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### DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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May 7, 2025

To: Prospective Proposers and Interested Parties

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

#### **ADDENDUM NUMBER ONE TO RELATIVE HOME ASSESSMENT SERVICES REQUEST FOR PROPOSALS NUMBER 24-0015**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all prospective Proposers of the Relative Home Assessment Services (RHAS) Request for Proposals (RFP) Number 24-0015. Addendum Number One amends sections in the Statement of Work (SOW) and Sample Contract 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 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 SOW and Sample Contract sections in this Addendum Number One include both deletions and additions. Deletions are indicated as strikeouts (~~strikeouts~~) and additions are underlined (underlined) in red.

Sample Contract and SOW section revisions are listed in sequential order as they appear in the documents:

- I. Sample Contract, Section 8.25, **Insurance Coverage**, Subsection 8.25.4, **Sexual Misconduct Liability**, has been amended to read as follows:

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$1 \$2 million per claim and \$1 \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

*"To Enrich Lives Through Effective and Caring Service"*

- II. SOW, Section 7.0, **CONTRACTOR STAFF**, subsection 7.13 has been added as follows:

7.13 Contractor must ensure staff do not provide RHAS services to applicant/caregiver with whom they have a familial or personal relationship.

- III. SOW, Section 11.0, **TRAINING STAFF**, Subsection 11.7.7 has been added as follows:

11.7.7 Contractor must ensure Parent Trainers are not receiving RHAS, RSS, or similar services from Contractor.

- IV. SOW, Section 13.0, **RELATIVE HOME ASSESSMENT SERVICES COMPONENTS**, Subsection 13.1, Applicant Orientation, the last bullet point is being deleted in its entirety.

- ~~• Side note I know this may not be in packet, but in my previous training of Kinship Caregivers when did DCFS intro, it was very important to go over what Monitoring is. Like don't leave the room, stay within ears length etc. Basic Rules of Monitoring. It was amazing how many of them thought it was ok to leave the room etc.~~

- V. SOW, Section 13.3, **RFA Program Training Services** (Pre-Approval and Annual), subsection 13.3.24 is being added as follows:

13.3.24 Contractor must ensure training participants complete virtual trainings in an environment that is conducive to learning and remain engaged throughout the training session.

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