

REQUEST FOR STATEMENT OF QUALIFICATIONS
FFA/FFA-ESC/STRTP/ISFC-FFA FOSTER CARE SERVICES
SAMPLE BOARD OF DIRECTORS RESOLUTION

(This is a sample document only. The Resolution must be prepared on the organization's letterhead)

BE IT RESOLVED THAT ON _____, 2026, THE BOARD OF DIRECTOR'S OF _____
(LEGAL NAME OF CONTRACTOR)

HEREBY AUTHORIZES AND DIRECTS (Print full name of person authorized), Print the title of the person named) and _____ (Print full Name of second authorized person), (Print the title of the second authorized person) TO SUBMIT THE ATTACHED (Print program name) STATEMENT OF QUALIFICATIONS (SOQ) AND TO BIND THE CONTRACTOR IN A CONTRACT WITH THE COUNTY OF LOS ANGELES DEPARTMENT OF CHILDREN AND FAMILY SERVICES AND THE PROBATION DEPARTMENT TO PROVIDE (Print program name) FOSTER CARE SERVICES AS STIPULATED IN THIS RFSQ AND RESULTING IN FINAL EXECUTED CONTRACT.

_____(Signature Line for Board Chair/Chairman)

Print Name and Title of Chairman of the Board of Directors

_____(Signature Line for Treasurer/Chief Financial Officer)

Print Name and Title of Board of Director Member who is Treasurer/ Chief Financial Officer

Signature of Person authorized above to submit the SOQ and to bind the Contractor in a Contract with the County. (If different from the Board Chair and Treasurer/CFO.)

Signature of Second Person authorized above to submit the SOQ. and to bind the Contractor in a Contract with the County. (If different from the Board Chair and Treasurer/CFO.)

(This is a sample document only. The Last Page of SOQ must be prepared on the organization's letterhead)

SAMPLE LAST PAGE OF SOQ

(This is a sample document only. The Last Page of SOQ must be prepared on the organization's letterhead)

Last Page of SOQ

The last page of the SOQ must list names of all persons having any right or interest in this agreement or the proceeds thereof. The page must include the signature of the person(s) authorized to bind the Prospective Contractor in a Contract. (see sample below)

Respectfully submitted,

(Corporate Name of Nonprofit Agency)

By _____

(Title, i.e., President, V.P., etc.)

By _____

(Title, i.e., President, V.P., etc.)

Date _____

Address _____

City _____

State _____

Zip Code _____

Telephone _____

Facsimile _____

Tax Identification Number

**REQUEST FOR STATEMENT OF QUALIFICATION (RFSQ)
TRANSMITTAL FORM TO REQUEST A
SOLICITATION REQUIREMENTS REVIEW**

*A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document*

Proposer Name:	Date of Request:
Project Title: Foster Care Placement Services Request for Statement of Qualifications (FFA, STRTP, ITFC,)	Project No. 15-

A **Solicitation Requirements Review** is being requested because the Prospective Contractor asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments:

Date Response sent to Proposer: _____

COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE. . . .

The importance of small business to the County. . .

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

The County can play a positive role in helping small business grow. . .

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

WE THEREFORE SHALL:

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to:
a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

List of Debarred Contractors in Los Angeles County may be obtained by going to the following website:

<http://doingbusiness.lacounty.gov/DebarmentList.htm>