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Director

# County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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August 17, 2022

Dear Prospective Contractors and Interested Parties:

## **ADDENDUM NUMBER NINE 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 Nine 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. DCFS and Probation seek a pool of qualified contractors to enter into Master Contracts with the County of Los Angeles to provide Foster Care Placement Services under the Short-Term Residential Therapeutic Program and Foster Family Agency Program. This Addendum Number Nine amends Instructions to Prospective Contractors.

Prospective Contractors are notified of the following changes:

- I. 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
Request for a Solicitation Requirements Review: <b>due on</b>	May 31, 2022
Responses to Solicitation Requirements Review: will be posted on or about	June 7, 2022
Prospective Contractor's Conference (non-mandatory):	June 15, 2022
Written Questions (optional): <b>due on</b>	June 21, 2022
Questions and Answers released: on or about	June 28, 2022

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

SOQ Submission Open Period: 8:00 AM, Pacific Standard Time	June 29, 2022
<b>SOQ Submission End Period: 5:00 PM, Pacific Standard Time</b>	<b>July 27 August 31, 2022</b>
Notice of Tentative Selection: starting on or about	October 11 2022 through October 31, 2023 <b>November 16 through November 23, 2023</b> (on-going basis)
Tentative Contracts Execution Period:	January 1, 2023 through December 31, 2023

Reminder:

The submission for the Plan of Operation and Program Statement is due no later than **July 27 August 31, 2022, at 5:00 PM**, Pacific Standard Time via DCFS' e-PSSS website at <https://myapps.dcfs.lacounty.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 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.dcfs.lacounty.gov/>.

- II. 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. 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	<b>RFSQ CMS-17-0016/0017 SOQ Email 1 of 6_Agency Name</b>  <a href="#">Example email Subject Line:</a> RFSQ CMS-17-0016/0017 SOQ Email 1 of 6_Jane Doe FFA, Inc.	<b>Table of Contents and Transmittal Letter</b>
2	<b>RFSQ CMS-17-0016/0017 SOQ Email 2 of 6_Agency Name</b>	<b>Section A</b> <i>Form 1 Contractor's Organization Questionnaire/Affidavit</i> <i>Form 1a Community Business Enterprise (CBE) Information</i>
3	<b>RFSQ CMS-17-0016/0017 SOQ Email 3 of 6_Agency Name</b>	<b>Section B</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 with Child, Spousal, and Family Support Orders</i>

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

4	RFSQ CMS-17-0016/0017 SOQ Email 4 of 6_Agency Name	<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. 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 the SOQ. (Prior to execution of a Master Contract, Prospective Contractor must be compliant with the Contract insurance requirements).</p>
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5	<b>RFSQ CMS-17-0016/0017 SOQ Email 5 of 6_Agency Name</b>	<p><b>Section C</b></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).</p>
6	<b>RFSQ CMS-17-0016/0017 SOQ Email 6 of 6_Agency Name</b>	<p><b>Section D</b></p> <p>Last Page of SOQ</p>

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, ~~July 27,~~ August 31, 2022. 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.

- III. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 Plan of Operation and Program Statement Submission, Sub-paragraph 3.8.1 is amended as follows:

The complete Plan of Operation and Program Statement for each FFA and STRTP program shall be submitted via DCFS e-PSSS website at <https://myapps.dcfs.lacounty.gov/epsss.html> by no later than ~~July 27~~ **August 31, 2022, 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@dcfs.lacounty.gov](mailto:tusb@dcfs.lacounty.gov) to register the organization and user accounts ahead of time.

If you have any questions, please contact Jose Ramos, Assistant Manager, at [FCPS@dcfs.lacounty.gov](mailto:FCPS@dcfs.lacounty.gov).

Sincerely,

*Eddie Ota*

Eddie Ota, Section Manager  
Contracts Administration Division

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