



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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July 3, 2024

To: Prospective Proposers and Interested Parties

Claudia Pineda for Leticia Torres-Ibarra

From: Leticia Torres-Ibarra, Division Manager
Contracts Administration Division

**ADDENDUM NUMBER THREE TO EMERGENCY SHELTER CARE SERVICES
REQUEST FOR STATEMENTS OF QUALIFICATIONS NO. 21-0072**

Addendum Number Three is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Emergency Shelter Care (ESC) Services Request for Statements of Qualifications (RFSQ) released on August 1, 2023. Addendum Number Three amends sections of the RFSQ. Changes only apply to referenced sections and/or subsections that are amended or deleted; all other sections remain in full effect.

A Prospective Proposer's failure to address the requirements of this Addendum Number Three may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County.

Changes to wording in RFSQ sections in this Addendum Number Three include both deletions and additions. Deletions are indicated by strikethrough (~~strikethrough~~) and additions are underlined (underlined).

A red line version of the ESC RFSQ No. 21-0072, which includes changes from Addendum Number One, Addendum Number Two, and Addendum Number Three, is now available on the DCFS Website and the Internal Services Department Website.

RFSQ section revisions are listed in sequential order as they appear in the document:

I. RFSQ, Section 5.10, **Table of Contents**, has been amended to read as follows:

5.10 Consideration of GAIN/GROW GAIN/START Participants for Employment

"To Enrich Lives Through Effective and Caring Service"

II. RFSQ, Section 5.22, **Table of Contents**, has been amended to read as follows:

5.22 Contribution and Agent Declaration

III. RFSQ, Section 5.10, **Consideration of Hiring GAIN-GROW Participants**, Subsection 5.10.1, has been amended to read as follows:

5.10 Consideration of GAIN/GROW GAIN/START Participants for Employment

5.10.1 As a threshold requirement for consideration of a Contract, Contractors must demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs Skills and Training to Achieve Readiness for Tomorrow (START) or must attest to a willingness to consider GAIN/GROW GAIN/START participants for any future employment openings if they meet the minimum qualifications for that opening. Contractors must attest to a willingness to provide employed GAIN/GROW GAIN/START participants access to the Contractor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

IV. RFSQ, **Section 5.22, Contribution and Agent Declaration**, has been added as follows:

5.22 Government Code Section 84308 requires a party to a contract proceeding to disclose any contribution of more than \$250 made to a County officer within the preceding twelve (12) months by the party or their agent. State regulations require this disclosure to be made at the time an application is filed, and, if a contribution is made during the contract proceeding, within 30 days of making a contribution or on the date on which the party first appears before or communicates with the agency regarding the proceeding after making the contribution, whichever is earliest. All Proposers are advised that they and all of their Prospective Co-Proposers must complete and return as part of the Statement of Qualifications (SOQ), the Contribution and Agent Declaration included in Exhibit 9 (Contribution and Agent Declaration Form) of Appendix B (Required Forms). Proposers are further advised that they and their Prospective Co-Proposers must update the Contribution and Agent Declaration Form throughout the pendency of the solicitation if a contribution is made after the initial disclosure when the SOQ is submitted, and as requested at any time by the County prior to

contract award. Failure by the Proposer or any Prospective Co-Proposer(s) to complete and submit the required Contribution and Agent Declaration Form in Exhibit 9, and failure by the Proposer or any Prospective Co-Proposer(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate the SOQ from further consideration and/or the Proposer may be disqualified from a contract award, as determined in the County's sole discretion. Further, all Proposers and their Prospective Co-Proposers are prohibited under Government Code Section 84308 from making a contribution of more than \$250 to a County officer for twelve (12) months after the date a final decision is made in the contract proceeding involving this solicitation.

- V. RFSQ, Section 7.5, **Preparation and Format of SOQ**, has been amended to read as follows:

All SOQs must be bound and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

The content and sequence of the SOQ must be as follows:

- 1) Proposer's Qualifications (Section A) (Proposer's Organization Questionnaire/Affidavit)
- 2) Required Forms (Section B)
- ~~3) Proof of Insurability (Section C)~~
- 4) 3) Proof of Licenses (Section ~~D~~ C)

- VI. RFSQ, Section 7.5.2, **Required Forms (Section B)**, has been amended to add the following:

Exhibit 9 Contribution and Agent Declaration Form

- VII. RFSQ, Section 8.1.3, **Required Forms**, has been amended to add the following:

Exhibit 9 Contribution and Agent Declaration Form

- VIII. RFSQ, Appendix A, Sample Contract, **Table of Contents**, Section 7 **ADMINISTRATION OF CONTRACT- CONTRACTOR**, Subsection 7.2, has been amended to read as follows:

7.2 Contractor's ~~Project~~ Program Manager

- IX. RFSQ, Appendix A, Sample Contract, **Table of Contents**, Section 7, **ADMINISTRATION OF CONTRACT-CONTRACTOR**, Subsection 7.7, has been added to read as follows:

7.7. Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

- X. RFSQ, Appendix A, Sample Contract, Section 7.7, **Campaign Contribution Prohibition Following Final Decision in Contract Proceeding**, is added as follows:

7.7 Pursuant to Government Code Section 84308, Contractor and its Co-contractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of Government Code Section 84308 and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County.

- XI. RFSQ, Appendix B, Required Forms, Exhibit 3, **“Emergency Shelter Care (ESC) -Prospective Proposer Information and Questionnaire”**, has been replaced in its entirety. Please refer to Attachment I of this Addendum Three.

- XII. RFSQ, Appendix B, Required Forms, **Exhibit 9, Contribution and Agent Declaration Form**, included in this Addendum Three as Attachment II, has been added.