capacity to 16 beds or less. Prospective Contractor must provide a copy of the re-issued facility license(s) prior to the STRTP contract execution.

2.4.4 Prospective Contractor must hold an approved Rate from the CDSS Foster Care Rates Bureau for each program it is attempting to qualify, and must provide a copy of their Rate Notification letter for each program and each site.

2.4.5 Prospective Contractor must obtain program approval from County. Program approval consists of County's approval of the Prospective Contractor's Plan of Operation and Program Statement, review of open allegations and closed investigations up to two years, and a facility inspection.

2.4.6 Prospective Contractor must have the ability to draw down Medi-Cal funds for the purpose of providing specialty mental health services via a Legal Entity (LE) Master Contract with Los Angeles County Department of Mental Health (LACDMH). Prospective Contractor, who provides specialty mental health services, must provide a copy of their organization's LE Master Contract with LACDMH.

2.4.6.1 Prospective STRTP Contractor who does not currently hold a LE Master Contract with LACDMH, must provide a copy of the LE Master Contract within 18 months of the STRTP contract execution.

~~2.4.7 Prospective Contractor must be nationally accredited by The Joint Commission (JC), The Commission on Accreditation of~~

~~Rehabilitation Facilities (CARF), or The Council on Accreditation of Services for Families and Children (COA).~~

~~2.4.7.1 Prospective STRTP Contractor who does not hold national accreditation must obtain and provide proof of accreditation prior to the STRTP contract execution.~~

2.4.7 2.4.8 Prospective Contractor must be organized as a 501 (c)(3) non-profit tax exempt organization or entity.

2.4.8 ~~2.4.9~~ Prospective Contractor must be in compliance with applicable laws and regulations pertaining to financial audits, including, but not limited to, the California Government Code Section 12586, the CDSS, Manual of Policies and Procedures, Division 11, Chapter 11-400, Section 11-405 et seq., and the Office of Management and Budget 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 2 CFR 1.100, Title 2, Part 1.

2.4.9 ~~2.4.10~~ Prospective Contractor must demonstrate fiscal viability, based on Quick Ratio, Current Ratio, Expenses to Income Ratio, and Long Term Financial Viability Test, in accordance with Generally Accepted Accounting Principles (GAAP), through a review and evaluation of the organization's financial documents.

2.4.9.1 ~~2.4.10.1~~ Organizations responding to this RFSQ are required to submit audited financial statements and single audits reflecting the three (3) most recent years for which the organization was required to conduct financial and single audits. Any organization that submits fewer than three (3) audited financial statements and single audits must indicate why they were exempt from the applicable audit requirements for each year that no audit was conducted.

2.4.9.2 ~~2.4.10.2~~ Organizations that have less than three (3) audited financial statements and single audits may be considered for contracting and may be required to submit additional documents at County's request. Organizations that have not been required to undergo a financial and single audit under the applicable laws and regulations must submit a copy of their current and projected budgets, balance sheet, and profit and loss statement in accordance with GAAP.

II. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Plan of Operation and Program Statement Submission, Sub-paragraph 3.8.1.2 is amended as follows:

3.8.1.2 All three (3) SOQs with the ORIGINAL SOQ readily accessible, shall be placed in plain sturdy cardboard boxes, which are sealed and can

be easily stacked and lifted. The boxes shall be clearly labeled with the name and address of the Prospective Contractor and bear the words: **“Foster Care Placement Services (FFA/STRTP) RFSQ #CMS-17-0016/0017.”**

The SOQ and any related information shall be ~~delivered~~ or mailed to:

County of Los Angeles
Department of Children and Family Services
Foster Care Placement Services
RFSQ #CMS-17-0016/0017
Contracts Administration Division 425 Shatto Place, Room 400
Los Angeles, California 90020

- III. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Plan of Operation and Program Statement Submission, Sub-paragraph 3.8.4. is amended as follows:

3.8.4 The deadline for submission of the SOQ is ~~5:00 PM Pacific Standard Time, October 12, 2021~~ **will be based on the postmark date. It is the sole responsibility of the submitting Prospective Contractors to ensure that its their SOQ is received before the submission deadline postmarked by October 12, 2021. Submitting Prospective Contractors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (email) copies will be accepted. SOQs received after the submission postmark deadline date of October 12, 2021 will may be returned unopened.**

- IV. RFSQ, Section 3, Subsection 3.7.5 Required Documents (Section C)

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

- C1. Board of Directors Resolution – The resolution shall be prepared on the organization’s letterhead, and sealed with the Corporate Seal (reference Appendix B-I, Sample Board of Directors Resolution).
- C2. A copy of the organization’s Internal Revenue Service (IRS) 501 (c)(3) Nonprofit Corporation Status Letter.
- C3. A copy of the Organization’s State of California Franchise Tax Board nonprofit determination letter.
- C4. **Certified** copy of the current California Secretary of State Statement of Information for their non-profit organization.
- C5. The organization’s Aid to Families with Dependent Children-Foster Care (AFDC-FC) Rate Letter from the State Foster Care Funding and Rates Bureau in accordance with the new rate structure as established by AB-403 (Continuum of Care Reform). If the organization’s name and/or address does not match the California Secretary of State

Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.

- C6. Copies of the CCLD license for each facility covered by this Contract.
- C7. A copy of the organization's current budget.
- C8. Copies of the organization's most current and prior two audited Financial Statements. Organizations that have not been required to undergo a financial and single audit under the applicable laws and regulations must submit a copy of their current budget, balance sheet, and profit and loss statement in accordance with Generally Accepted Accounting Principles (GAAP).
- C9. Copy of the organization's current IRS Form 941 – Employer's Quarterly Federal Tax Return and Employment Development Department Quarterly Contribution Return and Report of Wages - Form DE-9 filings (Transcripts).
- C10. Proof of insurability that meets all insurance requirements set forth in the Sample FCPS Master Contracts, Part I, Section 6.0, Insurance Coverage Requirements. If a Prospective Contractor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Prospective Contractor be selected to receive a Master Contract award may be submitted with the SOQ.
(Prior to execution of a Master Contract, Prospective Contractor must be compliant with the Contract insurance requirements).
- C11. Prospective Contractor shall submit their current Plan of Operation and Program Statement for each program via DCFS Electronic Program Statement Submission System (e-PSSS) website at <https://myapps.dcfslacounty.gov/epsss.html>.
- C12. ~~Proof of National Accreditation~~ **Intentionally Left Blank.**
- C13. A copy of the Prospective Contractor's Articles of Incorporation, and any and all amendments.
- C14. **For FFA Program**, a copy of the Contractor's Resource Family Approval (RFA) Implementation Plan Letter issued by the California Department of Social Services (CDSS) Community Care Licensing Division (CCLD). If the Prospective Contractor has a CCLD RFA Implementation Plan Letter, which includes a Memorandum of Understanding (MOU) for adoption services from another FFA with an Adoption License, please include a complete copy of the executed MOU.
- C15. Intentionally Left Blank
- C16. For FFA Program, a copy of the CCLD Approval Letter of the Plan of Operation and Program Statement. (This is the CDSS approval letter and not the actual Plan of Operation and Program Statement that should be submitted via e-PSSS website)
- C17. For STRTP, a copy of the organization's LE with DMH.
- C18. A copy of the CDSS approved Personnel Report – Form LIC 500.

- V. RFSQ, Section 4.0 SOQ Review/Selection/Qualification Process, Sub-section 4.1 Review Process, Sub-paragraph 4.1.3 is amended as follows:

County shall review all forms listed in Sub-section 3.7, Preparation and Format of the SOQ, Paragraph 3.7.4, Required Forms. All forms listed in Paragraph 3.7.4-4 must be included in Section B of the SOQ.

- VI. RFSQ, Appendix B:

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

(Prior to execution of a Master Contract, Prospective Contractor must be compliant with the Contract insurance requirements).

- C11. Prospective Contractor shall submit their current ~~CCLD approved~~ **Plan of Operation and** Program Statement including ~~CCLD approval letter~~ for each program via DCFS Electronic Program Statement Submission System (e-PSSS) website at <https://myapps.dcfslacounty.gov/epsess.html>.
- C12. A brief description for each program: **Intentionally Left Blank.**
- C13. A copy of the ~~P~~prospective Contractor's Articles of Incorporation, and any and all amendments.
- C14. ~~For FFA Program, A copy of the Contractor's Resource Family Approval License.~~ **For FFA Program, a copy of the Contractor's Resource Family Approval (RFA) Implementation Plan Letter issued by the California Department of Social Services (CDSS) Community Care Licensing Division (CCLD). If the Prospective Contractor has a CCLD RFA Implementation Plan Letter which includes a Memorandum of Understanding (MOU) for adoption services from another FFA with an Adoption License, please include a complete copy of the executed MOU.**
- C15. ~~For STRTP Program, a copy of the letter from DMH or the agreement with DMH allowing access to Medi-Cal funds.~~**Intentionally Left Blank**
- C16. ~~For FFAISFC Program, a copy of the organization's LE or MHSA Agreement with DMH~~ **CCLD Approval Letter of the Plan of Operation and Program Statement. (This is the CDSS approval letter and not the actual Plan of Operation and Program Statement that should be submitted via e-PSSS website).**
- C17. ~~Staffing plan and chart listing all employees that will work on the Contract.~~ **For STRTP, a copy of the organization's LE with DMH.**
- C18. **A copy of the CDSS approved Personnel Report – Form LIC 500.**

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

If you have any questions regarding this Addendum, please submit the questions by email to FCPS@dcfs.lacounty.gov .

Sincerely,

Eddie Ota

Eddie Ota, Section Manager
Contracts Administration Division

ATTACHMENT