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January 22, 2026

To: Prospective Contractors and Interested Parties

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

ADDENDUM NUMBER ONE TO THE COMMUNITY CHILD ABUSE COUNCILS COORDINATION REQUEST FOR PROPOSALS # 24-0117

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to prospective contractors of the Community Child Abuse Councils Coordination Request for Proposals (RFP) 24-0117. Addendum Number One releases the Questions & Answers as Attachment I.

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.

Except as provided by the addendum, all other terms and conditions of the RFP remain unchanged.

"To Enrich Lives Through Effective and Caring Service"

Q1) Is this a cost reimbursement contract?

A1) This is a fixed cost reimbursement contract according to a pre-approved budget.

Q2) Can you talk a little bit of the 33 1/3 percent in kind?

A2) The In-Kind Match can be paid or given in goods, commodities, or services. This project requires collaboration among communities throughout County of Los Angeles and other counties, and this can take the form of either cash or in-kind donations.

Q3) Is the maximum amount \$150K per year?

A3) Yes, the Maximum Contract Amount is \$150,000.

Q4) Will contractor invoice DCFS monthly based on contractor's actual cost?

A4) The contractor will invoice based on the County pre-approved budget and up to the Maximum Contract Amount.

Q5) Sorry just to clarify for in kind we can use items that have been donated as in kind?

Q5) Yes, the in-kind match may include donated items.

Q6) One of the responsibilities is for contractors to distribute funds to Child Abuse Councils. Is this pass thru funding came from DCFS on top of the \$150K contract amount?

A6) No, 33 1/3 percent of the \$150,000 is distributed to the Councils.

Q7) How much of the \$150K need to be paid to the Child Abuse Council?

A7) 33 1/3 percent

Q8) How many personnel is required for contractors to hire?

A8) The contract only requires a Council Coordinator position.

Q9) How many contract awards?

A9) One contract will be awarded.

Q10) **8.5.6 Evaluation of Cost:**

"In addition, the Cost Proposal must include a detailed illustration of the required equal distribution of 30% of the Maximum Annual Contract Sum to the Child Abuse Councils to fund their community special projects."

- This paragraph reads like 30% is the maximum we can provide of the \$150,000 to the Councils, is that correct? If so, that would mean 12 groups split \$45,000 which is only \$3,750 per Council per year.

A10) The minimum amount to distribute is 33 1/3 percent per 19.1 of SOW. For example, with the \$150,000 contract award amount, \$50,000 would need to be distributed amongst the 12 councils, which is about \$4,167 per council. The calculation is based off the Maximum Contract Amount each contract term.

Q11) **19.0 DISTRIBUTION OF FUNDING**

"19.1 Contractor shall distribute equally from the Maximum Annual Contract Sum, 33 1/3 percent, to each of the Child Abuse Councils for special projects."

- The 33 1/3% identified here is different than what is written in 8.5.6. Can you please clarify which percentage of funds can be distributed to the 12 Councils and also if we are allowed to distribute more than 30% or 33 1/3%?

A11) The SOW is correct. 33 1/3 percent is the minimum percentage to be distributed to the 12 Councils. Higher distribution percentages are allowed.

Q12) When will applicants be notified of award?

A12) Proposers will be notified once the evaluation process has concluded. There is no set time for this process as it is dependent on the number of proposals received.