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September 20, 2022

Dear Prospective Contractors and Interested Parties:

ADDENDUM NUMBER TWO TO BEHAVIORAL AIDE SERVICES FOR HIGH RISK YOUTH INVITATION FOR BIDS (IFB) #21-0070

Addendum Number Two is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to prospective contractors of the Behavioral Aide Services for High Risk Youth Invitation for Bids (IFB) #21-0070. Addendum Number Two releases the Questions & Answers Document (Responses to Prospective Contractor's Questions/Comments) and amends section(s) of the IFB as provided below. Changes only apply to the referenced section(s) that are amended or deleted. All other sections remain unchanged.

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

The following change is being made to the IFB:

- I. IFB, Appendix A, Sample Contract, Exhibit A – Statement of Work (SOW), Part D. Contractor's Responsibility, Section 3.0 Monthly Invoice, Sub-Section 3.2 revised to read as follows:
 - 3.2 Invoices for services shall be supported by evidence of service delivery indicated by copies of the staff's timesheets. Timesheets shall clearly and legibly indicate the name of the HR Youth supervised, the duration of the period of supervision, and the location of the services delivered (Exhibit A-7). Specify only the hours worked, lunch breaks, mileage, over time, and parking will not be compensated. Caregivers will verify via signature, the start and end times of each shift worked by Behavioral Aide(s) Staff. Caregiver's signatures are to be obtained at the end of each shift worked. CONTRACTOR shall ensure that each invoice and timesheet is accurate. Timesheet corrections shall be implemented by

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crossing out the error, initial and provide a date next to it. If necessary, explanations for the correction could be noted in the comment box at the lower right of the timesheet. White-out is not accepted under any circumstance.

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

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

Sincerely,

Eddie Ota, Section Manager
Contracts Administration Division

Attachment

County of Los Angeles
Department of Children and Family Services

**BEHAVIORAL AIDE FOR HIGH RISK YOUTH
INVITATION FOR BIDS (IFB) #21-0070**

**RESPONSE TO PROSPECTIVE CONTRACTOR'S
QUESTIONS/COMMENTS
RECEIVED AS OF SEPTEMBER 14, 2022**

Revised as of September 16, 2022



QUESTIONS AND ANSWERS

INVITATION FOR BIDS

1. IFB, Paragraph 1, Solicitation Information and Minimum Requirements

QUESTION: Are we required to have all staff for this program hired by the program start date?

RESPONSE: The expectation is to be at full capacity at the effective start date of the contract, to the extent possible. The hiring practice should be a continuing process to meet and maintain full capacity.

2. IFB, Paragraph 2, General Information, Subsection 2.5, Contract Rate 2.5.2

QUESTION: If there are two providers in this program, how will referrals be divided? Will there be designated service areas for each provider or will they be assigned?

RESPONSE: The contract will be awarded to one contractor to provide services throughout the County of Los Angeles.

3. IFB, Paragraph 2, General Information Subsection 2.5, Contract Rate
IFB, Paragraph 3, Bidders Minimum Requirements, Subsection 3.2

QUESTION: Is the 74,400 hours specifically direct hours with kids or do they include documentation hours?

RESPONSE: They do not include documentation hours. They only include direct hours spent with the high risk youth.

4. IFB, Paragraph 7, Invitation for Bids (IFB) Requirements, Subsection 7.8, Bid Format, Sub-subsection 7.8.4, Section B: Appendix B: Required Forms and Documents, Insert 5. Line Item Budget and Narrative

QUESTION: Can we budget in a ramp up period after the start date that includes training and costs associated with new staff?

RESPONSE: No, it is the responsibility of the contractor to make certain that their employees are appropriately trained to perform the duties outlined in this contract.

QUESTIONS AND ANSWERS

5. IFB, Paragraph 7, Invitation for Bids (IFB) Requirements, Subsection 7.8, Bid Format, Sub-subsection 7.8.4, Section B: Appendix B: Required Forms and Documents, Insert 5. Line Item Budget and Narrative

QUESTION: The first-year budget will be different than the second-year budget since we will not need to include start up costs. How do we indicate this cost difference?

RESPONSE: No, there will not be a difference in the budget from one year to the next since start-up costs are not approved for this contract.

Statement of Work

1. IFB, Appendix A, Exhibit A, Statement of Work, Part A, Introduction, Section 6.0, Hours of Operation

QUESTION: Is each assignment expected to be executed by the same Behavioral Aide or shifts of behavioral aides? For example, 3 shifts for a 24 hr. assignment.

RESPONSE: There is a preference that the assigned Behavioral Aide(s) continue to provide services to the high risk youth throughout the approval period. Since this contract does not allow for paid overtime, there will be a need for shifts when approved hours exceed those of a regular assignment.

2. IFB, Appendix A, Exhibit A, Statement of Work, Part D, Contractor's Responsibilities, Section 2.0, Reports and Record Keeping

QUESTION: What kind of documentation needs to be provided?

RESPONSE: Documentation that may need to be provided are referenced in SOW Part D, Section 2.0 Reports and Record Keeping, Sub-sections 2.1 through 2.5.

3. IFB, Appendix A, Exhibit A, Statement of Work, Part D, Contractor's Responsibilities, Section 2.0, Reports and Record Keeping

QUESTION: Is time spent on documentation billable?

RESPONSE: All billable cost should be built into the hourly rate that perspective bidders will be submitting as the bid cost. Please see Required Form 9, Bid Price.