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Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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December 15, 2023

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER TEN TO REQUEST FOR STATEMENT OF
QUALIFICATIONS BID NUMBER CMS-17-0016/0017 FOR FOSTER CARE
PLACEMENT SERVICES PROGRAMS**

Addendum Number Ten is issued by the County of Los Angeles Department of Children and Family Services (DCFS) and Probation Department (Probation) to amend the Request for Statement of Qualifications (RFSQ) CMS-17-0016/0017 for Foster Care Placement Services (FCPS), originally released on January 17, 2018. New language is underlined and deleted language is crossed out.

DCFS and Probation seek a pool of qualified contractors to enter into Master Contracts with the County of Los Angeles to provide services for the following four Foster Care Placement Services: 1) Foster Family Agency Program (FFA), 2) Short-Term Residential Therapeutic Program (STRTP), 3) Intensive Services Foster Care (ISFC) – FFA Serious Emotional Behavioral Needs (SEBN), and 4) ISFC-FFA Special Health Care Needs (SHCN). This Addendum Number Ten amends the Minimum Requirements and Instructions to Prospective Contractors.

Prospective Contractors are notified of the following changes:

1. RFSQ, Section Appendices, is amended to add the following:

APPENDIX I: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Serious Emotional and Behavior Needs

APPENDIX I-I: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Serious Emotional and Behavior Needs Exhibits

APPENDIX J: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Special Health Care Needs

APPENDIX J-I: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Special Health Care Needs Exhibits

"To Enrich Lives Through Effective and Caring Service"

2. RFSQ, Section 1.0 Introduction, Sub-section 1.2 Purpose, is amended as follows:

The purpose of this Request for Statement of Qualifications (RFSQ) is to seek a pool of qualified contractors to enter into Master Contracts with the County to provide Foster Care Placement Services (FCPS) for the following programs: 1) Foster Family Agency (FFA); 2) Short-Term Residential Therapeutic Program (STRTP); 3) Intensive Services Foster Care Foster Family Agency (ISFC FFA) for Children with Serious Emotional and Behavioral Needs (SEBN); and 4) Intensive Services Foster Care Foster Family Agency (ISFC FFA) for Children with Special Health Care Needs (SHCN). The proposed contract term is expected to be January 1, 2025 through June 30, 2025 with two option periods to extend the contract term for the periods July 1, 2025 through June 30, 2026 and July 1, 2026 through June 30, 2027. ~~is for the effective option period of this RFSQ and any remaining optional renewal period(s) through December 31, 2023, with the possibility to extend for additional years as necessary with approval from the State of California Department of Social Services (CDSS).~~

3. RFSQ, Section 1.0 Introduction, Sub-section 1.4 Target Demographics, Sub-section 1.4.3 is added as follows:

1.4.1 Target demographics for ISFC FFA Program for Children with Serious Emotional and Behavioral Needs

The overall target demographics for ISFC FFA for Children with Serious Emotional and Behavioral Needs are children 6-21 years old who are seriously emotionally disturbed with behavioral challenges and have history of severe behavioral problems, as evidenced by a history that may include, but not limited to, all of the specific behavior management problems: 1) verbal or physical aggression; 2) inappropriate sexual behavior; 3) attempts at self-harm; 4) attempts to harm others; 5) defiant and oppositional behavior; or 6) other severe behavior, and in need of a temporary family setting as an alternative to congregate care in an STRTP or are in the process of stepping down from an STRTP and requires more intensive services to stabilize in a community setting. A description of the target demographics for the Foster Care Placement Services Master Contract for ISFC FFA may be found in the Program's SOW, Part C, and Target Demographics.

4. RFSQ, Section 1.0 Introduction, Sub-section 1.4 Target Demographics, Sub-section 1.4.4 is added as follows:

1.4.2 Target Demographics for ISFC FFA Program for Children with Special Health Care Needs

The overall target demographics for ISFC FFA for Children with Special Health Care Needs are children 0-21 years old who have a condition that can rapidly deteriorate resulting in permanent injury or death or who have a medical condition that requires specialized in-home health care and are not able to remain in their home or placed in a lower level of care. The program will serve the following age sub-groups of children and NMDs: 1) Infant 0-2 years old; 2) Child/Youth 3-12 years old; 3) Teen 13-17 years old; 4) Teen parents and their infant(s) (Whole Foster Family Homes); 5) Sibling Groups; and 6) Extended Foster Care NMDs 18-21 years old.

5. RFSQ, Section 2.0 General Information, Sub-section 2.1 Scope of Work, is amended as follows:

The County (DCFS and Probation) seeks qualified licensed service providers to enter into Master Contracts with the County to provide FCPS for any of the following programs:

- FFA, including Specialized FFA programs for unmet Complex Care needs
- STRTP, including Specialized STRTP programs for unmet Complex Care needs
- ISFC FFA for Children with Serious Emotional and Behavioral Needs
- ISFC FFA for Children with Special Health Care Needs

FFAs will recruit, train, and approve resource families who provide out-of- home care in a family home setting for the population of children, youth and NMDs who are supervised by DCFS and Probation.

STRTPs will provide short-term, specialized, intensive treatment, and 24- hour care and supervision to the population of children, youth and NMDs who require a more structured environment than can be provided in a familyhome setting.

ISFC FFA provide a more family-like setting for children and/or adolescents who meet the WIC definition of children who are emotionally disturbed or have a serious behavioral problem; has a condition that can rapidly deteriorate resulting in permanent injury or death or has a medical condition that requires specialized in-home health care; and who would otherwise be placed in institutional settings. ISFC FFA placements shall be made primarily within Los Angeles County and in adherence to applicable sections of the State WIC and Title 22.

Placements for all programs shall be made primarily within Los Angeles County and in adherence to applicable sections of the State WIC and Title 22. Placements into other contiguous counties shall be made upon need.

Prospective Contractors may submit a Statement of Qualifications (SOQ) for either program. Prospective Contractors must indicate the program(s) they are attempting to qualify for on the Contractor's Organization Questionnaire/Affidavit (reference Sub-section 3.7, Preparation and Format of the SOQ, Paragraph 3.7.3).

6. 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 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.
 - 2.4.3.2 Prospective Contractors who do not currently hold a facility license, must provide a facility license prior to contract execution.
- 2.4.4 Prospective Contractor must hold an approved Rate from the CDSS Foster Care Rates and Outcomes 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.

- 2.4.4.1 Prospective Contractors who do not currently hold a Rate Notification Letter, must provide a Rate Notification Letter prior to contract execution.
- 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 who provides direct specialty mental health services, must have the ability to draw down Medi-Cal funds and must provide documentation of their organization's Mental Health Program Approval (MHPA) and Medi-Cal Certification for each licensed facility.
 - 2.4.6.1 Prospective Contractor attempting to qualify a STRTP program, who does not currently hold a Medi-Cal Certification for each licensed facility with Los Angeles County Department of Mental Health (LACDMH), must provide a copy of the Medi-Cal Certification for each licensed facility within twelve (12) months of the STRTP contract execution.
 - 2.4.6.2 Prospective Contractor attempting to qualify a STRTP program, who does not currently hold a MHPA, must obtain a MHPA for each STRTP facility within twelve (12) months of STRTP licensure or obtain appropriate STRTP provisional license extensions.
 - 2.4.6.3 Prospective Contractor attempting to qualify a STRTP program who does not currently hold a Legal Entity (LE) Master Contract with LACDMH, must provide a copy of the LE Master Contract within twelve (12) months of the STRTP contract execution.
- 2.4.7 Prospective Contractor attempting to qualify for an FFA or STRTP program 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) within twenty-four (24) months of licensure and must provide a copy of their accreditation.

~~Prospective Contractor attempting to qualify a STRTP program must be nationally accredited by JC, CARF, or COA and must provide a copy of their accreditation as described above prior to the an FFA or STRTP contract execution.~~
- 2.4.8 Prospective Contractor must be organized as a 501 (c)(3) non- profit tax

exempt organization or entity.

- 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 2CFR 1.100, Title 2, Part 1.
- 2.4.10 Prospective Contractor must demonstrate fiscal viability, based on a Quick Ratio, Current Ratio, Expenses to Income Ratio, and Long Term Financial Viability Test, in accordance with Generally Accepted Accounting Principles (GAAP), and the Government Auditing Standards (GAS), through a review and evaluation of the organization's financial documents.
- 2.4.11 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.~~

~~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.~~

2.4.11.1 Organizations that have less than three (3) audited financial statements and single audit report, must:

- submit a Provisional (or Permanent) Facility License issued by the California Department of Social Services Community Care Licensing Division, and
- agree to participate in the Enhanced Risk Based Technical Assistance and Compliance Monitoring, including:
 - Ad-hoc meetings that may occur monthly or more often as needed, and

- Compliance performance monitoring beginning 120 days after the first County of Los Angeles placement or acceptance into Treatment Program:
 - enhanced fiscal monitoring,
 - technical assistance,
 - training,
 - demonstrate the ability to implement immediate corrective action to resolve deficiencies, and
 - fiscal reports using the FC 32 form issued by the California Department of Social Services.

7. RFSQ, Section 2.0 General Information, Sub-section 2.6 Contract Term, is amended as follows:

The term of the Contract awarded under this RFSQ is expected to be January 1, 2025 through June 30, 2025 with two option periods to extend the contract term for the periods July 1, 2025 through June 30, 2026 and July 1, 2026 through June 30, 2027. ~~shall be for the effective option period of this RFSQ and any remaining optional renewal period(s) through December 31, 2023, with the possibility to extend for additional years as necessary with approval from the CDSS.~~

8. RFSQ, Section 2.0 General Information, Sub-section 2.8 Contact with County Personnel, is amended as follows:

Except for communications related to the approval of an applicant's Plan of Operation and Program Statement, as described in Section C paragraph 3.7 and paragraph 3.7.7., ~~A~~any contact regarding this RFSQ ~~or any matter relating thereto must be in writing and emailed as follows to:~~

Jose Ramos, Contracts Assistant Manager, or designee
Department of Children and Family Services
Contracts Administration Division
~~425 Shatto Place, Room 401~~
510 S. Vermont Avenue
Los Angeles, California 90020
Email: fcps@dcfs.lacounty.gov

If it is discovered that a Prospective Contractor or their representative inappropriately contacted or ~~and~~ received information from any County personnel, other than the person specified above, regarding this solicitation, County may disqualify Contractor's SOQ from further consideration at the County's sole discretion.

9. RFSQ, Section 2.0 General Information, Sub-section 2.17 Conflict of Interest, is amended as follows:

No County employee whose position in the County enables him/her to influence the selection of a Prospective Contractor for this RFSQ, or any competing RFSQ, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Prospective Contractor or have any other direct or indirect financial interest in the selection of a Prospective Contractor. Prospective Contractor shall certify that they are aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A, Required Forms, Form 2, Certification of No Conflict of Interest.

No County of Los Angeles DCFS, Probation or Department of Mental Health (DMH), or Department of Public Health (DPH) employee, either active or on leave status, shall serve as an employee or contractor or independent of CONTRACTOR in any capacity on a full or part-time or as needed intermittent basis.

Prospective Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of any future Contract. Prospective Contractor warrants that it is not now aware of any facts, which created a conflict of interest. If Prospective Contractor hereafter becomes aware of any facts, which might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to COUNTY. Full written disclosure shall include, without limitation, identification of all persons implicated, and complete description of all relevant circumstances.

10. RFSQ, Section 2.0 General Information, Sub-section 2.25 County's Quality Assurance Plan, is amended as follows:

After award of a Master Contract, the County or its agent will monitor the Contractor's performance under the Master Contract on an annual or as needed basis. Such risk based compliance monitoring will include assessing Contractor's compliance with all terms and conditions in the Master Contract. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of this Master Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Contract in whole or in part, or impose other penalties as specified in the Master Contract.

11. RFSQ, Section 2.0 General Information, Sub-section 2.39, COVID 19 Vaccinations of County Contractor Personnel is amended as follows:

Intentionally Left Blank COVID-19 Vaccinations of County Contractor Personnel

~~A Prospective Contractor is advised that it must comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 – Administration, Division 4 as a condition of performing work under any awarded contract resulting from this solicitation. Prospective Contractor are advised to review the requirements of Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) and the sample contract requirements prior to submitting a SOQ to this solicitation. A completed Exhibit (COVID-19 Vaccination Certification of Compliance) is a required part of any agreement with the County.~~

12. RFSQ, Section 3.0 Instructions to Prospective Contractors, Section 3.1 County Responsibility is amended as follows:

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Contract unless such understanding or representation is included in the Master Contract.

Any change to this RFSQ will be made by addendum. All addenda will be posted on ~~both the DCFS' Website at: <http://contracts.dcms.lacounty.gov/>, and the County's Website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.~~ County is not responsible for any other explanation or interpretation.

13. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable, is amended as follows:

RFSQ Timetable

Release of RFSQ:	May 23, 2022 <u>December 15, 2023</u>
Request for a Solicitation Requirements Review: due on	May 31, 2022 <u>December 22, 2023</u>
Responses to Solicitation Requirements Review: will be posted on or about	June 7, 2022 <u>December 29, 2023</u>
Prospective Contractor's Conference (non-mandatory):	June 15, 2022 <u>January 9, 2023</u> • <u>9:30 AM to 11:30 AM for FFA and</u>

	<u>ISFC Services</u> <ul style="list-style-type: none"> • <u>1:00 PM to 3:00 PM for STRTP Services</u>
Written Questions (optional): due on	June 21, 2022 <u>January 22, 2024</u>
Questions and Answers released: on or about	June 28, 2022 <u>January 29, 2024</u>
SOQ Submission Open Period: 8:00 AM, Pacific Standard Time	June 29, 2022 <u>January 30, 2024</u>
SOQ Submission End Period: 5:00 PM, Pacific Standard Time	August 31, 2022 <u>February 29, 2024</u>
Notice of Tentative Selection: starting on or about	November 16 through November 23, 2023 (on-going basis) <u>October 15, 2024</u>
Tentative Contracts Execution Period:	January 1, 2023 through December 31, 2023 <u>October 21 to December 31, 2024</u>

Reminder:

The submission for the Plan of Operation and Program Statement is due no later than ~~August 31, 2022~~ **February 29, 2024, at 5:00 PM**, Pacific Standard Time via DCFS' e-PSSS website at <https://myapps.dcfs.lacounty.gov/epsess.html>. Refer to Section 3.8, SOQ and Plan of Operation and Program Statement Submission and Appendix Q, Electronic Program Statement Submission System (e-PSSS) Agency User Guide for complete instructions.

3.3.1 **Subsequent Periods for SOQ Submission and Review**

After the initial contract start date, additional periods for submitting SOQs may be available. County reserves the right, at its sole discretion, to adjust the schedule for subsequent periods of SOQ submission, based on the needs of the County and to cancel subsequent submission periods if no additional placement resources are needed.

Notification of the specifics regarding the deadline for submission, submission of recommendations for contracts to the County's Board, and anticipated contract start dates with regard to the subsequent submission periods shall be posted as an addendum to the RFSQ on ~~County's Website~~ at

<http://camisvr.co-la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>,
and DCFS' Website at <http://contracts.dcms.lacounty.gov/>.

14. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review, is amended as follows:

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C, Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the County's sole discretion, if the request does not satisfy all of the following criteria:

- The request for a Solicitation Requirements Review is received by the County by **5:00 PM, May 31, 2022** ~~December 22, 2023~~;
- The Request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit an SOQ;
- The Request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- The Request for a Solicitation Requirements Review asserts either that:
 - application of the minimum requirements, review criteria, and/or business requirements unfairly disadvantage the Prospective Contractor; or,
 - due to unclear instructions, the process may result in the County not receiving the best possible responses from the Prospective Contractors.

The Request for Solicitation Requirements Review shall be completed and the County's determination shall be provided to the Prospective Contractor, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Solicitation Requirements Review shall be submitted via email with the email subject: Solicitation Requirements Review to:

~~Eddie Ota~~ Jose Ramos, Contracts Assistant Section Manager
Department of Children and Family
Services Contracts Administration
Division
Email Address: fcps@dcfs.lacounty.gov
Email Subject: Solicitation Requirements Review

15.RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.5 Prospective Contractor's Questions, is amended as follows:

Prospective Contractor may submit written questions regarding this RFSQ by electronic mail (email) to the person and in the format identified below. All written questions must be received by the date and time specified in Sub- section 3.3, RFSQ Timetable. No questions will be accepted after this date and time.

When submitting questions please use email subject: **Prospective Contractor Questions**, specify the RFSQ section number, paragraph number, and page number and quote the passage in the RFSQ that prompted the question. Also provide Prospective Contractor contact information with correct email address.

A sample format to use for submitting question is provided in Appendix P, Sample Format to Submit Written Questions (Prospective Contractor may duplicate the format provided in Appendix P). County reserves the right to group similar questions when providing answers.

Questions about the RFSQ, the master contract, or its SOW will not be accepted after the date and time specified in Sub-section 3.3, RFSQ Timetable.

Following the conference, all questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to this RFSQ. This addendum will be posted in ~~the Los Angeles County Purchasing and Contracts~~ website, <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>, and DCFS' website at: <http://contracts.dcfs.lacounty.gov/>. The County reserves the right to group similar questions when providing answers.

To ensure receipt of any addenda, Prospective Contractors are encouraged to register for the Prospective Contractors' Conference, and provide contact information with their correct email address.

Questions may address concerns that the application of minimum requirements, evaluation criteria, and/or business requirements would unfairly disadvantage Prospective Contractors or, due to unclear instructions, may result in the County not receiving the best possible responses from Prospective Contractor.

Prospective contractors' written questions regarding this RFSQ should only be addressed to:

Name: Jose Ramos, Contracts Assistant Manager
Email Address: fcps@dcfs.lacounty.gov
Email Subject: Prospective Contractor Questions

16.RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.6 Prospective Contractor's Conference, is amended as follows:

A Prospective Contractors' Conference will be held to discuss the RFSQ. The conference is optional for Prospective Contractors; however, attendance is highly recommended. It is also recommended that Prospective Contractors have a copy of the RFSQ to reference while participating in the conference. County staff will respond to questions from Prospective Contractors if the answer is available and County staff will request unanswered question(s) are written down and sent to the email address above for further research and clarification. The conference is scheduled as follows:

Date: ~~June 15, 2022~~ January 9, 2024
Time: 9:30 AM to 11:30 AM for FFA ~~and~~ ISFC Services
1:00 PM to 3:00 PM for STRTP Services

The Conference will be held via teleconference line or a virtual meeting. Prospective Contractor who want to participate in the Conference must register by 5 pm on January 8, 2024 by sending an email to fcps@dcfs.lacounty.gov with the information listed below. The County will provide the Conference Information to registered Prospective Contractor Representative(s).

To register for the Conference provide all the following information in an email by 5 pm on ~~June 10, 2022~~ January 8, 2024:

- Email Subject: Register for Prospective Contractors' Conference – RFSQ CMS-17-0016/0017
- Name of Organization
- Name of Prospective Contractor Representative(s) and title
- Email and telephone number

17.RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, is amended as follows:

The Statement of Qualification (SOQ) must be submitted via email using six separate emails in the format and sequence outlined in the table below. In summary:

Email 1: Table of Contents and Transmittal Letter
Email 2: Section A – with required forms
Email 3: Section B – with required forms
Email 4: Section C – with required forms
Email 5: Section C – with required forms
Email 6: Section D – with required forms

All attachments must be in PDF format unless otherwise noted. It is very important that each of the six email Subject line and Required Attachments are provided in each of the six emails, as follows:

Email	Subject Line	Required Forms and Documents
1	RFSQ CMS-17-0016/0017 SOQ Email 1 of 6_Agency Name <u>Example email Subject Line:</u> RFSQ CMS-17-0016/0017 SOQ Email 1 of 6_Jane Doe FFA, Inc.	Table of Contents and Transmittal Letter
2	RFSQ CMS-17-0016/0017 SOQ Email 2 of 6_Agency Name	Section A <i>Form 1 Contractor's Organization Questionnaire/Affidavit</i> <i>Form 1a Community Business Enterprise (CBE) Information</i>
3	RFSQ CMS-17-0016/0017 SOQ Email 3 of 6_Agency Name	Section B <i>Form 2 Certification of No Conflict of Interest</i> <i>Form 3 Prospective Contractor's Equal Employment Opportunity Certification</i> <i>Form 4 Familiarity with the County Lobbyist Ordinance Certification</i> <i>Form 5 Prospective Contractor's List of Contracts</i> <i>Form 6 Prospective Contractor's List of Terminated Contracts</i> <i>Form 7 Attestation of Willingness to Consider GAIN/GROW Participants</i> <i>Form 8 County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception</i> <i>Form 9 Charitable Contributions Certification</i> <i>Form 10 Offer to Perform All Required Services and Acceptance of Master Contract Terms and Conditions</i> <i>Form 11 Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties</i> <i>Form 12 Certification of Fiscal Compliance</i> <i>Form 13 Certification of Ownership and Financial Interest</i> <i>Form 14 Revenue Disclosures</i> <i>Form 15 Contractor's Certification of Compliance</i>

			<i>with Child, Spousal, and Family Support Orders</i>
		<i>Form 16</i>	<i>Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements</i>
		<i>Form 17</i>	<i>Intentional left blank - Resource Family Parent Acknowledgment and Confidentiality Agreement (to be required after contract execution)</i>
		<i>Form 18</i>	<i>Contractor Acknowledgement and Confidentiality Agreement</i>
		<i>Form 18(B)</i>	<i>Intentional left blank - Contractor Employee Acknowledgement and Confidentiality Agreement (to be required after contract execution)</i>
		<i>Form 19</i>	<i>List of Names of Current Members of Board of Directors and Other Agencies (if applicable)</i>
		<i>Form 20</i>	<i>Service Delivery Sites Form 21 Contractor's Administration</i>
		<i>Form 22</i>	<i>Certification of Compliance with the County's Defaulted Property Tax Reduction Program</i>
		<i>Form 23</i>	<i>Confidentiality of Criminal Offender Record Information (CORI)</i>
		<i>Form 24</i>	<i>Contractor's Certification of Compliance with Background and Security Investigations</i>
		<i>Form 25</i>	<i>Intentionally Left Blank</i>
		<i>Form 26</i>	<i>Federal Debarment and Suspension Certification</i>
		<i>Form 27</i>	<i>Contractor's Compliance with Encryption Requirements</i>
		<i>Form 28</i>	<i>Zero Tolerance Human Trafficking Policy Certification</i>
		<i>Form 29</i>	<i>Information Security and Privacy Requirements</i>
		<i>Form 30</i>	<i>Compliance with Fair Chance Employment Hiring Practices Certification</i>
		<i>Form 31</i>	<i><u>Vendor Cyber Risk Assessment</u></i>

4	<p>RFSQ CMS-17-0016/0017 SOQ Email 4 of 6_Agency Name</p>	<p>Section C</p> <p>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).</p> <p>C2. A copy of the organization’s Internal Revenue Service (IRS) 501 (c)(3) Nonprofit Corporation Status Letter.</p> <p>C3. A copy of the Organization’s State of California Franchise Tax Board nonprofit determination letter.</p> <p>C4. Certified copy of the current California Secretary of State Statement of Information for their non-profit organization.</p> <p>C5. The organization’s Aid to Families with Dependent Children-Foster Care (AFDC-FC) Rate Letter from the CDSS Foster Care Rates and Outcomes Bureau. 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 Rates and Outcomes Bureau acknowledging the change in the organization’s name and/or address.</p> <p>C6. Copies of the CCLD license for each facility covered by this Contract.</p> <p>C7. A copy of the organization’s current budget.</p> <p>C8. <u>[See below].</u></p> <p>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).</p> <p>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</p>
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		<p>the SOQ. (Prior to execution of a Master Contract, Prospective Contractor must be compliant with the Contract insurance requirements).</p> <p>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.dcms.lacounty.gov/epsss.html.</p> <p>C12. Proof of National Accreditation, if available</p> <p>C13. A copy of the Prospective Contractor's Articles of Incorporation, and any and all amendments.</p> <p>C14. For FFA Program providing adoption services, a copy of the Contractor's Adoption License or Memorandum of Understanding (MOU) for adoption services from another FFA with an Adoption License, please include a complete copy of the executed MOU.</p> <p>C15. For Prospective Contractors providing direct mental health services, a copy of the organization's MHPA for each licensed facility.</p> <p>C16. For Prospective Contractors providing direct mental health services, a copy of the organization's Medi-Cal Certification for each licensed facility.</p> <p>C17. For Prospective Contractors currently providing direct mental health services, a copy of the organization's LE with DMH.</p> <p>C18. A copy of the CDSS approved Personnel Report – Form LIC 500.</p>
5	RFSQ CMS-17-0016/0017 SOQ Email 5 of 6_Agency Name	<p>Section C</p> <p>C8. Copies of the organization's most current and prior two audited Financial Statements (AFS). This is a total of three AFS. 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) and single audits reflecting the three (3) most recent years for which the organization was required to conduct financial and single audits. Organizations that have less than three (3)</p>

		audited financial statements and single audit report, must inform us of this by submitting a written statement on the organization's letterhead signed by an authorized representative and meet all the requirements of Section 2.4.11.1 above.
6	RFSQ CMS-17-0016/0017 SOQ Email 6 of 6_Agency Name	Section D Last Page of SOQ

The SOQ must be submitted via six separate emails in the format described in Sub-sections 3.7 and 3.8. **Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.**

The deadline for submission of the SOQ is 5:00 PM Pacific Standard Time, ~~August 31, 2022~~ **February 29, 2024**. It is the sole responsibility of the submitting Prospective Contractor to ensure that its SOQ is received before the SOQ Submission End Period. Submitting Prospective Contractors shall bear all risks associated with delays in delivery by any person or entity, including but not limited to email. No hard or physical copies will be accepted. SOQs received after the SOQ Submission End Period will not be accepted nor reviewed.

Please refer to Sub-section 3.3, RFSQ Timetable, Paragraph 3.3.1 for information regarding subsequent submission periods.

18. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7.5 Required Forms (Section A), is amended as follows:

The Required Forms are fillable ~~and you are requested to fill and sign the~~. **The forms must be filled out and signed electronically. Forms not prepared in this manner will not be accepted and returned to the submitter.** ~~You~~ Prospective Contractor may download a free copy of Adobe Acrobat Reader DC at: <https://get.adobe.com/reader/>. Prospective Contractor must complete all forms indicated in Appendix A of this RFSQ. The person signing the forms must be authorized to sign on behalf of the Prospective Contractor and authorized to bind the Prospective Contractor in a Master Contract.

19. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7.6 Required Forms (Section B), is amended as follows:

Prospective Contractor must complete all Required Forms.

Form 2	Certification of No Conflict of Interest
Form 3	Prospective Contractor's Equal Employment Opportunity Certification
Form 4	Familiarity with the County Lobbyist Ordinance Certification
Form 5	Prospective Contractor's List of Contracts
Form 6	Prospective Contractor's List of Terminated Contracts
Form 7	Attestation of Willingness to Consider GAIN/GROW Participants
Form 8	County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception
Form 9	Charitable Contributions Certification
Form 10	Offer to Perform All Required Services and Acceptance of Master Contract Terms and Conditions
Form 11	Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties
Form 12	Certification of Fiscal Compliance
Form 13	Certification of Ownership and Financial Interest
Form 14	Revenue Disclosures
Form 15	Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders
Form 16	Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements
Form 17	Intentionally left blank - Resource Family Parent Acknowledgment and Confidentiality Agreement (to be required after contract execution)
Form 18	Contractor Acknowledgement and Confidentiality Agreement
Form 18(B)	Intentionally left blank - Contractor Employee Acknowledgement and Confidentiality Agreement (to be required after contract execution)
Form 19	List of Names of Current Members of Board of Directors and Other Agencies (if applicable)
Form 20	Service Delivery Sites Form 21 Contractor's Administration
Form 22	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Form 23	Confidentiality of Criminal Offender Record Information (CORI)
Form 24	Contractor's Certification of Compliance with Background and Security Investigations
Form 25	Intentionally Left Blank
Form 26	Federal Debarment and Suspension Certification
Form 27	Contractor's Compliance with Encryption Requirements
Form 28	Zero Tolerance Human Trafficking Policy Certification
Form 29	Information Security and Privacy Requirements
Form 30	Compliance with Fair Chance Employment Hiring Practices Certification
Form 31	<u>Vendor Cyber Risk Assessment</u>

20.RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7.7 Required Forms (Section C), is amended as follows:

Prospective Contractor must submit the 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 CDSS Foster Care Rates and Outcomes Bureau. 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 Rates and Outcomes 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>. Refer to Section 3.8, SOQ and Plan of Operation and Program Statement Submission and Appendix Q, Electronic Program Statement Submission System (e-PSSS) Agency User Guide for complete instructions.

- C12. Proof of National Accreditation, if available
- C13. A copy of the Prospective Contractor's Articles of Incorporation, and any and all amendments.
- C14. **For FFA Program providing adoption services**, a copy of the Contractor's Adoption License or 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 Prospective Contractors providing direct mental health services, a copy of the organization's MHPA for each licensed facility.
- C16. For Prospective Contractors providing direct mental health services, a copy of the organization's Medi-Cal Certification for each licensed facility.
- C17. For Prospective Contractors currently providing direct mental health services, a copy of the organization's LE with DMH.
- C18. A copy of the CDSS approved Personnel Report Form LIC500.

21. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8.1 Plan of Operation and Program Statement Submission, is amended as follows:

- 3.8.1 The complete Plan of Operation and Program Statement for each FFA ~~or and~~ STRTP program shall be submitted via DCFS e-PSSS website at: <https://myapps.dcfslacounty.gov/epsss.html> by no later than ~~August 31, 2022~~ **February 29, 2024**, at 5:00 PM, Pacific Standard Time. No Plan of Operation and Program Statement will be accepted after this due date. Please read Appendix Q, Electronic Program Statement Submission System (e-PSSS) Agency User Guide thoroughly to learn how to log-in and use e-PSSS. To ensure a timely submission, the Prospective Contractor must contact Sydney Tu at: tusb@dcfslacounty.gov to register the organization and user accounts ahead of time.

22. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.10 SOQ Withdrawals, is amended as follows:

The Prospective Contractor may withdraw its SOQ at any time prior to the date and time which is set forth herein as the **SOQ Submission End Period** for acceptance of SOQ, upon written request from the authorized signatory for the Prospective Contractor. The written request shall be submitted via email to:

~~Eddie Ota~~ Jose Ramos, Contracts ~~Assistant~~ Section Manager
Department of Children and Family Services

Contracts Administration Division
Email Address: fcps@dcfs.lacounty.gov
Email Subject: SOQ Withdrawal

23.RFSQ, Section 4.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS,
Sub-section 4.4 Master Contract Award, is amended as follows:

Prospective Contractors who are notified by the County that they appear to have the minimum qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Contract, if other requirements necessary for award have not been met. Other requirements may include, but are not limited to, full compliance with AB-403 (Continuum of Care Reform), acceptance of the terms and conditions of the Master Contract, ~~and/or~~ satisfactory documentation that required insurance will be obtained, ~~and/or~~ successful completion of the responsiveness and responsibility review in accordance with the County's Fiscal Manual. Prospective Contractors must meet all the minimum qualifications and requirements by ~~Wednesday, November 30, 2022~~ **Monday, September 30, 2024.** No Master Contract shall be executed until the Prospective Contractor's Program Statement and Plan of Operation have been approved by the COUNTY, and the Contractor submits either a Provisional or Permanent Facility License issued by the California Department of Social Services Community Care Licensing Division and the Aid to Families with Dependent Children Foster Care (AFDC-FC) Rate Letter.

Only when all such matters have been demonstrated to the Department's satisfaction can a Prospective Contractor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Contract.

The County will execute Board-authorized Master Contracts with each selected Prospective Contractor. All Prospective Contractors will be informed of the final selections. **The execution of a Contract does not guarantee Prospective Contractor placements of children, youth and NMDs supervised by DCFS and/or Probation.**

If you have any questions, please contact Jose Ramos, Assistant Manager, at FCPS@dcfs.lacounty.gov.

Sincerely,

Eddie Ota

Eddie Ota, Section Manager
Contracts Administration Division

EO:jr