



BRANDON T. NICHOLS  
Director

JENNIE FERIA  
Chief Deputy Director

## County of Los Angeles

### DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, 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

June 30, 2025

To: Prospective Proposers and Interested Parties

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

#### **ADDENDUM NUMBER ONE TO THE CHILD TRAFFICKING TRAINING SERVICES REQUEST FOR PROPOSALS NUMBER 25-04-005**

Addendum Number One is issued by the County of Los Angeles, Department of Children and Family Services to all holders of the Child Trafficking. Trainings Services Request for Proposals (RFP) Number 25-04-005, released on June 10, 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 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 RFP sections in this Addendum Number One include both deletions and additions. Deletions are indicated by strikeouts (~~strikeouts~~) and additions are underlined (underlined).

For any additional concerns please contact Contract Analyst, Taylor Coleman, at [HTTRFP@dcfs.lacounty.gov](mailto:HTTRFP@dcfs.lacounty.gov).

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

1. RFP, Page 27, Section 8.6.2, Cost Proposal Required Forms is amended as follows:

##### **8.6.2 Cost Proposal Required Forms**

A total of \$1,000,000 is available for this three-year Contract, or approximately \$333,333 per year.

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

A sample Pricing Sheet is included as Exhibit B. Please review and submit adjustments based on your proposal. The pricing model for this solicitation is a mixture of hourly rates and cost reimbursement. All payments are made in arrears after the invoice and documentation is received. Any costs incurred to complete this project in excess of the total amount or costs that are not pre-approved shall be borne by the proposer.

**8.6.2.1** The Cost Proposal must include the following:

Exhibit 10 Pricing Sheet

Exhibit 11 Line-Item Budget

Exhibit 12 Budget Narrative

The Proposer must ensure that all forms are completed, signed, and dated.

~~The maximum number of possible points will be awarded to the lowest cost proposal. All other proposals will be compared to the lowest cost and points awarded accordingly.~~

~~However, should one or more of the Proposers request and be granted the preference, the cost component points will be determined as follows:~~

~~Fifteen percent (15%) of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.~~

~~In no case will any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.~~

2. RFP, Page 28, Section 8.6.3, Breakdown of Total Possible Points is added as follows:

### **8.6.3 Breakdown of Total Possible Points**

**8.6.3.1** The number of points awarded to the Cost Proposal will be based on the proposed number of deliverables as follows:

- More points will be awarded to proposals that exceed the required minimum number of deliverables per year and do not exceed the maximum annual amount of \$333,333.
- Less points will be awarded to proposals that do not meet the required minimum number of deliverables

per year and do not exceed the maximum annual amount of \$333,333.

- No points will be awarded to proposals that exceed the maximum annual amount of \$333,333.

**8.6.3.2** The line-item budget, a detailed listing of funds that the Proposer allocates to each cost category, will be reviewed to determine if the line-item budget includes reasonable and sufficient proposed costs for services listed on the Pricing Sheet and administrative costs for the term of the Contract. The Proposer must ensure that all computations are correct. Points may be deducted for an inadequate line-item budget.

**8.6.3.3** The number of deliverables per year listed on Exhibit B (Pricing Sheet), of Appendix A (Sample Contract), shall remain firm and fixed.

**8.6.3.4** However, should one or more of the Proposers request and be granted the preference, the cost component points will be determined as follows:

- Fifteen percent (15%) of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.
- In no case will any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.