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June 17, 2025

To: Prospective Proposers and Interested Parties

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

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

Addendum Number Four 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. Changes only apply to reference sections and/or subsections that are amended or deleted; all other sections remain in full effect.

A proposer's failure to address the requirements of this Addendum Number Four 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 Four include both deletions and additions. Deletions are indicated by strikeouts (~~strikeouts~~) and additions are underlined (underlined).

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

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

1. RFP, Page 2, Section 1.0, Solicitations Information and Minimum Mandatory Requirements, Number 6, is amended as follows:

Minimum Mandatory Requirements	6. Must have attorneys dedicated to this contract that are in good standing with the California State
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"To Enrich Lives Through Effective and Caring Service"

	Bar and have an unrestricted license to practice law in the state of California <u>immigration proceedings</u> . (Include a copy of license) .
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2. RFP, Page 5, Section 4.0, Minimum Mandatory Requirements, Subsection 4.6, is amended as follows:

4.6 Must have attorneys dedicated to this contract that are in good standing ~~with the California State Bar~~ and have an unrestricted license to practice law in ~~the state of California~~ immigration proceedings. ~~(Include a copy of license)~~.

3. RFP, Page 22, Section 8.0, Business Proposal Requirements and Evaluation, Subsection 8.5, Business Proposal Requirements and Evaluation Criteria, paragraph 8.5.3, Proposer's Qualifications (Section B), subparagraph 8.5.3.1.4 is amended as follows:

8.5.3.1.4 Proposer must provide documentation that attorneys dedicated to this contract are in good standing ~~with the California State Bar~~ and have an unrestricted license to practice law in ~~the state of California~~ immigration proceedings.

4. RFP, Appendix B, Exhibit 6, Minimum Mandatory Requirements is revised and attached hereto.

REQUIRED FORMS – EXHIBIT 6

MINIMUM MANDATORY REQUIREMENTS

Proposer acknowledges and certifies that it meets and will comply with the Minimum Mandatory Requirements indicated below and as stated in Paragraph 4.0, of this Request for Proposals.

No.	Minimum Mandatory Requirement(s) (MMR)	Complies with M/R	
		Yes	No
1	Proposer must submit their Proposal(s) by 12:00 PM, PST, on July 23, 2025.	<input type="checkbox"/>	<input type="checkbox"/>
2	Proposer must be a non-profit social service organization founded for religious, charitable or social welfare purposes or public entity and be tax exempt under 501(c)3 of the Internal Revenue Code.	<input type="checkbox"/>	<input type="checkbox"/>
3	Must not be suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts.	<input type="checkbox"/>	<input type="checkbox"/>
4	Must be in operation at the time of RFP submission and have a trained Program Director, and a Program Manager.	<input type="checkbox"/>	<input type="checkbox"/>
5	Must have attended the Mandatory Proposers' Conference identified in Paragraph 8.3 (Mandatory Virtual Proposer's Conference).	<input type="checkbox"/>	<input type="checkbox"/>
6	Must have attorneys dedicated to this contract that are in good standing with the California State Bar and have an unrestricted license to practice law in the state of California immigration proceedings. (Include a copy of license).	<input type="checkbox"/>	<input type="checkbox"/>
7	Must have five (5) years of experience providing immigration legal services in Los Angeles County, including but are not limited to Special Immigrant Juvenile Status (SIJS) filings, Removal Defense, Non-Immigrant U-visa applications, Violence Against Women Act visa applications, Asylum, Temporary Protected Status and DACA.	<input type="checkbox"/>	<input type="checkbox"/>
8	Must provide copies of past two years of financial statements for Fiscal Year 2023 and 2024, including Audited Financial Statements, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

98	The Prospective contractor must have a physical business office located within Los Angeles County. (Include the business address).	<input type="checkbox"/>	<input type="checkbox"/>
409	If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.	<input type="checkbox"/>	<input type="checkbox"/>