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

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November 28, 2023

To: Prospective Proposers and Interested Parties

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

*TD for LTI*

**ADDENDUM NUMBER ONE TO ADOPTION PROMOTION AND SUPPORT SERVICES  
REQUEST FOR PROPOSALS NO. 22-0055**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Adoption Promotion and Support Services Request for Proposals (RFP) No. 22-0055. Addendum Number One amends sections in the RFP as provided below. Changes only apply to referenced sections and/or subsections that are amended or deleted; all other sections remain in full affect.

A prospective Proposer's failure to address the requirements of this Addendum Number One 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 RFP sections in this Addendum Number One include both deletions and additions. Deletions are indicated as strikeouts (~~strikeouts~~) and additions are underlined (underlined).

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

- I. RFP, Section 1.0, **SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS**, has been amended to read as follows:

<b>Anticipated Contract Term</b>	<del>January 1, 2025</del> <u>July 1, 2025</u> through June 30, 2026 with an option to extend for three (3) <del>additional</del> one (1) year periods <u>and an additional six (6) months</u> from July 1, 2026 through June 30, 2029
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- II. RFP, Section 3.0, **PURPOSE**, Subsection 3.2.1, **Anticipated Contract Term**, has been amended to read as follows:

The contract term is anticipated to be for an initial period of one (1) year eighteen (18) months with three (3) optional one-year periods: and an additional six (6) months. The contract is anticipated to commence on January 1, 2025 July 1, 2025 following Board of Supervisors' award. There is an option to extend for three (3) ~~additional~~ one (1) year periods and an additional six (6) months, from July 1, 2026 through June 30, 2029. Once approval is obtained from the Board of Supervisors, the DCFS Director or his/her designee, has the authority to execute the optional extension periods.

- III. RFP, Section 3.0, **PURPOSE**, Subsection 3.2.1, **CONTRACT AWARDS**, has been deleted to read as follows:

~~The number of contracts will be limited to a maximum of one (1) per agency, one (1) per SPA. Agencies will not receive multiple contracts. The County reserves the right to limit the number of contract awards to one (1) for any agency that submits a proposal for this solicitation in order to:~~

- ~~• Support a diverse provider base;~~
- ~~• Encourage a concentrated focus on collaboration and the building of strong community partnerships that service to strengthen and preserve families; and~~
- ~~• Ensure that agencies are not overextended and have the necessary resources to meet the contract requirements.~~

~~The County reserves the right to negotiate with any resulting top ranked agency.~~

- IV. RFP, Appendix A, Exhibit A, Statement of Work, **Technical Exhibit 16 - APSS Staffing Plan**, Professional Staff for Case Manager, APSS Therapist, and APSS Supervising Therapist, has been amended to read as follows:

**Case Manager:** must be a professional level staff. A minimum of one (1) Case Manager is required per contractor. Each Case Manager must have the capacity to service a minimum of twenty-three (23) families. Contractor must ensure sufficient number of Case Managers are available to meet the needs of the program. Contractor must hire a **full-time** bilingual Spanish speaking staff if only one (1) staff fills the position.

**APSS Therapist:** provides therapy to families and children. APSS therapists must possess, at minimum, a Master's Degree in social work, psychology, marriage and



family counseling or a closely related field, or be a Master's Degree Program student, eligible to participate in supervised clinical fieldwork experience through an academically approvable practicum or internship placement. Unlicensed Therapy Staff, who hold a Master's Degree, must be registered with the Board of Behavioral Sciences gaining hours for licensure as an LMFT/LCSW or equivalent license. Unlicensed Therapy Staff may also be psychology, or closely related field, doctoral candidates in good standing, eligible to participate in an internship through their doctoral program.

Therapist Staff must have a minimum of one (1) year of actual practice, rather than observational, professional-level adoption experience, including, but not limited to, an awareness of the developmental process of adoption and training in adoption therapy strategies and techniques including the Seven Core Issues in Adoption.

Unlicensed psychology or closely related field Ph.D or PsyD. staff must be supervised by a licensed clinician.

A minimum of one (1) ~~full~~part-time Therapist is required per contractor. Each Therapist Contractor must have the capacity to provide a minimum of twenty (20) hours of client centered clinical or therapy services weekly. Contractor must consult with CPM if the minimum hours needs reevaluation. Contractor must ensure sufficient number of Therapists are available to meet the needs of the program. Contractor must hire a ~~full-time~~ bilingual Spanish speaking Therapist staff if only one (1) ~~staff~~ Therapist fills the position.

**APSS Supervising Therapist:** must be on primary contractor's staff and must be currently licensed in good standing as a Licensed Clinical Social Worker (LCSW), a Licensed Marriage and Family Therapist (LMFT), or Licensed Clinical Psychologist, or an equivalent license recognized by the California Board of Behavioral Science Examiners with a minimum of three (3) years of actual practice, rather than observational, professional-level adoption experience. If the staff is an adoptive parent or an adult adoptee, one year of professional experience may be waived. A minimum of one (1) Supervising Therapist is required per contractor. Contractor must hire a bilingual Spanish speaking Supervising Therapist-staff if only one (1) Supervising Therapist staff fills the position.