



County of Los Angeles

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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July 1, 2025

To: Prospective Proposers and Interested Parties

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

ADDENDUM NUMBER FIVE TO THE IMMIGRATION LEGAL ASSISTANCE FOR ABUSED AND NEGLECTED CHILDREN REQUEST FOR PROPOSALS NUMBER 24-04-045

Addendum Number Five is issued by the County of Los Angeles, Department of Children and Family Services to all holders of the Immigration Legal Assistance for Abused and Neglected Children Request for Proposals (RFP) Number 24-04-045, released on May 22, 2025.

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

Attached to this Addendum are the responses (Attachment A) to the questions submitted at the Proposers' Conference.

For any additional concerns please contact Contract Analyst, Stephanie Yu, at ILARFP@dcfs.lacounty.gov.

"To Enrich Lives Through Effective and Caring Service"

RESPONSES TO PROPOSER'S QUESTIONS

Immigration Legal Assistance for Abused and Neglected Children

Request for Proposals (RFP #24-04-045)



Questions and Answers

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PROGRAM QUESTIONS

- 1. QUESTION:** RFP, page 5, Section 4.0, Minimum Mandatory Requirements, Subsection 4.6:

“As immigration law is federal in nature, would it be acceptable for us to apply with our current immigration law attorney who’s licensed in Washington D.C and plan to hire out a California-licensed attorney if awarded the grant?”

RESPONSE: The Contractor must have attorneys dedicated to this contract that are in good standing and have an unrestricted license to practice law in immigration proceedings.

- 2a. QUESTION:** Statement of Work, page 4, Section B – Project Foundation, Section 4.0, Target Population:

“Are the children currently secured with DFCS?”

RESPONSE: All of the clients will be referred to the contractor by the Department of Children and Family Services (DCFS). Most of the clients are still under the jurisdiction of DCFS at the time of the referral.

- 2b. QUESTION:** Statement of Work, page 9, Section C – Service Description, Section 9.0, Scope of Work, Subsection 9.1, Legal Services Provided by Contractor, paragraph 9.1.7.3:

“If so, will various forms of applications/petition be completed by the Immigration Legal Assistant?”

RESPONSE: The Contractor must provide competent legal services to DCFS clients at all stages of the immigration legal assistance process that include and are not limited to: prepare and file appropriate applications, documents, motions, and briefs.

- 2c. QUESTION:** RFP, page 5, Section 4.0, Minimum Mandatory Requirements, Subsection 4.6; Statement of Work, page 5, Section B – Project Foundation, Section 6.0, Contractor Responsibilities, Subsection 6.1; and Statement of Work, page 7, Section C – Service Description, Section 9.0, Scope of Work:

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“If so, will DFCS approve funding for case managers or Therapist to assess psychological treatment?”

RESPONSE: No, the Contractor must have attorneys dedicated to this contract that are in good standing and have an unrestricted license to practice law in immigration proceedings; and the Contractor must designate a Contractor’s Project Director responsible for the daily management of Contract operation and overseeing the work performed by Contractor. The Contractor must provide immigration legal assistance to DCFS clients, consistent with the Statement of Work and the terms and conditions of the Contract. No additional funding will be provided to the contractor for case managers or Therapists.

2d. QUESTION: RFP, page 4, Section 2.0, Introduction:

“If parents were denied TPS/Asylum what is the percentage of cases filed independent as a result of the child being harmed by their parents or legal guardian?”

RESPONSE: DCFS is issuing this RFP to solicit proposals to provide immigration legal representation to the children under DCFS’ jurisdiction, who experience abuse or neglect at the hands of their parents or primary caregivers. The question does not relate to this RFP.

2e. QUESTION: Statement of Work, page 7, Section C – Service Description, Section 9.0, Scope of Work:

“The probability of children derived benefits as dependents, especially TPS/Asylum approved applications, may opt to file separate but will the original parents’ application be joined as part of the record?”

RESPONSE: The best course of action will need to be determined by the attorney. In some cases, the attorney receiving the referral will need to communicate with any attorney who may have provided services in the past. Coordination with attorneys who may have previously assisted the client will be pursued by the new attorney.

2f. QUESTION: RFP, page 4, Section 2.0, Introduction:

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“Should we anticipate difficulties in obtaining through USCIS FOIA/PA? Human Trafficking of minors is notorious and a matter of fact. Therefore, will allocation for DNA testing be set aside?”

RESPONSE: DCFS is issuing this RFP to solicit proposals to provide immigration legal representation to the children under DCFS’ jurisdiction, who experience abuse or neglect at the hands of their parents or primary caregivers. There will be no additional funding for DNA testing.

2g. QUESTION: RFP, page 5, Section 4.0, Minimum Mandatory Requirements, Subsection 4.6; and Statement of Work, page 5, Section B – Project Foundation, Section 6.0, Contractor Responsibilities, Subsection 6.1:

“Finally, how many staff members are allowed?”

RESPONSE: The Contractor must have attorneys dedicated to this contract that are in good standing and have an unrestricted license to practice law in immigration proceedings and the Contractor must designate a CPD responsible for the daily management of Contract operation to oversee the work performed by Contractor. The number of attorneys will be up to the Contractor. The expectation is that the Contractor will have enough staff to address the assigned referrals.

3a. QUESTION: Statement of Work, page 7, Section C – Service Description, Section 9.0, Scope of Work, Subsection 9.1, Legal Services Provided by Contactor, paragraph 9.1.7:

“Can we restrict our contract to children in removal proceedings, or with prior removal orders?”

REPOSE: No, the Contractor must provide competent legal services to DCFS clients at all stages of the immigration legal assistance process.

3b. QUESTION: Statement of Work, page 1, Section B – Project Foundation, Section 2.0, Background/Overview:

“Would our team be expected to appear in dependency court or would Children's Law Center of California obtain the SIJS orders?”

RESPONSE: It is not expected that immigration attorneys appear in dependency court, unless absolutely necessary. The DCFS Special Immigrant Status (SIS) Unit processes, fills out, files, and receives copies of the predicate orders in coordination with children and youth’s court counsel.

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3c. QUESTION: RFP, Appendix B, Required Forms, Exhibit 10, Pricing sheet:

“In regard to deliverables, is there a set number of cases contractors are expected to take? Per month/quarter/year?”

RESPONSE: The expectation is that the Contractor will accept a minimum number of 15 cases per month.

4a. QUESTION: RFP, page 29, Section 8.6, Cost Proposal Requirements and Evaluation, Subsection 8.6.3, Breakdown of Total Possible Points, paragraph 8.6.3.3; and Appendix A, Sample Contract, Exhibit B, Pricing Sheet:

“Exhibit B indicates a minimum of 15 cases per month. What happens if there aren’t any? If there aren’t any that month? Will the County ever refer to more than 15 per month? Will referral pauses be allowed?”

RESPONSE: There are times when more than 15 cases are referred to the contractor. The number of cases referred to the Contractor depends on the amount of referrals the DCFS SIS Unit receives and how fast the unit processes the referrals to designate them as SIJS. There will be times when the Contractor will receive less than 15 cases per a month. The contractor will be referred cases as the unit process the referrals and designates them as SIJS. DCFS will create a referral process with the Contractor. Currently, DCFS has a referral process in place, but are open to figuring out if a different process is beneficial to the Contractor.

4b. QUESTION: RFP, page 25, Section 8.5, Business Proposal Requirements and Evaluation Criteria, Subsection 8.5.4, Proposer’s Approach to Provided Required Services (Section C), paragraph 8.5.4.5; and Statement of Work, page 8, Section C – Service Description, Section 9.0, Scope of Work, Subsection 9.1, Legal Services Provided by Contactor, paragraph 9.1.6:

“What if a client refuses to sign the release authorizing release of USCIS documents to DCFS?”

RESPONSE: If the client refuses to sign the release authorizing release of United States Citizenship and Immigration Services (USCIS) documents, DCFS needs to be notified in order to reach out to the client and explain the importance of authorizing the release. It is in the best interest of the client for DCFS to receive the documents. If the client’s card is lost or stolen, or when it’s

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time to apply for citizenship, DCFS can assist to ensure the client receive the benefit.

4c. QUESTION: Statement of Work, page 11, Section C – Service Description, Section 10.0, Reports, Subsection 10.1; and Statement of Work, pages 19 and 20, Exhibit A-3, Quarterly Reports:

“We noticed that the reporting requires notice of the ‘preparing and filing of appropriate documents, motions, briefs’ to DCFS. Are there only certain kinds of filings, motions, or briefs that DCFS wants included in the reporting (such as those listed in Exhibit A3 (p. 20) of the RFP)? Or would we be required to report any and all filings on a given case, even if they don’t appear on Exhibit A3?”

RESPONSE: The contractor will complete an assessment to determine the type of relief that the client may qualify. DCFS requires the work completed on behalf of the client to be reported to DCFS. This will allow DCFS to assist the client in the future, and know the services provided to make sure the client receives the appropriate services needed.

4d. QUESTION: RFP, page 25, Section 8.5, Business Proposal Requirement and Evaluation Criteria, Subsection 8.5.4, Proposer’s Approach to Providing Required Services (Section C), paragraph 8.5.4.5; and Statement of Work, Page 8, Section C – Service Description, Section 9.1, Legal Services Provided by Contractor, Subsection 9.1.6:

“To confirm, are you asking for all motions and USCIS documents to be shared with you as a mandatory requirement?”

RESPONSE: It may not be necessary to get copies of the motions, or the documents filed. DCFS needs to know the services provided and any documents that are received from USCIS; such as correspondence that may include approvals, denials, and notice of intent to deny.

5. QUESTION: Statement of Work, page 8, Section C – Service Description, Section 9.1, Legal Services Provided by Contractor, Subsection 9.1.3:

“Will any translation services be needed under this contract?”

RESPONSE: The Contractor is expected to provide linguistically appropriate services.

6. QUESTION: RFP, page 29, Section 8.6, Cost Proposal Requirements and Evaluation, Subsection 8.6.3, Breakdown of Total Possible Points, paragraph 8.6.3.3; and Appendix A, Sample Contract, Exhibit B, Pricing Sheet:

“Adding 15 new cases per month could create quite a burdensome caseload over the course of the year, and especially over five years. Is this something that can be reevaluated as needed?”

RESPONSE: DCFS requires that each client referred to the DCFS SIS Unit, who qualify for Immigration Relief, are referred to attorneys to receive a timely response to address their needs. The number of new cases per month is not negotiable.

CONTRACT QUESTIONS

7. QUESTION: RFP, page 5, Section 4.0, Minimum Mandatory Requirements, Subsection 4.6:

“Question regarding presentation; (attorney)...An attorney who did not pass the state Bar is not licensed.”

RESPONSE: The minimum requirements were revised in Addendum #4 on June 17, 2025. The contractor must have attorneys dedicated to this contract that are in good standing and have an unrestricted license to practice law in immigrations proceedings.

8. QUESTION: RFP, page 23, Section 8.5, Business Proposal Requirements and Evaluation Criteria, Subsection 8.5.3, Proposer’s Qualification (Section B), paragraph 8.5.3.3, Proposer’s Debarment History and List of Terminated Contracts:

“In the Business Proposal, should 8.5.3.3 (p. 23) Proposer’s Debarment History and List of Terminated Contracts be Section B.3? It currently does not have a section heading, and 8.5.3.4 Proposer’s Financial Capability is currently listed as Section B.3.”

RESPONSE: No, it does not need a separate Section heading, since the Debarment History and List of Terminated Cases is part of Appendix B (Required Forms), Exhibit 4, and must be provided in Section F (Business proposal Required Forms and Corporate Documents).

9a. QUESTION: RFP, page 4, Section 3.0, Purpose, Subsection 3.1, Sample Contract: Contract Terms and Conditions, paragraph 3.2.1, Anticipated Contract Term:

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“Can you elaborate more on optional extensions for the contract and is this one contract for one vendor on this round?”

RESPONSE: The term of the contract is for one year with the option to extend for four additional one-year periods.

9b. QUESTION: RFP, page 5, Section 3.0, Purpose, Subsection 3.2, Sample Contract: Contract Terms and Conditions, paragraph 3.2.2.3, Contract Awards:

“Is this contract for one vendor on this round?”

RESPONSE: Yes, one contract will be recommended for an award.

10. QUESTION: RFP, page 1, Section 1.0, Solicitation Information and Minimum Mandatory Requirements; and page 20, Section 8.2, Proposers’ Questions, paragraph 8.2.1:

“Will these answers be shared in writing as well? It's hard to follow without being able to read along.”

RESPONSE: Yes, the addendum will be released and will include the questions and answers previously received, as well as the questions received during the conference. The addendum will be released on or about July 1, 2025, on the ISD web page, <https://camisvr.co.la.ca.us/lacobids> and on the DCFS webpage, <https://contracts.dcfslacounty.gov/>.