



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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July 12, 2024

To: Prospective Proposers and Interested Parties

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

ADDENDUM NUMBER THREE TO CHILD ABUSE PREVENTION, INTERVENTION, AND TREATMENT SERVICES REQUEST FOR PROPOSALS NO. 23-0009

Addendum Number Three is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals (RFP) No. 23-0009. Addendum Number Three 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 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 RFP sections in this Addendum Number Three include both deletions and additions. Deletions are indicated by strikethrough (strikethrough) 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:

Table with 2 columns: Proposals Due, On or before 12:00 PM (Pacific Daylight Saving Time) on July 17, 2024 July 31, 2024

- II. RFP, Section 8.4.1.5, has been amended to read as follows:

8.4.1.5 Proposers should plan for any delays or computer system failure and avoid submitting proposals at minimum 30 minutes before the deadline. Any proposal(s) received at 12:01 PM on July 17, 2024 July 31, 2024 will be immediately rejected.

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III. RFP, **Section 8.5.2.3**, has been amended to read as follows:

8.5.2.3 Proposer must describe their agency's approach to ~~using Evidence Based Parenting Curriculum(s) to provide~~ providing parenting education services.

IV. RFP, **Section 8.8, Proposal Submission**, has been amended to read as follows:

8.8 Proposal Submission

Proposals must be submitted as follows:

Five (5) electronic PDF files for the Business and Cost Proposals must be submitted via electronic mail (e-mail) to CAPITRFP23-0009@dcfs.lacounty.gov by 12:00 PM, Pacific Daylight Saving Time, on ~~July 17, 2024~~ July 31, 2024. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

V. RFP, **Section 8.8.1.5**, has been amended to read as follows:

8.8.1.5 Proposals should plan for any delays or computer system failure and avoid submission proposals at minimum 30 minutes before the deadline. Any proposal(s) received at 12:01pm on ~~July 17, 2024~~ July 31, 2024 will be immediately rejected.

VI. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work, **Section 7.1, paragraph two**, is revised as follows:

7.1 Services that support and enhance parenting skills through training in areas such as: 1) child development; 2) alternative discipline; 3) improve parent/child communication; 4) anger management; and 5) impulse control. Parenting Training services must use a parenting modality with a set curriculum that focuses on understanding children's needs and parenting goals. ~~and practices Curriculum must be~~ approved by County Program Manager when directly providing Parenting Training Services/ Fatherhood Programs to case plan participants. At minimum, staff providing parenting training services/ fatherhood program, must be a credentialed instructor. Staff must have proof of training (Certificate of Completion) in the modality being used by the parenting and fatherhood instructor or agency. Contractor must ensure that staff providing parent training services/fatherhood program must have eight (8) hours of continuing education in parent education/child development/ childhood trauma annually. Contractor must provide a certificate to the participant upon successful completion of the program.

VII. RFP, Required Forms, table of contents, has been revised as follows:

Exhibits

- 1) Organization Questionnaire/Affidavit
- 2) Certification of Compliance
- 3) Request for Preference Consideration
- 4) Debarment History and List of Terminated Contracts
- 5) Community Business Enterprise (CBE) Information (~~Excel~~ Worksheet)

VIII. RFP, Required Form, **Exhibit 5, Community Business Enterprise (CBE) Information**, included in this Addendum as Attachment I, has been replaced in its entirety.

IX. RFP, Required Form, **Exhibit 11, Proposer's Narrative**, included in this Addendum as Attachment I, has been revised as follows:

8.5.2.3 Proposer must describe their agency's approach to ~~using Evidence Based Parenting Curriculum(s) to provide~~ providing parenting education services.

ATTACHMENT I

Instructions for Completing Contracts Required Forms - Exhibit 5

The County seeks diverse broad-based participation in its contracting and strongly encourages participation by CBEs. Complete all fields listed on form. Where a field requests number or total indicate response using numerical digits only.

Section 1: FIRM/ORGANIZATION INFORMATION	
Total Number of Employees in California	Using numerical digits, enter the total number of individuals employed by the firm in the state of California.
Total Number of Employees (including owners)	Using numerical digits, enter the total number of individuals employed by the firm regardless of location.
Race/Ethnic Composition of Firm Table	Using numerical digits, enter the make-up of Owners/Partners/Associate Partners and percentage of how ownership of the firm is distributed into the Race/Ethnic Composition categories listed in the table. Final number must total 100%.

Section 2: CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING-OWNED (LGBTQQ) BUSINESS ENTERPRISE
If the firm is currently certified as a Community Based Enterprise (CBE) by a public agency, complete the table by entering the names of the certifying Agency and placing an "X" under the appropriate CBE designation (Minority, Women, Disadvantaged, Disabled Veteran or LGBTQQ). Enter all the CBE certifications held by the firm.

Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

Provide a narrative that demonstrates the organization's background and experience specific to items **8.5.1.1.1, 8.5.1.1.2, and 8.5.1.1.3.**

8.5.1.1.1

Proposer must demonstrate their agency's experience providing culturally sensitive services, including bi-lingual services to the following underserved communities, in the SPA in which they plan to serve:

- 1)LGBTQIA2S+ (Lesbian, Gay, Bisexual, Transgender,Queer/Questioning, Intersex, Asexual, Two-Spirit,+)
- 2)African American
- 3)LatinX
- 4)Asian Pacific Islander
- 5)Native American

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.1.1.1 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.1.1.2** Proposer must demonstrate their agency's experience aligning the integrated Core Practice Model with the services below?
- 1) Intake
 - 2) Assessment
 - 3) Counseling
 - 4) Parenting Education
 - 5) Case Management

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.1.1.2 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.1.1.3** Proposer must demonstrate their agency's experience providing families with counseling services for families who have complex needs. (Complex needs are trauma needs (generational, institutional and personal trauma) and concrete needs (due to poverty), that can contribute to substance use, intimate partner violence and mental health issues that can contribute to the maltreatment of children.)

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.1.1.3 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

Provide a narrative that demonstrates the organization's approach to providing required services specific to items **8.5.2.1 to 8.5.2.7**.

- 8.5.2.1** Proposer must describe their approach to developing a current network of linkages or their approach to further develop a network of linkages to be able to refer clients for other services, as needed.

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.2.1 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

Proposer must describe their agency's approach to address trauma experienced by families in the following areas:

8.5.2.2

- 1) Child abuse and neglect
- 2) Intimate Partner Violence/Domestic Violence
- 3) Substance abuse
- 4) Mental health
- 5) Sexual abuse.

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.2.2 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.2.3** Proposer must describe their agency's approach to ~~using Evidence-Based Parenting Curriculum(s) to provide~~ providing parenting education services.

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.2.3 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.2.4** Proposer must describe their agency's approach to support the Safe Sleep and Safe Surrender campaigns.

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.2.4 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.2.5** Proposer must describe their approach and ability to provide counseling by licensed and Master level professionals.

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.2.5 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.2.6** Proposer must describe their approach to ensure that all direct service staff providing CAPIT receive regular, ongoing training and weekly supervision.

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.2.6 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.2.7** Proposer must describe their plan to provide supplemental family/recreational services (ie: peer groups, leisure and craft activities, exercise classes, etc.).

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.2.7 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

Provide a narrative that demonstrates the organization's quality control plan to specific to items **8.5.3.1, 8.5.3.2, and 8.5.3.3.**

- 8.5.3.1** Proposer must describe their agency's methods for identifying and addressing improvement opportunities to ensure the ongoing provision of quality services.

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.3.1 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.3.2** Proposer must describe their agency's protocol for ensuring uninterrupted services despite unforeseen circumstances below:
- 1) medical leaves
 - 2) pandemic
 - 3) vacations
 - 4) other staffing shortages

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009
Narrative Form

8.5.3.2 Continued

REQUIRED FORM – EXHIBIT 11

Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals #23-0009 Narrative Form

- 8.5.3.3** Proposer must describe their agency's methods for assuring that the below essential documentation is completed:
- 1) Protective Factors and Client Satisfaction Surveys and are entered into electronic databases (as required)
 - 2) Case Notes that reflect family strengths and needs
 - 3) Individualized service plans that address needs assessments
 - 4) Annual reports
 - 5) Financial records