

## APPENDIX B

### REQUEST FOR STATEMENT OF QUALIFICATIONS SPECIALIZED FFA and STRTP SERVICES FOR COMPLEX CARE POPULATIONS REQUIRED DOCUMENTS

- C1. Board of Directors Resolution – The resolution shall be prepared on the Prospective Contractor’s letterhead, and sealed with the Corporate Seal (reference Appendix B-I, Sample Board of Directors Resolution).
- C2. A copy of the Prospective Contractor’s Internal Revenue Service (IRS) 501 (c)(3) Nonprofit Corporation Status Letter.
- C3. A copy of the Prospective Contractor’s State of California Franchise Tax Board nonprofit determination letter.
- C4. Certified copy of the current California Secretary of State Statement of Information for their non-profit organization.
- C5. The Prospective Contractor’s Aid to Families with Dependent Children-Foster Care (AFDC-FC) Rate Letter from the CDSS Foster Care Rates and Outcomes Bureau. If the Prospective Contractor’s name and/or address does not match the California Secretary of State Statement of Information, the Prospective Contractor’s must additionally provides a copy of the letter from the CDSS Foster Care Rates and Outcomes Bureau acknowledging the change in the Prospective Contractor’s name and/or address.
- C6. Copies of the CCLD license for each facility covered by this Contract.
- C7. A copy of the Prospective Contractor’s current budget.
- C8. Reference Section 3.7.7, Financial Documents (Section C).
- C9. Copy of the Prospective Contractor’s current IRS Form 941 – Employer’s Quarterly Federal Tax Return and Employment Development Department Quarterly Contribution Return and Report of Wages - Form DE-9 filings (Transcripts).
- C10. Proof of insurability that meets all insurance requirements set forth in the Sample FCPS Master Contracts, Part I, Section 6.0, Insurance Coverage Requirements. If a Prospective Contractor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Prospective Contractor be selected to receive a Master Contract award may be submitted with the SOQ.

(Prior to execution of a Master Contract, Prospective Contractor must be compliant with the Contract insurance requirements).

- C11. Prospective Contractor shall submit their current Plan of Operation and Program Statement for each program via DCFS Electronic Program Statement Submission System (e-PSSS) website at: <https://myapps.dcfs.lacounty.gov/epsst.html>. Refer to Section 3.8, SOQ and Plan of Operation and Program Statement Submission and Appendix Q, Electronic Program Statement Submission System (e- PSSS) Agency User Guide for complete instructions.
- C12. Proof of National Accreditation, if available
- C13. A copy of the Prospective Contractor’s Articles of Incorporation, and any and all amendments.

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- C14. For FFA Program providing adoption services, a copy of the Contractor's Adoption License or Memorandum of Understanding (MOU) for adoption services from another FFA with an Adoption License, please include a complete copy of the executed MOU.
- C15. A copy of the CDSS approved Personnel Report Form LIC 500.
- C16. For Prospective Contractor providing direct mental health services, a copy of the Prospective Contractor's MHPA for each licensed facility.
- C17. For Prospective Contractor providing direct mental health services, a copy of the Prospective Contractor's Medi-Cal Certification for each licensed facility.
- C18. For Prospective Contractor currently providing direct mental health services, a copy of the Prospective Contractor's LE with DMH.
- C19. Reference Section 3.7.7, Financial Documents (Section C)