



**County of Los Angeles**  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**  
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January 6, 2026

To: Prospective Proposers and Interested Parties

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

**ADDENDUM NUMBER THREE TO FOOD SERVICES REQUEST FOR PROPOSALS  
NO. 25-0044**

Addendum Number Three is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Food Services Request for Proposals (RFP) No. 25-0044. 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 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:

<b>Proposals Due</b>	On or before 12:00 PM (Pacific Standard Time) on <del>January 9, 2026</del> <b><u>January 16, 2026</u></b>
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II. RFP, Appendix B, Required Forms, Exhibit 15, **Business Proposal (Narrative)**, is deleted and replaced with the attached version to reflect the correct sections cited in the RFP and add a signature block as follows:

**8.5.3.1 8.6.3.1** Proposer must describe their agency's methods for identifying and addressing improvement opportunities to ensure the ongoing provision of quality services.

**8.5.3.4 8.6.3.1** Continued

**8.5.3.2 8.6.3.2** 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

**8.5.3.2 8.6.3.2** Continued

**8.5.3.3 8.6.3.3** Proposer must describe their agency's methods for assuring that essential documentation is completed:

- 1) Daily inventory
- 2) Invoices

**8.5.3.3 8.6.3.3** Continued

**REQUIRED FORM – EXHIBIT 15**

Food Services Request for Proposals #25-0044 Narrative Form

**8.6.1.1.1** Proposer must demonstrate their agency's experience serving food to children 4-21 years old in the Los Angeles communities

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.1.1.1**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.1.1.2** Proposer must demonstrate their agency's experience delivering meals, snacks and beverages to 10 - 40 or more children daily.

**REQUIRED FORM – EXHIBIT 15**

Food Services Request for Proposals #25-0044 Narrative Form

**8.6.1.1.2**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.1.1.3** Proposer must demonstrate their agency's experience complying with nutritional standards including the USDA Food and Nutrition Service, Child and Adult Care Food Program regulations, and the National School Lunch and School Breakfast Programs for lunch and breakfast.

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.1.1.3**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.2.1** Proposer must describe their approach to preparing food for children 4-21 years old.

**REQUIRED FORM – EXHIBIT 15**

Food Services Request for Proposals #25-0044 Narrative Form

**8.6.2.1**      Continued

## REQUIRED FORM – EXHIBIT 15

### Food Services Request for Proposals #25-0044 Narrative Form

**8.6.2.2** Proposer must describe their agency's approach to delivering food to the courts each day.

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.2.2**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### Food Services Request for Proposals #25-0044 Narrative Form

**8.6.2.3** Proposer must describe their agency's approach to meal preparation using the food groups described in Appendix A, Statement of Work, Section 6.3.3.

**REQUIRED FORM – EXHIBIT 15**

Food Services Request for Proposals #25-0044 Narrative Form

8.6.2.3      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.2.4** Proposer must describe their agency's approach to developing nutritional menus for children.

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.2.4**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.2.5** Proposer must describe their agency's approach for ensuring correct food temperatures during storage and transportation.

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.2.5**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

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

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.3.1**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.3.2** 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 15**

Food Services Request for Proposals #25-0044 Narrative Form

**8.6.3.2**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.3.3** Proposer must describe their agency's methods for assuring that essential documentation is completed:

- 1) Daily inventory
- 2) Invoices

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

**8.6.3.3**      Continued

## REQUIRED FORM – EXHIBIT 15

### Food Services Request for Proposals #25-0044 Narrative Form

Proposer must describe the methodology for tracking/documenting employee work hours from start of shift until completion of work shift including mandated breaks and travel time, when applicable. The detailed narrative should explain the documentation maintained actual time worked and the frequency of monitoring. Provide a copy of these records.

**8.6.4.2**

**REQUIRED FORM – EXHIBIT 15**

Food Services Request for Proposals #25-0044 Narrative Form

**8.6.4.2**      Continued

## **REQUIRED FORM – EXHIBIT 15**

### **Food Services Request for Proposals #25-0044 Narrative Form**

Proposer must describe the payroll record keeping system and process utilized to ensure that employee wages are appropriately paid. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how is the payroll calculated and total wages paid.

**8.6.4.2**

**REQUIRED FORM – EXHIBIT 15**

Food Services Request for Proposals #25-0044 Narrative Form

**8.6.4.2**      Continued

## REQUIRED FORM – EXHIBIT 15

Food Services  
Request for Proposals #25-0044  
Narrative Form

Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected.

**Declaration:** I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.

Agency Name: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_