



BRANDON T. NICHOLS
Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES


425 Shatto Place, Los Angeles, California 90020
(213) 351-5602



Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

December 21, 2023

To: Prospective Proposers and Interested Parties


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

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

Addendum Number Two 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 Two 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 Two 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 Two include both deletions and additions. Deletions are indicated as strikeouts (~~strikeouts~~) and additions are underlined (underlined).

Following the discussion of the RFP section revisions, Responses to Proposers' Questions will be included as Attachment I to this Addendum Number Two.

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

- I. RFP, Section 8.8, **Proposal Submission**, Subsection 8.8.1.2, has been amended to read as follows:

Proposers must submit five (5) electronic PDF files in their proposal submission email(s) as follows:

- 1) Business Proposal (Narrative, Required Form, Exhibit 11)
- 2) Cost Proposal (Required Forms, Exhibits 12 through 15)

"To Enrich Lives Through Effective and Caring Service"

- 3) Three (3) years of Audited Financial Statements;
 - 4) Required Forms (Exhibits 1 through 10, ~~and Corporate Documents~~); and
 - 5) Corporate Documents
- II. RFP, Appendix A, Exhibit A, Statement of Work (SOW), Section 4.0, **REFERRALS**, Subsection 4.1, has been amended to read as follows:
- CONTRACTOR may create self-referrals by generating referrals on the Family Centered Services System (FCS) Data System for families who do not have open DCFS or Probation cases and must accept the Adoption Promotion and Support Services Referral through the online ~~Family Centered Services (FCS) Data S~~system.
- III. RFP, Appendix A, Exhibit A, SOW, Section 4.0, **REFERRALS**, Subsection 4.3, has been amended to read as follows:
- CONTRACTOR must accept out-of-County referrals. All out-of-County referrals received are screened by DCFS APSS Program staff prior to assignment. Screening includes verification of client eligibility as well as verification the referred clients are willing to travel to the APSS provider for 1) the assessment process, and 2) ongoing services if in-person services are needed or preferred. Referrals are thereafter assigned to the provider closest to the family home. Referrals to a provider requested by the family (rather than the provider closest to the family home) will be evaluated in discussion with the family and in consultation with the provider. Families can choose virtual or in-person services. Families choosing in-person services must drive to the service office to participate in the collaborative assessment and service planning process, as well as in-person support groups.
- IV. RFP, Appendix A, Exhibit A, SOW, Section 4.0, **REFERRALS**, Subsection 4.3.1, has been added to read as follows:
- Families can choose virtual or in-person services. Families choosing in-person services must drive to the service office to participate in the collaborative assessment and service planning process, as well as in-person support groups.
- V. RFP, Appendix A, Exhibit A, SOW, Section 5.0, **CASE MANAGEMENT SERVICES**, Subsection 5.5.2, has been added to read as follows:
- CONTRACTOR must ensure that professional level staff engage all children in discussions regarding “good touch/bad touch” and appropriate boundaries.

ATTACHMENT I

County of Los Angeles - Department of Children and Family Services

RESPONSES TO PROPOSERS' QUESTIONS
ADOPTION PROMOTION AND SUPPORT SERVICES
REQUEST FOR PROPOSALS (RFP# 22-0055)



County of Los Angeles – Department of Children and Family Services
ADOPTION PROMOTION AND SUPPORT SERVICES (RFP# 22-0055)
QUESTIONS AND ANSWERS

TABLE OF CONTENTS

PROGRAM SERVICE QUESTIONS.....	2
CONTRACT SERVICE QUESTIONS	7

County of Los Angeles – Department of Children and Family Services
ADOPTION PROMOTION AND SUPPORT SERVICES (RFP # 22-0055)
QUESTIONS AND ANSWERS

PROGRAM SERVICE QUESTIONS

1. **QUESTION:** How do accepting out of county referrals work? As the contractor would be required to accept all out of county referrals, and what is the frequency this would be expected?

RESPONSE: All out-of-County referrals received are screened by DCFS APSS Program staff prior to assignment. Screening includes verification of client eligibility as well as verification the referred clients are willing to travel to the APSS provider for 1) the assessment process, and 2) ongoing services if in-person services are needed or preferred. Referrals are thereafter assigned to the provider closest to the family home. Referrals to a provider requested by the family (rather than the provider closest to the family home) will be evaluated in discussion with the family and in consultation with the provider. Although frequency of out-of-County referrals varies between SPAs and between contract years (with a higher likelihood of out-of-county referrals being assigned to providers serving SPAs bordering other counties, such as SPAs 1, 3, 7, and 8), based on 2022 data, 8% (a total of 24 referrals) of all referrals received (294) were for out-of-county families.

Please refer to Addendum Two, Item III. RFP, Appendix A, Exhibit A, Statement of Work (SOW), Section 4.0, **REFERRALS**, Subsection 4.3 has been amended to read as follows:

CONTRACTOR must accept out-of-County referrals. All out-of-County referrals received are screened by DCFS APSS Program staff prior to assignment. Screening includes verification of client eligibility as well as verification the referred clients are willing to travel to the APSS provider for 1) the assessment process, and 2) ongoing services if in-person services are needed or preferred. Referrals are thereafter assigned to the provider closest to the family home. Referrals to a provider requested by the family (rather than the provider closest to the family home) will be evaluated in discussion with the family and in consultation with the provider. Families can choose

~~virtual or in-person services. Families choosing in-person services must drive to the service office to participate in the collaborative assessment and service planning process, as well as in-person support groups.~~

Additionally, please refer to Addendum Two, Item IV. RFP, Appendix A, Exhibit A, SOW, Section 4.0 **REFERRALS**, Subsection 4.3.1, as been added to read as follows:

Families can choose virtual or in-person services. Families choosing in-person services must drive to the service office to participate in the collaborative assessment and service planning process, as well as in-person support groups.

2. **QUESTION:** Are we allowed to make self referrals, or only accept referrals from the FCS data system?

RESPONSE:

Yes, providers are able to make self-referrals and will have the capacity to generate a formal referral on the FCS data system for families who do not have open DCFS or Probation cases. Although referrals for families with open DCFS or Probation cases must be entered into the FCS data system by the assigned DCFS or Probation staff, providers can recommend a family for services and collaborate with assigned DCFS and Probation staff to initiate the referral process.

Please refer to Addendum Two, Item I. RFP, Appendix A, Exhibit A, SOW, Section 4.0, **REFERRALS**, Subsection 4.1 has been amended to read as follows:

CONTRACTOR may create self-referrals by generating referrals on the Family Centered Services System (FCS) Data System for families who do not have open DCFS or Probation cases. CONTRACTOR must accept the Adoption Promotion and Support Services Referral through the online Family Centered Services (FCS) Data Ssystem.

3. **QUESTION:** What level of fluctuation do we expect from the numbers provided in the table from the APSS Required forms document (Page 43- Adoption Promotion and Support Services RFP Price Sheet)? Will we receive the maximum annual funding per SPA even if we do not see the exact historical average caseload per SPA?

RESPONSE:

This is a firm fixed price contract. The chart referenced (RFP Required Form, Exhibit 12, Price Sheet) provides a list of the historical average caseload and the maximum annual funding amount available per SPA. Caseload numbers can vary during each contract term depending on multiple factors. Once contracts are awarded, compensation will be based on the provider's final approved budget not to exceed the maximum annual contract sum for the respective SPA(s). The caseload numbers for each SPA may fluctuate per contract term (can be more or less than the historical average), but the available contract award amount will remain fixed.

4. **QUESTION:** In that instances would we provide therapy services for adults, children or non- minor dependents who do not meet medical necessity or MediCal funding is not available? Are you able to provide other examples or more context?

RESPONSE:

On occasion, APSS clients are in need of adoption-specific therapy to move forward with adoption planning and/or the adoption process, and they do not have active Medi-Cal or are not eligible for Medi-Cal coverage, or there are other barriers to using Medi-Cal funding for therapy services. The ineligibility for Medi-Cal coverage should not be a barrier to access therapy services through APSS. If APSS clients have been assessed as needing adoption-specific therapy and Medi-Cal coverage for therapy services is not available, APSS must still offer therapy services to these clients. Note: APSS therapy services address issues such as moving forward with adopting a child. APSS therapy services are not offered to address non-adoption issues, such as domestic violence, substance use disorder, marital discord, sexual abuse and/or the unresolved childhood issues of caregivers. If Medi-Cal funding is not available, the cost of therapy services must be covered by APSS program funding or other available sources. APSS therapy services must be provided based on the needs of the client and not based on Medi-Cal eligibility or availability.

Please refer to RFP, Sample Contract, Exhibit A, SOW, Section 6.0 **THERAPY AND PARENTING EDUCATION**, Subsection 6.7, which stipulates, "CONTRACTOR must utilize other funding sources to provide therapy for adults, children or non-minor

dependents who do not meet medical necessity or who are in need of therapeutic services but Medi-Cal funding is not available. For example, clients in need of therapeutic support who do not meet medical necessity or do not qualify for Medi-Cal coverage must be provided with therapy services funded directly through APSS program funding, or CONTRACTOR in-kind donation, or other available sources.”

5. **QUESTION:** Program question: Contract 4.0 Referrals. Section 4.2 and 4.3. contractor must accept out of spa and out of county referrals. What is the process for processing out of county/out of SPA requests?

RESPONSE: Please refer to the response to question #1.

6. **QUESTION:** pg 117 Therapy and parenting education 6.7 It mentions needing to provide therapy to all participants even if they don't meet medi-cal necessity or don't qualify for medi-cal. This must be provided out of APSS funding or as in kind donation. What are people seeing currently on the average number of individuals this applies to in a year?

RESPONSE: We do not have data available identifying the number of therapy clients who do not meet medical necessity or who do not qualify for Medi-Cal.

7. **QUESTION:** program question: Is there a designated age range (or age minimum) for mentees?

RESPONSE: No, there is no designated age range or age minimum for mentees. The Contractor must assess the client/mentee to ensure they have the capacity to engage in mentoring services.

Please refer to Addendum Two, Item V. RFP, Appendix A, Exhibit A, SOW, Section 5.0, **CASE MANAGEMENT SERVICES**, Subsection 5.5.2 has been added to read as follows:

CONTRACTOR must ensure that professional level staff engage all children in discussions regarding “good touch/bad touch” and appropriate boundaries.

8. **QUESTION:** I would like to confirm if the agencies are still required to provide in-kind based on a percentage of contract amount?

RESPONSE: No, in-kind donations are not required based on a percentage of the contract amount. In-kind donations are optional and may be offered at the discretion of the provider.

Please refer to RFP, Sample Contract, Exhibit A, SOW, Section 10.0, **IN-KIND DONATION**.

9. **QUESTION:** RFP Budget template doesn't require that we include any in-kind amount only when invoicing, is this correct?

RESPONSE: Correct. In-kind donations are optional and are not required to be included in the budget. However, if in-kind donations are provided, they must be documented on the invoices.

Please refer to RFP, Sample Contract, Exhibit A, SOW, Technical Exhibit 17, **APSS Invoice Template**.

County of Los Angeles – Department of Children and Family Services
ADOPTION PROMOTION AND SUPPORT SERVICES (RFP# 22-0055)
QUESTIONS AND ANSWERS

CONTRACT SERVICE QUESTIONS

- 10. QUESTION:** Regarding 8.5.2.2. on Page 24, it states: Proposer must describe a plan to provide funding, either Medi-Cal or other funding sources, in support of their adoption-focused and/or adoption-informed individual therapy to the target population.

If an agency that is submitting a proposal does not yet have a DMH Contract allowing the agency to bill Medi-Cal, does this disqualify them automatically? Or, will time be allowed for that approval process if the APSS Contract is awarded to an agency in that situation?

RESPONSE: No, there is no Minimum Mandatory Requirement for Proposers to be certified Medi-Cal providers under this RFP.

- 11. QUESTION:** Regarding Section 2.1 on Page 1, which states: The Los Angeles County Department of Children and Family Services (DCFS) is issuing this Request for Proposals (RFP) to solicit proposals for contracts with organizations that can provide Adoption Promotion and Support Services (APSS). A total of eight (8) contracts will be awarded, one in each Service Planning Area (SPA) throughout Los Angeles County. & Additionally, regarding Section 3.2.1. on Page 4 under the heading Contract Awards, it states: 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:...

Will existing providers be submitting proposals in order to renew and/or be considered to remain a provider in their SPA, or is the contracting allowing for expansion (offering contracts to additional providers in each SPA, no more than 1 in each SPA)?

RESPONSE: This RFP is an open, competitive solicitation. Please see RFP, Section 4.0, **MINIMUM MANDATORY REQUIREMENTS**, which stipulates, “Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in Exhibit A (SOW and Attachments) of Appendix A (Contract) are invited to submit a proposal(s), provided they meet the minimum mandatory requirements at the time of proposal submission.”

Additionally, contracts are not awarded in perpetuity. Pursuant to California Department of Social Service Management and Office Procedures, Chapter 23-600, Purchase of Service, Subsection 621.11, “Contracts which are procured by formal advertising (IFB or RFP), or negotiated contracts with other governmental agencies or public educational institutions, are normally limited to no more than a three-year term, at which time they must be rebid or, if appropriate, renegotiated under the terms of Section 23-650, Procurement by Negotiation.”

Therefore, the current contracts will expire once the Board of Supervisors awards new contracts resulting from this RFP.

Furthermore, please refer to Addendum One, Item III. RFP, Section 3.0, **PURPOSE**, Subsection 3.2.1, **CONTRACT AWARDS**, has been deleted in its entirety.

12. **QUESTION:** Is there a page limit to any of the 5 electronic files we will be submitting? Do not see any indication of page limit in the proposal submission section?

RESPONSE: No, there are no page limitations. However, please note Required Form, Exhibit 11 is set up to only allow 1,000 words per response.

13. **QUESTION:** Is there a word or character count for the narrative responses? I do not see where this would be indicated on page 283 where all of the narrative prompts are located?

RESPONSE: RFP Required Form, Exhibit 11, Business Proposal Narrative does not include a word or character count indicator. However, please note Required Form, Exhibit 11 is set up to only allow 1,000 words per response.

14. QUESTION: When will the reviewers be contacting our references, and what is the deduction if they do not answer the phone call?

RESPONSE: Please refer to RFP, Section 8.5, **Business Proposal Requirements and Evaluation Criteria**, Subsection 8.5.1.2, **Proposer's List of References**, which stipulates, "The County will email an electronic survey to all references listed in Exhibit 7 (List of References) within 5-10 business days after the proposal submission deadline. Three (3) attempts will be made to reach a Proposer's reference during the business hours of Monday through Friday, from 8:00 a.m. to 5:00 p.m."

If the reference contact is not reached after three (3) attempts, the reference contact will be considered non-responsive.

15. QUESTION: Good Morning, can we have a list of all the prime contractors on this conference call?

RESPONSE: A copy of the adopted Board letter dated December 3, 2019, with the current APSS contracts was provided to Proposers' Conference attendees on November 29, 2023.

The Board letter can also be viewed on LA County's Board Correspondance archive at <https://lacounty.gov/government/board-of-supervisors/board-correspondence/>

16. QUESTION: Could you please provide an estimated date by which the Department will provide determinations to entities that submitted SRR Requests? Thank you!

RESPONSE: Prospective Proposers and interested parties who submitted a Solicitation Requirements Review (SRR) by the November 8, 2023 deadline as outlined in Section 1.0 of the RFP received a written response the week of November 27, 2023.

17. **QUESTION:** Note the RFP section 8.8.1.2 has "corporate documents" listed under PDF files #4 and #5.

RESPONSE:

Please refer to Addendum Two, Item I. RFP, Section 8.8 **Proposal Submission**, Subsection 8.8.1.2, has been amended to read as follows:

- 1) Business Proposal (Narrative, Required Form, Exhibit 11)
- 2) Cost Proposal (Required Forms, Exhibits 12 through 15)
- 3) Three (3) years of Audited Financial Statements;
- 4) Required Forms (Exhibits 1 through 10, ~~and Corporate Documents~~); and
- 5) Corporate Documents

18. **QUESTION:** Section 8.8.1.2 Proposal submission. Exhibit 11 "Narrative Form". There are additional portions of the proposal not covered in Exhibit 11 -narrative form but don't seem to be part of another required form exhibit, example 8.5.1 summary of relevant background; 8.5.1.5 proposer's pending litigation; is there a "free form" narrative expected for these other portions. If so, are there any rules to be noted (eg word count, font, margins etc).

RESPONSE:

Section 8.5.1, Proposer's Qualifications (Section B) is divided into the following subsections: B.1) Proposer's Background and Experience; B.2) Proposer's List of References; B.3) Proposer's Financial Capability; and B.4) Proposer's Pending Litigation and Judgments.

Prospective Proposers can report pending litigation and judgments, if applicable, in the format (i.e. list, chart, narrative, etc.) that clearly illustrates the requested information as indicated in subsection 8.5.1.5 of this RFP.

Please include any pending litigation and judgments in PDF file #4.

19. **QUESTION:** I don't see a requirement for an Executive Summary is that correct?

RESPONSE:

Correct, an Executive Summary is not required.

20. **QUESTION:** Can an agency be assigned a contract in two different SPAs?

RESPONSE: Proposers can potentially be recommended for a contract in more than one SPA if the Proposer was the highest-overall rated Proposer in multiple SPAs.

Please refer to Addendum One, Item III. RFP, Section 3.0, **PURPOSE**, Subsection 3.2.1, **CONTRACT AWARDS**, has been deleted in its entirety.

21. **QUESTION:** Are there currently any SPA areas that are not being serviced by an APSS vendor?

RESPONSE: All eight SPAs are being served by the current APSS contractors.

22. **QUESTION:** So the expectation is that all Section B is addressed in Exhibit 11 (with pending litigation exception)

RESPONSE: No, Section 8.5.1, Proposer's Qualifications (Section B) is divided into four subsections:

B.1) **Proposer's Background and Experience** will be addressed in RFP Required Form, Exhibit 11, along with Section C and D.

B.2) **Proposer's List of References** will be addressed in RFP Required Form, Exhibit 7, List of References.

B.3) **Proposer's Financial Capability** will be evaluated by reviewing the Proposer's three (3) most current fiscal years financial statements. At least one (1) of the financial statements must be an audited financial statement within eighteen (18) months old at the time of the proposal submission for this RFP.

B.4) Please see response to question #18 for **Proposer's Pending Litigation and Judgments**.

23. **QUESTION:** How will the list of primes be provided as requested?

RESPONSE: Please see response to question #15.

24. **QUESTION:** will we have access to today's powerpoint presentation?

RESPONSE: No, all of the information presented during the Proposers' Conference can be found in the RFP.

25. **QUESTION:** If we have a question come up after the presentation, I believe we have until 5 pm today to submit it. Should it be sent to Jeannie via email?

RESPONSE: Yes, questions pertaining to the RFP were due November 28, 2023 by 5:00 PM, PST. Please see RFP Section 8.2, **Proposers' Questions**.

26. **QUESTION:** Section 8.5.1.1 says Provide a summary of relevant background..... Is that expected as a separate document or is the intention that it is answered in Exhibit 11?

RESPONSE: Please see response to question #22.

27. **QUESTION:** Please advise where I can find the "excel" version of the required budget template (REQUIRED FORMS - EXHIBIT 13), unfortunately the project manager that was gathering all the documents has since passed away.

RESPONSE: RFP Required Form, Exhibit 13, Line Item Budget was provided as a sample of a Line Item Budget and is not available in Excel format.

28. **QUESTION:** Please advise what page in the RFP proposal I should refer to regarding in-kind?

RESPONSE: References to in-kind donation can be found in RFP, Sample Contract, Exhibit A, Statement of Work, Section 6.0, **THERAPY AND PARENTING EDUCATION**, Subsection 6.7; Section 10.0, **IN-KIND DONATION**; Technical Exhibit 8, **Definitions**; and Technical Exhibit 17, **APSS Invoice Template**.

Prospective Proposers are encouraged to review the RFP in its entirety.

29. **QUESTION:** [Agency name omitted] Audited Financial Statements are secure documents and we are unable to combine all 3 PDF documents into 1 PDF. What is the work around for submitting 3 years of audited financial statements if they cannot be combined into 1 file (i.e. File #3 illustration from today's conference)

RESPONSE: Prospective Proposers may submit three years of Audited Financial Statements in three separate PDF files if the files cannot be combined into one PDF. The other option is to print out the three financial statements and then scan into one PDF file.

30. QUESTION: We understand that during today's conference, there should be a forthcoming amendment to the RFP that stipulates that providers can apply for more than one SPA. Will each provider need to have a physical office site located within the SPA that they are bidding for?

RESPONSE:

Yes, please refer to RFP, Section 4.0, **MINIMUM MANDATORY REQUIREMENTS**, Subsection 4.2, which stipulates, "Proposer must have, or be willing to establish, a service office located within the SPA for which a proposal is being submitted. The address of the Proposer's service office must be included in the proposal."

31. QUESTION: One of the slides during today's conference stated that the start date was July 1st 2025. Can you clarify if the start date will be July 1st 2025 or if it will be January 1st, 2025? Additionally, does this mean that the APSS conference will be moving from a calendar year schedule to a fiscal year schedule?

RESPONSE:

Please refer to Addendum One, Item 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.