



**County of Los Angeles**  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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November 25, 2025

To: Prospective Proposers and Interested Parties

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

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

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Child Abuse Prevention, Intervention, and Treatment Services Request for Proposals (RFP) No. 25-0044. Addendum Number One 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 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 strikethrough (~~strikethrough~~) and additions are underlined (underlined).

Following the discussion of the RFP section revisions, Responses to Proposers' Questions will be included as Attachment I to this Addendum Number One.

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

- I. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 6.2.2, **Menu Preparation and Submission**, is revised as follows:

6.2.2 Contractor must submit an initial recurring breakfast/lunch/snack menu for one month to CPM for review and approval.

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

- II. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work, Subsection 6.3.3.9 **Snacks**, has been added to read as follows:

6.3.3.9 Snacks: Includes yogurt, string cheese, whole grain crackers with jam, granola bars, carrots with ranch dip, mini whole grain muffins, fruit muffins (banana, blueberry, zucchini, etc.), or other like products. **Snacks must not include nuts or nut byproducts due to allergies.**

- III. RFP, Required Forms, Exhibit 16, **Pricing Sheet**, included in this Addendum as Attachment 2, has been replaced in its entirety. The Proposed Price Per Day Per Child has been amended to read as follows:

| <b>Proposed Price Per Day Per Child</b> |             |
|---|-------------|
| <b>Meal Item</b>                        | <b>Cost</b> |
| Breakfast                               |             |
| Lunch                                   |             |
| Snack                                   |             |
| Beverages                               |             |
| Utensils                                |             |
| Daily Delivery Fee (if applicable)      |             |

|  |  |
|--|--|
| <b>Total price per day per child :</b> |  |
|--|--|

| <b>Proposed Price Per Day Per Child</b>  |             |
|--|-------------|
| <b>Meal Item</b>   | <b>Cost</b> |
| Breakfast  |             |
| Lunch  |             |
| Snack  |             |
| Beverages  |             |
| Utensils   |             |
| <b>Total price per day per child :</b>   |             |
| <u>Daily Delivery Fee (if applicable)</u>  |             |
| <b>TOTAL PRICE PER DAY</b><br>(total price per day per child + daily delivery fee) |             |

**ATTACHMENT I**

County of Los Angeles - Department of Children and Family Services

**RESPONSES TO PROPOSER'S QUESTIONS**

**FOOD SERVICES**

REQUEST FOR PROPOSALS (RFP) # 25-0044



County of Los Angeles – Department of Children and Family Services  
FOOD SERVICES RFP # 25-0044  
**ATTACHMENT for QUESTIONS AND ANSWERS for FOOD SERVICES**

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**QUESTIONS AND ANSWERS**

**PROGRAM SERVICE QUESTIONS**

1. **QUESTION:** Our organization has successfully provided large-scale food preparation and delivery services for the **Homeless Encampment Meal Program in San Diego County**, which includes serving numerous families and children daily. We have also supported **U.S. Customs and Border Patrol detainee meal operations**, where services include the preparation and delivery of meals for children and minors. Both programs required strict adherence to nutritional, safety, and operational standards comparable to those described in this solicitation. Given this background, could you please confirm whether these types of food service contract, where meal delivery includes children as part of the served population, meet the intent of the three-year minimum experience requirement?

**RESPONSE:**

Yes, providing the services described, you would meet the intent of the three-year minimum experience requirement since your organization served meals to children with strict adherence to nutritional, safety, and operational standards comparable to those described in this solicitation. Please refer to the Food Services RFP #25-0044, Section 4.0, Minimum Mandatory Requirements, Subsections 4.1, 4.2, 4.3, 4.4, and 4.5.

**4.0** Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in Exhibit A (SOW and Attachments) of Appendix A (Sample Contract) are invited to submit a proposal, provided they meet the following minimum mandatory requirements at the time of proposal submission:

**4.1** Proposal must be submitted by the proposal due date and time identified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements).

**4.2** Proposer must have a minimum of three (3) years of experience during the last five (5) years specializing in preparing and delivering meals to children.

**4.3** Proposer must have a Public Health Permit.

**4.4** Proposer must have a Public Health letter grade of "A" and provide the corresponding inspection report of such rating.

**4.5** Proposer must not have unresolved questioned cost, as identified by the Auditor- Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department and remain unpaid for a period of six 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.

2. **QUESTION:** RFP: pg 214 - Explain how the delivery works currently; and how many daily or weekly deliveries you are receiving on average?

**RESPONSE:**

A day prior to the delivery, the Program Manager or Program Administrator will send an email to the vendor with the number of meals needed for the following day and indicate any dietary restrictions. The vendor will acknowledge the request promptly. The food delivery is expected to arrive by 9 am and staff will meet the driver at the secured entrance. The food delivery is made Monday through Friday, with the exception of holidays or when there are no children being brought to court. Please refer to the Food Services RFP #25-0044, Exhibit A, Statement of Work, Section 1.2.

1.2 All meals and snacks must be delivered one time per day Monday thru Friday except for superior court and County holidays when the courthouse is closed (listed below in Section 5.12) and orders will be placed daily by 5:00 p.m. one day in advance of the delivery date. Shelter Care has an industrial sized refrigerator and freezer to store food if needed. If daily delivery is not provided, the meals must be labeled (i.e., meal type, date of production, expiration date, etc.). Each meal must also include plastic forks, spoons, knives, napkins, ketchup, mustard, mayonnaise, fruit jam, butter, and salt, pepper individual packages or other condiments appropriate to accompany the meals delivered.

3. **QUESTION:** Required Forms pg 49: What is the current price per meal (breakfast and lunch) & Snacks?

**RESPONSE:**

The current price is \$12 for breakfast, \$15 for lunch, and \$5 for beverages. The total price per child is \$32.

4. **QUESTION:** What was the total spend or purchase amount over the last 12 months?

**RESPONSE:**

The total amount invoiced over the last 12 months was \$191,620.

5. **QUESTION:** Can you share how many meals were served over the last 12 months?

**RESPONSE:**

Approximately 6,000 meals were delivered to Shelter Care over the last 12 months.

6. **QUESTION:** Are your meals NSLP (National School Lunch Program) or similar? Or do you get any federal reimbursement? Would a federally reimbursable program be of interest to the County?

**RESPONSE:**

Currently, there are no federal reimbursements. Yes, the federally reimbursable program would be of interest to the County.

7. **QUESTION:** RFP pg 108: What is the average age of meals recipients?

**RESPONSE:**

The average age of children in Shelter Care is 12-13 years old.

8. **QUESTION:** We understand this program is specific for Monterey Park, but can you share What are all the other sites for this program exists, just for reference (you had mentioned the other locations on the Pre-bid meeting)?
- RESPONSE:** Shelter Care has three other locations: Antelope Valley, Compton and Pomona. A fourth location in Van Nuys will be opening next year.
9. **QUESTION:** Do you have any cold storage or refrigerators on site?
- RESPONSE:** Yes, Shelter Care has a commercial-grade refrigerator. Please refer to the Food Services RFP #25-0044, Exhibit A, Statement of Work, Section 1.2.
- 1.2 All meals and snacks must be delivered one time per day Monday thru Friday except for superior court and County holidays when the courthouse is closed (listed below in Section 5.12) and orders will be placed daily by 5:00 p.m. one day in advance of the delivery date. Shelter Care has an industrial sized refrigerator and freezer to store food if needed. If daily delivery is not provided, the meals must be labeled (i.e., meal type, date of production, expiration date, etc.). Each meal must also include plastic forks, spoons, knives, napkins, ketchup, mustard, mayonnaise, fruit jam, butter, and salt, pepper individual packages or other condiments appropriate to accompany the meals delivered.
10. **QUESTION:** Do you have microwaves on site to re-heat meals?
- RESPONSE:** Yes, Shelter Care has a microwave and an air fryer available to reheat meals.
11. **QUESTION:** RFP: pg 106 - Can you clarify the TB testing requirements. Is this currently in place?
- RESPONSE:** Yes, there is currently a requirement for staff to be tested once every four years for Tuberculosis. Please refer to the Food Services RFP #25-0044, Exhibit A, Statement of Work, Subsection 4.11.3.
- 4.11.3 Staff must be tested once every four years for Tuberculosis as required by the California Tuberculosis Screening guidelines.
12. **QUESTION:** RFP – Required Forms pg 49: Can you confirm that vendors should assume 1 breakfast, 1 lunch, 1 snack, 2 beverages, 1 utensil, and 1 delivery cost. In the final “Total price per day per child”?
- RESPONSE:** Yes, proposers must indicate the cost per meal, per child. Rates quoted must be fully loaded to include all applicable costs associated with the preparation and delivery of meals to the Edelman’s Children Court. The service delivery fee is a separate daily fee added to the total price per day per child.

Please refer to the Food Services RFP #25-0044, Subsection 8.7.1.2 and Required Forms, Exhibit 16, Pricing Sheet.

**8.7.1.2** Instructions for completing Exhibit 16 (Pricing Sheet) are as follows:

- 1) One (1) Pricing Sheet must be submitted with your proposal.
- 2) Proposer must furnish all personnel, labor and materials necessary for Food Services. Said work must be done for the period prescribed and the manner set forth in Appendix A, Statement of Work.
- 3) Proposed meal costs must be inclusive of direct and indirect cost of providing service(s).
- 4) Exhibit 17 and Exhibit 18 (Line Item Budget and Budget Narrative) must reflect how the Proposer arrived at the total price.

**13. QUESTION:** RFP pg 106: Are plates and cups required if meals are pre-packaged and sealed?

**RESPONSE:**

No plates and cups are required if meals are pre-packaged and sealed. The meals are delivered in individual containers, which are used when serving the food to the children. The beverages are also provided in single servings. Please refer to the Food Services RFP #25-0044, Exhibit A, Statement of Work, Subsection 6.3.2.1.

6.3.2.1 Contractor must provide each meal individually packaged. For example, frozen fruit or any other food that may have a liquid must be in separate containers.

**14. QUESTION:** Required Forms pg 49: For children under the age of ~12, would the county be interested in meals and portions to accommodate that age; if they are at a discounted rate? If so how do you want us to submit multiple prices?

**RESPONSE:**

No, the County is not interested in meals and portions to accommodate children under 12 years of age. The portions may not be enough for some younger children. There are times a child under the age of 12 may ask for a second serving. Please refer to the Food Services RFP #25-0044, Exhibit A, Statement of Work, Subsection 6.2.3.

6.2.3 Servings and Portions: Contractor must serve the appropriate number of meals and beverages each day to feed the number of children in the Shelter Care, as directed by County.



FOOD SERVICES (RFP # 25-0044)  
**ATTACHMENTS for QUESTIONS AND ANSWERS for FOOD SERVICES**

**CONTRACT SERVICE QUESTIONS**

15. **QUESTION:** Will we be able to submit questions after the conference today?

**RESPONSE:**

Yes, agencies can submit questions after the conference. All questions are due by November 13, 2025. Please refer to the Food Services RFP #25-0044, Section 4.0, Solicitation Information and Minimum Mandatory Requirements.

Written Questions Due on or about

November 13, 2025

16. **QUESTION:** There was an application for exemption in the RFP. Please explain the exemption of the living wage program.

**RESPONSE:**

The application for exemption is for agencies that have unions. You can submit an application for exemption if your agency, or if your workers are under a bargaining unit for a union. Please refer to the Food Services RFP #25-0044, Section 8.3, Submission of Application for Exemption to Living Wage Program.

**8.3 Submission of Application for Exemption to Living Wage Program**

8.3.1 If a Proposer believes that it does not fall within the Living Wage Program's definition of Employer or that it meets the exception to the Living Wage Program, then the Proposer must complete Exhibit 11 (Application for Exemption), in Appendix B (Required Forms), and submit to the County, by the date and time specified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements), and include in its submission all necessary documentation to support the claim such as a collective bargaining agreement, if applicable. Upon reviewing the Proposer's application, the County will determine, in its sole discretion, whether the Proposer falls within the definition of Employer or meets the exception to the Living Wage Program. The County's decision will be final.

8.3.2 Note that the collective bargaining agreement exception applies if it is demonstrated to the County that the agreement is bona fide and that the agreement expressly provides that it supersedes all of the provisions of the Living Wage Program, or (if not all) those specific provisions that are superseded. The Contractor is subject to any provision of the Living Wage Program not expressly superseded by the collective bargaining agreement.

17. **QUESTION:** Can we get a sample of budgetary requirements to make sure we submit it correctly?

**RESPONSE:**

There is a sample line item budget and budget narrative included in the RFP. Please refer to the Food Services RFP #25-0044, Required Forms, Exhibits 17, Line Item Budget, and Exhibit 18, Budget Narrative.

18. **QUESTION:** The question is what financial information will be necessary? Such as tax returns or monthly P&L reports.

**RESPONSE:**

We require audited financial statements for the last three years or single audits for the last three years. Please refer to the Food Services RFP #25-0044, Section 8.6.1.4, Proposer's Financial Capability.

**8.6.1.4 Proposer's Financial Capability (Section B.3)**

The County will conduct a review of Proposer's financial capability. Proposer must provide copies of the company's most current fiscal year's financial statements i.e. fiscal years ending 2025. The financial statement must be a financial statement within eighteen (18) months old at the time of the proposal submission for this RFP. Statements should include the company's assets, liabilities, and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. If statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

19. **QUESTION:** Are nonprofit organizations, food pantries or other food banks able to apply? How does this affect the health and safety requirement in the RFP?

**RESPONSE:**

Yes, any agency that meets the minimum mandatory requirements can apply for this contract. For the health and safety requirement, your agency will need to have an inspection and obtain a rating. Please refer to the Food Services RFP #25-0044, Section 4.0, Minimum Mandatory Requirements and Exhibit A, Statement of Work, Subsection 4.14.5.

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experience during the last five (5) years specializing in preparing and delivering meals to children.

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**4.5** Proposer must not have unresolved questioned cost, as identified by the Auditor- Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department and remain unpaid for a period of six 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.

Exhibit A, Statement of Work, Subsection 4.14.5

**4.14.5** Contractor must provide the County with copies of current health certifications for the food service facility in which it prepares meals and must ensure that all health and sanitation requirements of the California Retail Food Code Law, California Health and Safety Code Part 7, are met at all times.

**20. QUESTION:** Can you share the PowerPoint/Deck you reviewed during the Pre-bid Call?

**RESPONSE:** No, the PowerPoint presentation will not be shared. All information discussed in the Proposer's Conference can be found in the RFP. Please refer to the Food Services RFP #25-0044.

**21. QUESTION:** Can you share the current contract/agreement with the current vendor/program for Monterey Park?

**RESPONSE:** Contract agreements between the County of Los Angeles and the contractor will not be shared during this solicitation process. However, contract agreements may be requested pursuant to the California Public Records Act from the Department of Children and Family Services at [recordrequest@dcfs.lacounty.gov](mailto:recordrequest@dcfs.lacounty.gov). Please refer to the Food Services RFP #25-0044, Appendix A, Sample Contract, Section 8.36 Public Records Act.

**8.36 Public Records Act**

**8.36.1** Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded

as public records. Exceptions will be those elements in the California Government Code Section 7921 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

## Meal Delivery Services - Work Order

**PRICING SHEET**

|                   |                                     |
|-------------------|-------------------------------------|
| Proposer Name:    | County Webven Number:               |
| Address:          |                                     |
| Telephone Number: | E-mail                              |
| Tax ID:           | California Business License Number: |

Proposer must indicate the cost per meal item in the worksheet below. The number of children and youth attending court varies from 10 to 40 per day. Rates quoted must be fully loaded to include all applicable costs associated with the preparation and delivery of meals to the Edelman's Children Court. The bid amount must include all necessary costs to perform all tasks outlined in the Work Order, Statement of Work, Exhibits, and Attachments.

| <b>Proposed Price Per Day Per Child</b>  |             |
|--|-------------|
| <b>Meal Item</b>   | <b>Cost</b> |
| Breakfast  |             |
| Lunch  |             |
| Snack  |             |
| Beverages  |             |
| Utensils   |             |
| <b>Total price per day per child :</b>   |             |
| <i>Daily Delivery Fee (if applicable)</i>  |             |
| <b>TOTAL PRICE PER DAY</b><br>(total price per day per child + daily delivery fee) |             |

Proposers must demonstrate how they arrived at the final price proposed by completing the Line Item Budget (Exhibit 17) and Budget Narrative (Exhibit 18). Proposals may be disqualified if the costs do not add up, or if there is a discrepancy between Line Item Budget and the Budget Narrative. All information provided in the Price Sheet shall become part of the contract, if proposal is recommended.

The undersigned offers to furnish all personnel (personnel providing services to the County must be paid no less than a living wage, refer to RFP Section 6.12.2 for living wage hourly rates), labor, and materials necessary for the preparation and delivery of meals to Edelman's Children Court. Said work shall be done for the period prescribed and in the manner set forth in the Food Services Statement of Work.

I declare that all computations used to arrive at the projected total price indicated above are true and correct to the best of my knowledge.

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 Authorized Signature

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 Date

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 Print Name and Title