



**DEPARTMENT OF
CHILDREN AND FAMILY SERVICES
AND
THE PROBATION DEPARTMENT**

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

FOR THE FOLLOWING

FOSTER CARE PLACEMENT SERVICES (FCPS):

- FOSTER FAMILY AGENCY
- FOSTER FAMILY AGENCY-EMERGENCY SHELTER CARE
- SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM
- INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY FOR CHILDREN WITH SERIOUS EMOTIONAL AND BEHAVIORAL NEEDS
- INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS
- INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY FOR CHILDREN WITH SERIOUS EMOTIONAL AND BEHAVIORAL NEEDS IMPACTED BY COMMERCIAL SEXUAL EXPLOITATION

FCPS RFSQ #25-58/80/81

**Prepared By
County of Los Angeles
Department of Children and Family Services
Contracts Administration Division**

February 2026

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
FOSTER CARE PLACEMENT SERVICES (FCPS)**

Table of Contents

Paragraph	Page
1.0 INTRODUCTION.....	6
1.1 PREAMBLE	6
1.2 PURPOSE	6
1.3 MISSION STATEMENTS	7
1.4 TARGET DEMOGRAPHICS	7
1.5 FUNDING	9
1.6 FAMILY FIRST PREVENTION SERVICES ACT	9
2.0 GENERAL INFORMATION	10
2.1 SCOPE OF WORK.....	10
2.2 OVERVIEW OF SOLICITATION DOCUMENT	13
2.3 TERMS AND DEFINITIONS.....	16
2.4 PROSPECTIVE CONTRACTOR’S MINIMUM QUALIFICATIONS	16
2.5 MASTER CONTRACT PROCESS.....	19
2.6 CONTRACT TERM.....	19
2.7 COUNTY RIGHTS AND RESPONSIBILITIES	19
2.8 CONTACT WITH COUNTY PERSONNEL.....	20
2.9 MANDATORY REQUIREMENT TO REGISTER ON COUNTY’S WEBVEN	20
2.10 COUNTY OPTION TO REJECT SOQS	20
2.11 PROTEST PROCESS	21
2.12 NOTICE TO CONTRACTOR’S REGARDING PUBLIC RECORDS ACT	21
2.13 INDEMNIFICATION AND INSURANCE	22
2.14 INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)	22
2.15 BACKGROUND AND SECURITY INVESTIGATIONS	22
2.16 CONFIDENTIALITY AND INDEPENDENT CONTRACTOR STATUS.....	23
2.17 CONFLICT OF INTEREST	23
2.18 DETERMINATION OF CONTRACTOR RESPONSIVENESS AND RESPONSIBILITY	23

2.19 CONTRACTOR DEBARMENT.....	25
2.20 CONTRACTOR'S ADHERENCE TO COUNTY CHILD SUPPORT COMPLIANCE PROGRAM ..	27
2.21 GRATUITIES	27
2.22 NOTICE TO CONTRACTOR REGARDING THE COUNTY LOBBYIST ORDINANCE	28
2.23 FEDERAL EARNED INCOME CREDIT	28
2.24 CONSIDERATION OF GAIN/GROW PARTICIPANTS FOR EMPLOYMENT	28
2.25 COUNTY'S QUALITY ASSURANCE PLAN	29
2.26 INTENTIONALLY LEFT BLANK.....	29
2.27 INTENTIONALLY LEFT BLANK.....	29
2.28 COUNTY POLICY ON DOING BUSINESS WITH SMALL BUSINESS.....	29
2.29 JURY SERVICE PROGRAM.....	29
2.30 NOTIFICATION TO COUNTY OF PENDING ACQUISITIONS/MERGERS BYPROPOSING COMPANY.....	31
2.31 CONTRACTOR'S CHARITABLE CONTRIBUTIONS COMPLIANCE.....	31
2.32 DEFAULTED PROPERTY TAX REDUCTION PROGRAM	32
2.33 TIME OFF FOR VOTING	32
2.34 MANDATORY REQUIREMENT TO REGISTER ON FEDERAL SYSTEM FORAWARD MANAGEMENT (SAM).....	33
2.35 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION FROMFEDERAL FINANCIAL ASSISTANCE PROGRAMS.....	33
2.36 CONTRACTOR'S COMPLIANCE WITH ENCRYPTION REQUIREMENTS	33
2.37 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO ZERO TOLERANCE HUMAN TRAFFICKING	35
2.38 PROHIBITION FROM PARTICIPATION IN FUTURE SOLICITATION(S).....	35
2.39 INTENTIONALLY LEFT BLANK	35
2.40 PROSPECTIVE CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO FAIR CHANCE EMPLOYMENT HIRING PRACTICES.....	35
3.0 INSTRUCTIONS TO PROSPECTIVE CONTRACTOR	36
3.1 COUNTY RESPONSIBILITY	36
3.2 PRECAUTIONS REGARDING SOQ SUBMISSION/TRUTH ANDACCURACY OF REPRESENTATIONS	36

3.3	RFSQ TIMETABLE.....	37
3.4	SOLICITATION REQUIREMENTS REVIEW	38
3.5	PROSPECTIVE CONTRACTOR' QUESTIONS.....	38
3.6	PROSPECTIVE CONTRACTOR' CONFERENCE.....	39
3.7	PREPARATION AND FORMAT OF THE SOQ.....	40
3.8	PLAN OF OPERATION AND PROGRAM STATEMENT SUBMISSION	51
3.9	ACCEPTANCE OF TERMS AND CONDITIONS OF MASTER CONTRACT	51
3.10	SOQ WITHDRAWALS.....	51
4.0	SOQ REVIEW, SELECTION, AND QUALIFICATION PROCESS.....	52
4.1	REVIEW PROCESS.....	52
4.2	DISQUALIFICATION REVIEW.....	53
4.3	SELECTION AND QUALIFICATION PROCESS	53
4.4	MASTER CONTRACT AWARD	54
4.5	COMMUNITY BUSINESS ENTERPRISE (CBE) PARTICIPATION.....	54
4.6	CONTRIBUTION AND AGENT DECLARATION.....	55
4.7	CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76).....	55
4.8	PROSPECTIVE CONTRACTOR HISTORY AND LIST OF TERMINATED CONTRACTS	56

APPENDICES:

- APPENDIX A: Required Forms
- APPENDIX B: Required Documents
- APPENDIX B-I: Sample Board of Director Resolution
- APPENDIX B-II: Sample Last Page of SOQ
- APPENDIX C: Transmittal Form to Request a Solicitation Requirements Review
- APPENDIX D: County of Los Angeles Policy on Doing Business with Small Business
- APPENDIX E: Listing of Contractor Debarred in Los Angeles County
- APPENDIX F: Sample Foster Family Agency Master Contracts
- APPENDIX F-I: Sample Foster Family Agency Master Contract Exhibits
- APPENDIX G: Sample Foster Family Agency Emergency Shelter Care Master Contracts
- APPENDIX G-I: Sample Foster Family Agency Emergency Shelter Care Master Contract Exhibits
- APPENDIX H: Sample Short-Term Residential Therapeutic Program MasterContract
- APPENDIX H-I: Sample Short-Term Residential Therapeutic Program MasterContract Exhibits
- APPENDIX I: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Serious Emotional and Behavior Needs
- APPENDIX I-I: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Serious Emotional and Behavior Needs Exhibits
- APPENDIX J: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Special Health Care Needs
- APPENDIX J-I: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Special Health Care Needs Exhibits
- APPENDIX K: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Serious Emotional and Behavior Needs impacted by Commercial Sexual Exploitation
- APPENDIX K-I: Sample Intensive Services Foster Care Foster Family Agency Master Contract for Children with Serious Emotional and Behavior Needs impacted by Commercial Sexual Exploitation Exhibits
- APPENDIX L: Background and Resources: California Charities Regulation
- APPENDIX M: IRS Notice 1015
- APPENDIX N: Intentionally Left Blank
- APPENDIX O: Jury Service Ordinance
- APPENDIX P: Defaulted Property Tax Reduction Program
- APPENDIX Q: Sample Format to Submit Written Questions
- APPENDIX R: Electronic Program Statement Submission System (e-PSSS) Agency User Guide

1.0 INTRODUCTION

1.1 Preamble

The County of Los Angeles (County) seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of Department of Children and Family Services (DCFS) and Probation Department (Probation) children, youth, Non- Minor Dependents (NMDs), and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan, Mission, Values, Goals, and Performance Outcomes.

The County's vision is a value driven culture, characterized by extraordinary employee commitment to enrich lives through effective and caring services, and empower people through knowledge and information. This philosophy of service excellence is anchored in the County's shared values of 1) Integrity, 2) Inclusivity, 3) Compassion, 4) Customer Orientation, and 5) Equity.

These shared values are encompassed in the County's Strategic Plan's three Goals: 1) Make Investments that Transform Lives, 2) Foster Vibrant and Resilient Communities, and 3) Realize Tomorrow's Government Today.

Improving the safety and well-being of children, youth, NMDs, and the preservation of families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

1.2 Purpose

The purpose of this Request for Statement of Qualifications (RFSQ) is to seek a pool of qualified contractors to enter Master Contracts with the County to provide Foster Care Placement Services (FCPS) for the following programs:

- 1) Foster Family Agency (FFA)
- 2) Foster Family Agency - Emergency Shelter Care (FFA-ESC)
- 3) Short-Term Residential Therapeutic Program (STRTP)
- 4) Intensive Services Foster Care Foster Family Agency (ISFC - FFA) for Children with Serious Emotional and Behavioral Needs (SEBN)
- 5) Intensive Services Foster Care Foster Family Agency (ISFC - FFA) for Children with Special Health Care Needs (SHCN).
- 6) Intensive Services Foster Care Foster Family Agency for Children with Serious Emotional and Behavior Needs (ISFC – FFA SEBN) impacted by Commercial Sexual Exploitation (CSE)

1.3 Mission Statements

1.3.1 The DCFS Vision, Mission, and Values are as follows:

- Vision: Children thrive in safe families and supportive communities.
- Mission: DCFS practices a uniform service delivery model that measurably improves: Child safety, Permanency, and Access to effective and caring services.
- Values: Cultural Sensitivity, Leadership, Accountability, Integrity, and Responsiveness.

1.3.2 The Probation Vision, Mission, and Core Values are as follows:

- Vision: Rebuild lives and provide for healthier and safer communities.
- Mission: Enhance public safety, ensure victims' rights, and effect positive probationer behavioral change.
- Core Values: We fundamentally subscribe to the fair and impartial administration of justice and embrace the following values:
 - Dignity and respect for our clients, public and employees.
 - Integrity to do the right things for the right reasons – all the time.
 - Leadership to develop an organization that is sustainable and will attain national prominence.
 - Rehabilitation is founded in a belief that people have the ability to transform into law-abiding individuals.
 - Contribution of everyone is valued and everyone has the opportunity to perform to their highest potential.
 - Commitment to providing service excellence to achieve positive outcomes for healthy families and communities.
 - Collaboration by working with others to maximize efforts and achieve positive results.
 - Evidence-based practices and policies as a way of assuring that our best efforts are leading to desired outcomes.

1.4 Target Demographics

1.4.1 Target Demographics for FFA

The target demographics for the FFA Program are children, youth and NMDs, ages 0-20, in need of a family home setting. The principle target groups include children, youth and NMDs in which the case plan is for: 1) family reunification; 2) adoption; 3) legal guardianship; 4) permanent placement; 5) sibling group placement; 6) teen parents and their children; 7) neighborhood and school based placement; 8) self-sufficiency; 9) special health care needs as defined in Title 22, Article 7 – Requirements for Specialized Resource Families; and 10) unmet complex care needs, specifically youth with intellectual and developmental disabilities.

1.4.2 Target Demographics for FFA-ESC

The target demographics for the FFA-ESC program are children, youth, pregnant and parenting teens with children, and NMDs in need of emergency placement who are supervised by DCFS and in need of care.

1.4.3 Target Demographics for STRTP

The target demographics for the STRTP are children, youth, and NMDs, ages 12-20, expectant and parenting youth; younger children, ages 6-9; and youth who identify as Lesbian, Gay, Bisexual, Transgender, Questioning, Queer, Intersex, Asexual, Two Spirit, and "+" to be inclusive of all sexual orientations and gender identities (LGBTQIA2S+), who require a structured program and closer supervision than is provided in a resource family home setting. The principal target demographics include children, youth, and NMDs in which the Case Plan is for: 1) family reunification, 2) adoption, 3) legal guardianship, 4) permanent placement, 5) sibling group placement, 6) teen parents and their children, 7) neighborhood and school-based placement, 8) self-sufficiency, and 9) unmet complex care needs, specifically youth with history of commercial sexual exploitation, serious emotional and behavioral needs, substance use disorders, intellectual or developmental disabilities, special health care needs as defined in Welfare Institutions Code (WIC) Section 17710(a), or history of sexually reactive behavior.

1.4.4 Target demographics for ISFC-FFA SEBN

The overall target demographics for ISFC FFA SEBN are DCFS or Probation children, youth, and NMDs between 6-21 years old who are seriously emotionally disturbed with behavioral challenges and have history of severe behavioral problems that may include, but not limited to 1) verbal or physical aggression; 2) inappropriate sexual behavior; 3) attempts at self-harm; 4) attempts to harm others; 5) defiant and oppositional behavior. A description of the target demographics for the Foster Care Placement Services Master Contract for ISFC FFA can be found in the Program's Statement of Work (SOW), Part C, and Target Demographics.

1.4.5 Target Demographics for ISFC-FFA SHCN

The overall target demographics for ISFC-FFA SHCN are DCFS or Probation children, youth, and NMDs between 0-21 years old who have a condition that can rapidly deteriorate resulting in permanent injury or death or who have a medical condition that requires specialized in-home health care services.

1.4.6 Target Demographics for ISFC-FFA SEBN CSE

The overall target demographics for ISFC-FFA SEBN CSE are DCFS and Probation Children, Youth, NMDs between ages 8-21 years who are victims of CSE and in need of out-of-home placement to address therapeutic and/or behavioral needs (per Welfare Institutions Code {WIC} 18360(b)).

1.5 Funding

- 1.5.1 This contract will be funded with Title IV-E, funds paid pursuant to Rates established for Aid to Families with Dependent Children- Foster Care (AFDC-FC) programs, under the Assistance Listing Number 93.658, and the California Welfare and Institutions Code (WIC) sections 11460.
- 1.5.2 Qualified Prospective Contractor will be considered sub-recipients insofar as compliance with Office of Management and Budget in accordance with 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 1.5.3 Funding shall be in accordance with the Term, Invoices and Payments, and Use of Funds sections in Appendix F, G, H, I, J and K, Sample Master Contracts, upon satisfactory demonstration of compliance with contractual requirements, as described in: (a) Appendix F, G, H, I, J, and K; (b) availability of State and/or Federal funds; and (c) approval of funding each year by the Board of Supervisors (Board).
- 1.5.4 All Prospective Contractor, their principals or Affiliates or any Sub-Contractor that receive federal funds under this contract must be in good standing with the federal government per Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 2 CFR 200.212 Subpart C.

1.6 Family First Prevention Services Act

On October 1, 2021, the Family First Prevention Services Act (FFPSA) became operative and continued to reform the entire continuum of the child welfare system in California, focusing on providing services to prevent children from entering the foster care system and to improve the well-being of the children already in the system. Goals of the FFPSA reform include increasing the use of home-based family care, reducing reliance on congregate care, and using integrated services to meet the needs of all children, youth and NMDs. Congregate care should be limited to short-term, therapeutic interventions. Collaboration between providers, child welfare, mental health, probation, and education are essential for the provision of integrated services.

FFPSA is built around three fundamental principles: 1) Help families, whose children are at risk of removal, stay together safely, 2) Ensure that children in

foster care can live safely in a family-based setting, and 3) Improve access to high quality residential treatment.

2.0 GENERAL INFORMATION

2.1 Scope of Work

The County (DCFS and Probation) seeks qualified licensed service providers to enter into Master Contracts with the County to provide FCPS for any of the following programs:

- FFA, including Specialized FFA programs for unmet Complex Care needs
- FFA-ESC
- STRTP, including Specialized STRTP programs for unmet Complex Care needs
- ISFC-FFA SEBN
- ISFC-FFA SHCN
- ISFC-FFA SEBN CSE

2.1.1 Scope of Work for FFA

FFAs will recruit, train, and approve resource families who provide out-of-home care in a family home setting for the population of children, youth and NMDs who are supervised by DCFS and Probation.

2.1.2 Scope of Work for FFA-ESC

FFA-ESC will provide emergency intake and placement services 24-hour a day, seven days a week for children, youth, and NMDs taken into protective custody for a temporary period not to exceed twenty-one (21) days.

2.1.3 Scope of Work for STRTP

STRTPs will provide short-term, specialized, intensive treatment, and 24-hour care and supervision to the population of children, youth and NMDs who require a more structured environment than can be provided in a family home setting.

2.1.4 Scope of work for ISFC-FFA SEBN

ISFC-FFA SEBN provide a time-limited, family-like setting for DCFS and Probation Children, Youth, and NMDs who are emotionally disturbed or have a serious behavioral problem. ISFC FFA SEBN placements shall be primarily within Los Angeles County and in adherence to applicable sections of the State WIC and Title 22. Caregivers and staff must be well-trained in creating trauma-sensitive environments, promoting and building resiliency in Children, Youth, and NMD, and developing successful

strategies to address issues of trauma, abuse, and loss. Services must be delivered by highly qualified and trained teams of clinical professionals/paraprofessional, and specially trained resource parents in order to meet the youth's needs in a home-based setting to avoid a residential or congregate care setting. FFAs must provide a 24-hour, seven (7) day per week qualified on-call ISFC Social Worker or Administrator who is available to respond to emergency and crisis situations and to oversee the in-person/face-to-face response to ensure the safety and appropriate services. FFAs must maintain a minimum of two Resource Family Homes at all times. Additionally, FFAs providing ISFC services are required to either have a contract with Los Angeles County Department of Mental Health (LACDMH) or obtain a DMH contract within twenty-four (24) months of execution of the ISFC contract. FFAs pending DMH contract must have a formal agreement with Los Angeles County DMH contracted agency for the provision of intensive mental health services as mutually agreed upon with the FFA and DCFS and Probation prior to commencing ISFC service until the DMH contract is executed. Furthermore, all LACDMH Directly-Operated Providers must use the DMH approved forms or an approved electronic health record system for documentation. LACDMH Contract Providers must incorporate LACDMH required elements as referenced in the Manual Quality Assurance - Manuals - Department of Mental Health and adhere to forms guidelines identified in DMH Policy 401.02.

2.1.5 Scope of work for ISFC-FFA SHCN

ISFC FFAs provide a time-limited, family-like setting for DCFS and Probation Children/Youth/NMDs who have a condition that can rapidly deteriorate resulting in permanent injury or death or have a medical condition that requires specialized in-home health care. ISFC FFA SHCN placements shall be primarily located within Los Angeles County and adhere to applicable sections of the State WIC and Title 22. ISFC FFA SHCN Resource Parent must be trained to meet the Child/Youth/NMD's specific medical needs and receive all needed training to provide appropriate specialized in-home health care services. The services must be delivered by highly qualified and trained teams of clinical professionals/paraprofessional, Registered Nurse professionals and specially trained resource parents in order to meet the youth's needs in a home-based setting to avoid a residential or congregate care setting. FFAs must provide a 24-hour, seven (7) day per week qualified on-call ISFC Social Worker or Administrator who is available to respond to emergency and crisis situations and to oversee the in-person/face-to-face response to ensure the safety and appropriate services, including medical coverage. Additionally, FFAs must provide a 24-hour, seven (7) day per week on call Registered Nurse (RN) who is available to respond (telephonically or in-person) to emergency situations to oversee and assist with any medical emergencies to ensure the safety of the child. FFAs must maintain a minimum of two Resource Family Homes at all times. Additionally, FFAs providing ISFC FFA SHCN services are required to either have a contract

with LACDMH or obtain a DMH contract within twenty-four (24) months of execution of the ISFC contract. FFAs pending DMH contract must have a formal agreement with LACDMH contracted agency for the provision of intensive mental health services as mutually agreed upon with the FFA and DCFS and Probation prior to commencing ISFC FFA SHCN service until the DMH contract is executed. Furthermore, all LACDMH Directly-Operated Providers must use the DMH approved forms or an approved electronic health record system for documentation. LACDMH Contract Providers must incorporate LACDMH required elements as referenced in the Manual Quality Assurance - Manuals - Department of Mental Health and adhere to forms guidelines identified in DMH Policy 401.02.

2.1.6 Scope of work for ISFC FFA-SEBN CSE

ISFC-FFA SEBN CSE provide time-limited interventions for Children, Youth, and NMDs who have experienced CSE and who require intensive treatment and behavioral supports in a home-based family setting. Caregivers and staff are well trained in creating trauma-sensitive environments, promoting and building resiliency and developing successful strategies to address issues of trauma, abuse, and loss. Services will be delivered by highly-qualified and trained teams of clinical professionals/paraprofessionals/CSE advocates, survivor advocates with lived experience and specially trained Resource Parents in order to meet the needs of youth in a home-based setting to avoid a residential or congregate care setting. This program is intended to stabilize Children, Youth, and NMDs placed in home settings by providing intensive supports, services and interventions such as Specialty Mental Health Services (SMHS), Transition services (participation at Child Family Team meeting), Support services (ex. safety, emotional, psychological and etc.), Transition to Adulthood services (ex. life skills training, education and employment preparation, and etc.), CSE Advocacy services (crisis response, short and long term case management) and Permanency services. FFAs must provide a 24-hour, seven (7) day per week qualified on-call ISFC Social Worker or Administrator who is available to respond to emergency and crisis situations to oversee the in-person/face-to-face response to ensure the safety and appropriate services. FFAs must maintain a minimum of two Resource Family Homes at all times. Additionally, FFAs providing ISFC-FFA SEBN CSE services are required to either have a contract with LACDMH or obtain a DMH contract within twenty-four (24) months of execution of the ISFC-FFA SEBN CSE contract. FFAs pending DMH contract must have a formal agreement with LACDMH contracted agency for the provision of intensive mental health services as mutually agreed upon with the FFA and DCFS and Probation prior to commencing ISFC service until the DMH contract is executed. Furthermore, all LACDMH Directly-Operated Providers must use the DMH approved forms or an approved electronic health record system for documentation. DMH Contract Providers must incorporate DMH required elements as referenced in the Manual Quality Assurance - Manuals - Department of Mental Health and

adhere to forms guidelines identified in DMH Policy 401.02.

Placements for all programs shall be made within Los Angeles County and in adherence to applicable sections of the State WIC and Title 22. Placements into other contiguous counties shall be made upon need.

Prospective Contractor may submit a Statement of Qualifications (SOQ) for either program. Prospective Contractor must indicate the program(s) they are attempting to qualify for on the Prospective Contractor's Questionnaire/Affidavit (reference Sub-section 3.7, Preparation and Format of the SOQ, Paragraph 3.7.3). Prospective Contractor submitting an SOQ for an ISFC Program are also required to submit an SOQ for an FFA Program.

2.2 Overview of Solicitation Document

This RFSQ is composed of the following parts:

- **SECTION 1.0 – INTRODUCTION:** Provides Preamble, specifies the purpose, DCFS and Probation Mission Statements, target demographics, funding requirements, and FFPSA goals.
- **SECTION 2.0 – GENERAL INFORMATION:** Scope of Work, Overview of Solicitation Document, Prospective Contractor's Minimum Qualifications, Contract Term, County Option to Reject SOQ, Protest Process, and Conflict of Interest.
- **SECTION 3.0 – INSTRUCTIONS TO PROSPECTIVE CONTRACTOR:** Contains instructions to Prospective Contractor to prepare and submit the SOQ.
- **SECTION 4.0 – SOQ REVIEW, SELECTION AND QUALIFICATION PROCESS:** Explains how the SOQ will be reviewed, the disqualification review process, selection and qualification process, and Master Contract Award.
- **APPENDICES:**
 - **A REQUIRED FORMS:** The forms contained in this section must be completed and included in the SOQ.
 - **B REQUIRED DOCUMENTS:** The documents listed in this section must be included in the SOQ.
 - **B – I SAMPLE BOARD OF DIRECTOR RESOLUTION:** This is a sample document only. The Board Resolution must be prepared on the Prospective Contractor's letterhead.
 - **B – II SAMPLE LAST PAGE OF SOQ:** This is a sample document only.

The last page of the SOQ must be prepared on the Prospective Contractor's letterhead and signed by the two individuals authorized by the Prospective Contractor's Board of Directors.

- **C TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** The transmittal form in this section is to be sent to DCFS if requesting a Solicitation Requirements Review.
- **D COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS**
- **E FOR COUNTY USE ONLY - LISTING OF CONTRACTOR DEBARRED IN LOS ANGELES COUNTY:** The Contractor listed here are not allowed to contract with the County for a specific length of time.
- **F SAMPLE FOSTER FAMILY AGENCY MASTER CONTRACT:** This is a sample of the Foster Family Agency Master Contract to be utilized for this solicitation. The terms and conditions shown in the Sample Master Contract are not negotiable.
- **F – I SAMPLE FOSTER FAMILY AGENCY MASTER CONTRACT EXHIBITS:** The exhibits listed here are referenced in Foster Family Agency Master Contract for this RFSQ.
- **G SAMPLE FOSTER FAMILY AGENCY - EMERGENCY SHELTER CARE MASTER CONTRACT:** This is a sample of the Foster Family Agency - Emergency Shelter Care Master Contract to be utilized for this solicitation. The terms and conditions shown in the Sample Master Contract are not negotiable.
- **G – I SAMPLE FOSTER FAMILY AGENCY - EMERGENCY SHELTER CARE MASTER CONTRACT EXHIBITS:** The exhibits listed here are referenced in Foster Family Agency - Emergency Shelter Care Master Contract for this RFSQ.
- **H SAMPLE SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM MASTER CONTRACT:** This is a sample of the Short-Term Residential Therapeutic Program Master Contract to be utilized for this solicitation. The terms and conditions shown in the Sample Master Contract are not negotiable.
- **H – I SAMPLE SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM MASTER CONTRACT EXHIBITS:** The exhibits listed here are referenced in the Short-Term Residential Therapeutic Program Master Contract for this RFSQ.
- **I SAMPLE INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY MASTER CONTRACT FOR CHILDREN WITH SERIOUS**

EMOTIONAL AND BEHAVIOR NEEDS: This is a sample of the Intensive Services Foster Care - Foster Family Agency Master Contract for Children with Serious Emotional Behavioral Needs to be utilized for this solicitation. The terms and conditions shown in the Sample Master Contract are not negotiable.

- **I-I SAMPLE INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY MASTER CONTRACT FOR CHILDREN WITH SERIOUS EMOTIONAL AND BEHAVIOR NEEDS:** The exhibits listed here are referenced in Intensive Services Foster Care - Foster Family Agency Master Contract for Children with Serious Emotional Behavioral Needs for this RFSQ.
- **J SAMPLE INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY MASTER CONTRACT FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS:** This is a sample of the Intensive Services Foster Care - Foster Family Agency Master Contract for Children with Special Health Care Needs to be utilized for this solicitation. The terms and conditions shown in the Sample Master Contract are not negotiable.
- **J-I SAMPLE INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY MASTER CONTRACT FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS EXHIBITS:** The exhibits listed here are referenced in Intensive Services Foster Care - Foster Family Agency Master Contract for Children with Special Health Care Needs for this RFSQ.
- **K SAMPLE INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY MASTER CONTRACT FOR CHILDREN WITH SERIOUS EMOTIONAL AND BEHAVIOR NEEDS IMPACTED BY COMMERCIAL SEXUAL EXPLOITATION:** This is a sample of the Intensive Services Foster Care - Foster Family Agency Master Contract for Children with Serious Emotional Behavioral Needs Impacted by Commercial Sexual Exploitation to be utilized for this solicitation. The terms and conditions shown in the Sample Master Contract are not negotiable.
- **K-I SAMPLE INTENSIVE SERVICES FOSTER CARE - FOSTER FAMILY AGENCY MASTER CONTRACT FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS IMPACTED BY COMMERCIAL SEXUAL EXPLOITATION EXHIBITS:** The exhibits listed here are referenced in Intensive Services Foster Care Foster Family Agency Master Contract for Children with Serious Emotional Behavioral Needs Impacted by Commercial Sexual Exploitation for this RFSQ.
- **L BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION:** An information sheet intended to assist non-profit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004, and to identify available resources.

- **M** **IRS NOTICE 1015:** This notice provides information on Federal Earned Income Credit.
- **N** **INTENTIONALLY LEFT BLANK**
- **O** **JURY SERVICE ORDINANCE**
- **P** **DEFAULTED PROPERTY TAX REDUCTION PROGRAM**
- **Q** **SAMPLE FORMAT TO SUBMIT WRITTEN QUESTIONS**
- **R** **ELECTRONIC PROGRAM STATEMENT SUBMISSION SYSTEM (e-PSSS) AGENCY USER GUIDE**

2.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or departments, and agencies. A description of specific definitions can be found in Appendix F, G, H, I, J, and K Sample Master Contracts, Part I, Section 2.0, Definitions.

2.4 Prospective Contractor’s Minimum Qualifications

Interested and qualified Prospective Contractor who meet the following Minimum Qualifications are invited to submit an SOQ in compliance with Section 3.0, Instructions to Prospective Contractor. The following Minimum Qualifications will be evaluated on a Pass or Fail basis.

- 2.4.1 Prospective Contractor must be licensed by the California Department of Social Services (CDSS) Community Care Licensing Division (CCLD) for each program it is attempting to qualify for and must provide a copy of the license for each program and each site.
- 2.4.2 Prospective Contractor must hold an approved Rate from the CDSS Foster Care Rates and Outcomes Bureau for each program it is attempting to qualify and must provide a copy of their Rate Notification letter for each program and each site.
- 2.4.3 Prospective Contractor must be organized as a 501 (c)(3) non- profit tax exempt organization or entity.
- 2.4.4 Prospective Contractor’s proposed facility(ies) must be located within Los Angeles County or any of the contiguous counties, which includes Kern, Orange, Riverside, San Bernardino, and Ventura counties.
- 2.4.5 Prospective Contractor must not have any substantiated non- compliance findings or outstanding Contractor Alert Reporting Database (CARD)

findings related to any County, State, Federal, or out-of-state government agency that remain unresolved. Prospective Contractor's Principal Employees or Managers, i.e. its Chief Executive Officer, its Chief Financial Officer, its Corporate Secretary, its Program Administrators, its Directors, Executive Directors, Managers, Facility Managers, Volunteers, and Consultants are not and have not been subject to any administrative proceedings in the past seven (7) years by the CA CDSS CCLD. The Prospective Contractor must disclose any such non-compliance findings that can be construed as being unresolved in Appendix A, Required Forms, Form 11, Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties.

- 2.4.6 Prospective Contractor must be in compliance with applicable laws and regulations pertaining to financial audits, including, but not limited to, the California Government Code Section 12586, the CDSS, Manual of Policies and Procedures, Division 11, Chapter 11-400, Section 11-405 et seq., and the Office of Management and Budget 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 2 CFR 1.100, Title 2, Part 1.
- 2.4.7 Prospective Contractor responding to this RFSQ are required to submit Audited Financial Statements and Single Audit Reports reflecting the three (3) most recent fiscal years for which the Prospective Contractor's was required to undergo financial and single audits. Any Prospective Contractor that submits fewer than three (3) Fiscal Years of Audited Financial Statements and Single Audit Reports must indicate why they were exempt from the applicable audit requirements for each corresponding fiscal year.
- Copies of the Prospective Contractor's most current (for a fiscal period not more than 18 months old at the time of submission) and prior two Fiscal Years of Audited Financial Statements and Single Audit Reports. Prospective Contractor's that have not been required to undergo a Financial and Single Audit under the applicable laws and regulations may submit either Reviewed Financial Statements or Compiled Financial Statements that are in compliance with Statements on Standards for Accounting and Review Services (SSARS No. 21) along with a Provisional (or Permanent) Facility License issued by the CDSS CCLD.
- 2.4.8 Prospective Contractor shall not be on "Do Not Use" or a "Hold" with an adverse status with Los Angeles County or any other County, State, or out-of-state government agency.
- 2.4.9 The Plan of Operation and the Program Statement must clearly demonstrate the Prospective Contractor's understanding of the program requirements and the ability to implement the program.
- 2.4.10 Prospective Contractor attempting to qualify for Intensive Services Foster

Care (ISFC) for Children with Serious Emotional and Behavioral Needs (SEBN), Children with Special Health Care Needs (SHCN), and ISFC SEBN program for Children impacted by Commercial Sexual Exploitation (CSE) must have a current FFA license for at least three (3) years and experience providing contracted placement services in Los Angeles or adjacent counties within the last five (5) years. FFAs must also have their ISFC rate letter and be in good standing with Los Angeles County.

- 2.4.11 Prospective Contractor must demonstrate fiscal viability, based on a Quick Ratio, Current Ratio, Expenses to Income Ratio, and Long-Term Financial Viability Test, in accordance with Generally Accepted Accounting Principles (GAAP), and the Government Auditing Standards (GAS), through a review and evaluation of the Prospective Contractor's financial documents completed by County Personnel.
- 2.4.12 Prospective Contractor that submitted less than three (3) most recent fiscal years of Audited Financial Statements and Single Audit Reports, must submit either Reviewed Financial Statements or Compiled Financial Statements that are in compliance with the Statements on Standards for Accounting and Review Services (SSARS No. 21) and must:
- agree to participate in the Enhanced Risk Based Technical Assistance and Fiscal and Technical Compliance Monitoring, not limited to:
 - Ad-hoc meetings that may occur monthly or more often as needed,
 - Compliance performance monitoring beginning 120 days after the first County of Los Angeles placement or acceptance into Foster Care Placement Program or Treatment Services:
 - enhanced fiscal monitoring,
 - technical assistance,
 - training,
 - demonstrate the ability to implement immediate corrective action to resolve deficiencies, and
 - fiscal reports using the FC 32 form issued by the CDSS.
- 2.4.13 If Prospective Contractor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller (A-C) within the last 10 years, Prospective Contractor must not have unresolved questioned costs identified by the A-C, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of the A-C Report, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.
- 2.4.14 New Firm Eligibility (For ISFC Program only)

Prospective Contractor may submit SOQs in the event that they have not been in business for the minimum number of years required in the paragraph above. Prospective Contractor may qualify if the Prospective Contractor's principals, partners, or officers personally meet the minimum qualifications from previous organizations. Prospective Contractor must explicitly state that they are seeking to qualify under this provision.

2.5 Master Contract Process

The objective of this RFSQ process is to identify and select qualified Prospective Contractor to be recommended as providers of Foster Care Placement Services.

2.5.1 Master Contracts will be executed with licensed and rated Prospective Contractor determined by the County to be Qualified, Responsive, and Responsible.

2.5.2 Upon execution of a Contract resulting from this RFSQ, the qualified licensed Prospective Contractor will become eligible to provide FFA and STRTP services as outlined in respective services' Unique Attachments and Exhibits such as the Statement of Work (SOW) of this RFSQ. The execution of a Contract does not guarantee Prospective Contractor placements of children, youth and NMDs supervised by DCFS or Probation.

2.6 Contract Term

The proposed contract term is effective July 1, 2027 through June 30, 2030. The initial term of the contract shall be effective July 1, 2027 through June 30, 2028. The second term shall be effective July 1, 2028 through June 30, 2029. The third term shall be effective July 1, 2029 through June 30, 2030.

The County shall have the sole option to extend the Contract term for up to two (2) additional 12-month period effective July 1, 2030 through June 30, 2032 and additional six (6) month extension through December 31, 2032. The fourth term shall be effective July 1, 2030 through June 30, 2031. The fifth term shall be effective July 1, 2031 through June 30, 2032.

2.7 County Rights and Responsibilities

2.7.1 Representations Made Prior to Master Agreement Execution

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

2.7.2 County's Right to Amend Request for Statement of Qualifications

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or Prospective Contractor which County records indicate has received this RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

2.8 Contact with County Personnel

Except for communications related to the review and approval of an applicant's Plan of Operation and Program Statement, as described in Section C paragraph 3.7 and paragraph 3.7.7, any contact regarding this RFSQ must be in writing and emailed to:

Jose Ramos, Contracts Assistant Manager, or designee
Department of Children and Family Services
Contracts Administration Division

510 S. Vermont Avenue
Los Angeles, CA 90020
Email: fcps@dcpfslacounty.gov

If it is discovered that a Prospective Contractor or their representative inappropriately contacted or received information from any County personnel, other than the person specified above, regarding this solicitation, County may disqualify Prospective Contractor's SOQ from further consideration at the County's sole discretion.

2.9 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Contract, all potential Prospective Contractors must register on the County's WebVen. The WebVen contains the Prospective Contractor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at: <http://camisvr.co.la.ca.us/webven/>.

Prospective Contractor must, at a minimum, register on the County's WebVen under Human Services: Family and Social Services, Code 95243; Foster Home and Adoption Services, Code 95247; and Youth Care Services, Code 95295.

2.10 County Option to Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response

to this solicitation. The County shall not be liable for any cost incurred by a Prospective Contractor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

2.11 Protest Process

2.11.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any Prospective Contractor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Sub-section 2.11, Protest Process, Paragraph 2.11.3 below. Additionally, any actual Prospective Contractor may request a review of a disqualification under such a solicitation, as described in the paragraphs below.

2.11.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Prospective Contractor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County to do so.

2.11.3 Grounds for Review

Unless State or Federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or actions should be limited to the following:

- Review of Solicitation Requirements Review (reference Section 3.0, Instructions to Prospective Contractor, Sub-section 3.4, Solicitation Requirements Review)
- Review of a Disqualified SOQ (reference Section 4.0, Review, Selection, and Qualification Process, Sub-section 4.2, Disqualification Review)

2.12 Notice to Contractor's Regarding Public Records Act

2.12.1 Responses to this RFSQ shall become the exclusive property of the County. At such time as when DCFS recommends the qualified Prospective Contractor(s) to the Board and such recommendation appears on the Board agenda, all SOQs submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Prospective Contractor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

2.12.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket**

statement of confidentiality or the marking of each page of the SOQ as confidential shall not be deemed sufficient notice of exception. The Contractor must specifically label only those provisions of their respective SOQ which are “Trade Secrets,” “Confidential,” or “Proprietary” in nature.

2.13 Indemnification and Insurance

Prospective Contractor shall be required to comply with the Indemnification provisions contained in Appendix F, G, H, I, J, and K Sample FCPS Master Contracts, Part I, Section 27.0, Indemnification. Prospective Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix F, G, H, I, J, and K Sample FCPS Master Contracts, Part I, Section 5.0, General Insurance Requirements, Sub-sections 5.1 through 5.6.

2.14 Injury and Illness Prevention Program (IIPP)

Prospective Contractor shall be required to comply with the State of California’s Occupational Safety and Health Administration (OSHA) regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective IIPP that addresses hazards pertaining to the particular workplace covered by the program.

2.15 Background and Security Investigations

Background and security investigations of Prospective Contractor’s staff will be a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Prospective Contractor.

Prospective Contractor shall ensure that background checks, including criminal clearances with subsequent arrest notification have been conducted for all Contractor’s staff and volunteers as well as all Sub-Contractor’ staff and volunteers, prior to beginning and continuing work under any resulting Contract (see Appendix F, G, H, I, J, and K Sample FCPS Master Contracts, Part I, Section 8.0, Background and Security Investigations). The cost of the required background checks is the responsibility of the Contractor and Sub-Contractor whether or not the Contractor’s or subcontractor’s staff pass or fail the background checks.

Prospective Contractor shall submit Required Form, Appendix A, Required Forms, Form 24, Contractor’s Certification of Compliance with Background and Security Investigations, to certify that the Prospective Contractor shall comply with the Background and Security Investigations provisions as stated in Appendix F, G, H, I, J, and K Sample FCPS Master Contracts, Part I, Section 8.0, Background and Security Investigations.

2.16 Confidentiality and Independent Contractor Status

As appropriate, Prospective Contractor shall be required to comply with the Confidentiality provision contained in Appendix F, G, H, I, J, and K Sample FCPS Master Contracts, Part I, Section 10.0, Confidentiality, and the Independent Contractor Status provision contained in Appendix F, G, H, I, J, and K Sample FCPS Master Contracts, Part II, Section 31.0, Subcontracting.

2.17 Conflict of Interest

No County employee whose position in the County enables them to influence the selection of a Prospective Contractor for this RFSQ, or any competing RFSQ, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Prospective Contractor or have any other direct or indirect financial interest in the selection of a Prospective Contractor. Prospective Contractor shall certify that they are aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A, Required Forms, Form 2, Certification of No Conflict of Interest.

No County of Los Angeles DCFS, Probation DMH, or Department of Public Health (DPH) employee, either active or on leave status, shall serve as an employee or contractor or independent of Prospective Contractor in any capacity on a full or part-time or as needed intermittent basis.

Prospective Contractor shall comply with all conflict-of-interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of any future Contract. Prospective Contractor warrants that it is not now aware of any facts, which created a conflict of interest. If Prospective Contractor hereafter becomes aware of any facts, which might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, without limitation, identification of all persons implicated, and complete description of all relevant circumstances.

2.18 Determination of Contractor Responsiveness and Responsibility

2.18.1 Determination of Contractor Responsiveness

2.18.1.1 Pursuant to the CDSS Manual, Section 23-601.25, a "Responsive Contractor" means one whose SOQ substantially complies with all requirements of the RFSQ.

2.18.1.2 County will review and evaluate each SOQ to determine if the Prospective Contractor meets the Minimum Qualifications. Prospective Contractor who do not meet the Minimum Qualifications may be disqualified and their SOQ is eliminated from any further consideration. County will evaluate each SOQ submitted to determine if the Prospective Contractor complies

with the RFSQ format and submission requirements set forth in Section 3.0 of this RFSQ. The County, at its sole discretion, may accept an SOQ that substantially complies with the requirements in Section 3.0.

2.18.2 Determination of Contractor Responsibility

2.18.2.1 Section 23-601.24 of the CDSS Manual Pursuant to the CDSS Manual, 23-601.24; a “Responsible Contractor” means one who: 1) Possesses adequate financial resources, or the ability to obtain such resources as required during performance of the contract; 2) Has the ability to comply with the proposed delivery or performance schedule taking into consideration available expertise and any existing business commitments; 3) Has no record of unsatisfactory performance, lack of integrity or poor business ethics; and 4) Is otherwise qualified and eligible to receive an award under applicable statutes and regulations.

2.18.2.2 A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the County’s policy to conduct business only with responsible Contractor.

2.18.2.3 Prospective Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Contractor is responsible based on a review of the Prospective Contractor’s performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Prospective Contractor against public entities. Labor law violations which are the fault of the Sub-Contractor and of which the Prospective Contractor had no knowledge shall not be the basis of a determination that the Prospective Contractor is not responsible.

2.18.2.4 The County may declare a Prospective Contractor to be non-responsible, for purposes of this Master Contract, its discretion, if the County finds that the Prospective Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the Prospective Contractor’s quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack of business integrity or business honesty;

or 4) made or submitted a false claim against the County or any other public entity.

2.18.2.5 If there is evidence that the Prospective Contractor may not be responsible, the County shall notify the Contractor in writing of the evidence relating to the Prospective Contractor's responsibility, and its intention to recommend to the Board that the Prospective Contractor be found not responsible. The County shall provide the Prospective Contractor and/or the Prospective Contractor's representative with an opportunity to present evidence as to why the Prospective Contractor should be found to be responsible and to rebut evidence, which is the basis for the County's recommendation.

2.18.2.6 If the Prospective Contractor presents evidence in rebuttal to the County, the County shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board. The final decision concerning the responsibility of the Prospective Contractor shall reside with the Board.

2.18.2.7 These terms shall also apply to proposed Sub-Contractor of Contractor on County contracts.

2.19 Contractor Debarment

2.19.1 The Prospective Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Prospective Contractor from bidding or proposing on, or being awarded, or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Prospective Contractor's existing contracts with County, if the Board finds, in its discretion, that the Prospective Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the Prospective Contractor's quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.

2.19.2 If there is evidence that the apparent highest ranked Prospective Contractor may be subject to debarment, the County shall notify the Prospective Contractor in writing of the evidence, which is the basis for the proposed debarment, and shall advise the Prospective Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

- 2.19.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Prospective Contractor and/or Prospective Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Prospective Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Prospective Contractor and the County shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
- 2.19.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 2.19.5 If a Prospective Contractor has been debarred for a period longer than five (5) years, that Prospective Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Prospective Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
- 2.19.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where: 1) the Prospective Contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 2.19.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

2.19.8 These terms shall also apply to proposed Sub-Contractor of Contractor on County contracts.

2.19.9 Appendix E, Listing of Contractor Debarred in Los Angeles County provides a link to the County's website where there is a listing of Contractor that are currently on the Debarment List for Los Angeles County.

2.20 Contractor's Adherence to County Child Support Compliance Program

Prospective Contractor shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may cause for termination of a Master Contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202). Prospective Contractor must certify adherence to the County Child Support Compliance Program by completing Appendix A, Required Forms, Form 15, Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders, and submitting it as part of their SOQ.

2.21 Gratuities

2.21.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a Prospective Contractor with the implication, suggestion or statement that the Prospective Contractor's provision of the consideration may secure more favorable treatment for the Prospective Contractor in the award of a Master Contract or that the Prospective Contractor's failure to provide such consideration may negatively affect the County's consideration of the Prospective Contractor's submission. A Prospective Contractor shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of a Master Contract.

2.21.2 Contractor Notification to County

A Prospective Contractor shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Prospective Contractor's submission being eliminated from consideration.

2.21.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

2.22 Notice to Contractor Regarding the County Lobbyist Ordinance

The County has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the “Lobbyist Ordinance”, defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in [County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Prospective Contractor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by the Prospective Contractor is in full compliance with [Chapter 2.160 of the Los Angeles County Code](#) and each such County Lobbyist is not on the Executive Office’s List of Terminated Registered Lobbyists. Prospective Contractor is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office’s List of Terminated Registered Lobbyists by completing and submitting Appendix A, Required Forms, Form 4, Familiarity with the County Lobbyist Ordinance Certification, as part of their SOQ.

2.23 Federal Earned Income Credit

The Prospective Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Appendix M, IRS Notice 1015.

2.24 Consideration of GAIN/GROW Participants for Employment

2.24.1 As a threshold requirement for consideration of a Master Agreement, Prospective Contractor must demonstrate a proven record of hiring participants in the County’s Department of Public Social Services Greater Avenues for Independence (GAIN) or Skills and Training to Achieve Readiness for Tomorrow (START) Programs or must attest to a willingness to consider GAIN/START participants for any future employment openings if they meet the minimum qualifications for that opening. Prospective Contractor must attest to a willingness to provide employed GAIN/START participants access to the Prospective Contractor’s employee mentoring program, if available, to assist these individuals in obtaining permanent

employment and/or promotional opportunities.

- 2.24.2 Prospective Contractor who are unable to meet this requirement will not be considered for a Master Agreement. Prospective Contractor must submit a completed Form 7 Certification of Compliance) of Appendix A (Required Forms), along with their SOQ.

2.25 County's Quality Assurance Plan

After award of a Master Contract, the County or its agent will monitor the Contractor's performance under the Master Contract on an annual or as needed basis. Such risk-based compliance monitoring will include assessing Contractor's compliance with all terms and conditions in the Master Contract. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of this Master Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Contract in whole or in part, or impose other penalties as specified in the Master Contract.

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2.28 County Policy on Doing Business with Small Business

- 2.28.1 The County has multiple programs that address small businesses. The Board encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- 2.28.2 The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in Sub-section 2.29, Jury Service Program, of this Section.
- 2.28.3 The County also has a Policy on Doing Business with Small Business that is stated in Appendix D, County of Los Angeles Policy on Doing Business with Small Business.

2.29 Jury Service Program

The prospective Contract is subject to the requirements of the County's Contractor

Employee Jury Service Ordinance (“Jury Service Program”) (Los Angeles County Code, Chapter 2.203). Prospective Contractor should carefully read the Jury Service Ordinance, Appendix O, and the pertinent jury service provisions of Appendix F, G, H, I, J and K, Sample FCPS Master Contracts, Part II, Section 10.0, Compliance with Jury Service Program, Sub-section 10.1, both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both Prospective Contractor and their sub-Contractor. SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

2.29.1 The Jury Service Program requires the Prospective Contractor and their Sub-Contractor to have and adhere to a written policy that provides that its employees shall receive from the Prospective Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Prospective Contractor or that the Prospective Contractor deduct from the employee’s regular pay the fees received for jury service. For purposes of the Jury Service Program, “employee” means any California resident who is a full-time employee of a Contractor and “full-time” means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County; or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Prospective Contractor’s full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of ninety (90) days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

2.29.2 There are two (2) ways in which a Prospective Contractor might not be subject to the Jury Service Program. The first is if the Prospective Contractor does not fall within the Jury Service Program’s definition of “Contractor.” The Jury Service Program defines “Contractor” to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Prospective Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Prospective Contractor that have: 1) ten (10) or fewer employees; and 2) annual gross revenues in the preceding twelve (12) months which, if added to the annual amount of this contract is less than \$500,000; and 3) is not an “affiliate or subsidiary of a business dominant in its field of operation”. The second exception applies to Prospective Contractor that possess a collective bargaining Contract that expressly supersedes the provisions of the Jury Service Program. The Prospective Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

2.29.3 If a Prospective Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Prospective Contractor must so indicate in the County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception, as set forth in Appendix A, Required Forms, Form 8, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Prospective Contractor's application, the County will determine, in its sole discretion, whether the Prospective Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

2.30 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Prospective Contractor shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Contractor in Appendix A, Required Forms, Form 1, Prospective Contractor's Questionnaire/Affidavit. Failure of the Prospective Contractor to provide this information may eliminate its SOQ from any further consideration.

2.31 Contractor's Charitable Contributions Compliance

2.31.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractor should carefully read Appendix L, Background and Resources: California Charities Regulations. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices, and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

2.31.2 All Prospective Contractor must determine if they receive or raise charitable contributions, which subject them to the Charitable Purposes Act and complete Appendix A, Required Forms, Form 9, Charitable Contributions Certification. A completed Form 9 is a required part of any Contract with the County.

2.31.3 In Form 9, Charitable Contributions Certification, Prospective Contractor certify either that:

1. they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County Contract, **OR**
 2. they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.
- 2.31.4 Prospective Contractor that do not complete Appendix A, Required Forms, Form 9, Charitable Contributions Certification, as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both (County Code Chapter 2.202).

2.32 Defaulted Property Tax Reduction Program

The Prospective Contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractor should carefully read the Defaulted Tax Program Ordinance, Appendix P, Defaulted Property Tax Reduction Program, and the pertinent defaulted tax program provisions of the Appendix F, G, H, I, J and K, Sample FCPS Master Contracts, Part II, Section 37.0, Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program, Sub-sections 37.1 through 37.2, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractor and their Sub-Contractor.

Prospective Contractor shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Appendix A, Required Forms, Form 22, Certification of Compliance with the County's Defaulted Property Tax Reduction Program. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

2.33 Time Off for Voting

Prospective Contractor shall notify its employees and shall require each subcontractor to notify and provide to its employees, information regarding the time

off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Prospective Contractor and Sub-Contractor shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

2.34 Mandatory Requirement to Register on Federal System for Award Management (SAM)

CONTRACTOR represents and warrants that it has registered in the Federal SAM. Prior to a contract award, all potential Contractor must register in SAM. Registration can be accomplished online via the Internet by accessing the Federal Contractor Registry's home page at: <https://sam.gov/content/entity-registration>.

2.35 Certification Regarding Debarment and Suspension from Federal Financial Assistance Programs

Prospective Contractor shall certify on Certification Regarding Debarment and Suspension from Federal Financial Assistance Programs, Appendix A, Required Forms, Form 26, Federal Debarment and Suspension Certification that to the best of its knowledge and belief, its and its principals or Affiliates or any subcontractor utilized under this contract are not debarred or suspended from federal financial assistance programs and activities, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency.

2.36 Contractor's Compliance with Encryption Requirements

(Protection of Electronic County Personal Information (PI), Protective Health Information (PHI), and Medical Information (MI) - Data Encryption Standard)

Prospective Contractor is subject to the encryption requirements set forth below (collectively, the "Encryption Standards").

2.36.1 Prospective Contractor shall become familiar with the Encryption Standards and the pertinent provisions of Appendix F, G, H, I, J and K Sample FCPS Master Contracts, Part II, Section 41.0, Compliance with Encryption Requirements, both of which are incorporated by reference into and made a part of this solicitation.

2.36.2 Prospective Contractor shall be required to complete Appendix A, Required Forms, Form 26, Contractor's Compliance with Encryption Requirements, providing information about their encryption practices and certifying that they will be in compliance with the Encryption Standards at the commencement of the contract and during the term of any contract that may be awarded pursuant to this solicitation. Prospective Contractor that fails to comply with the certification requirements of this provision will be considered non-

responsive and excluded from further consideration.

2.36.3 Prospective Contractor' use of remote servers (e.g. cloud storage, Software-as-a-Service or SaaS) for storage of County PI, PHI and/or MI shall be disclosed by Prospective Contractor in, Appendix A, Required Forms, Form 26, Contractor's Compliance with Encryption Requirements, and shall be subject to written pre-approval by the County's Chief Executive Office. Any use of remote servers may subject the Prospective Contractor to additional encryption requirements for such remote servers.

2.36.4 Encryption Standards

2.36.4.1 Stored Data

Prospective Contractor and Sub-Contractor workstations and portable devices (e.g., mobile, wearables, tablets, thumb drives, and external hard drives) shall require encryption (i.e. software and/or hardware) in accordance with:

- a) Federal Information Processing Standard Publication (FIPS) 140-2;
- b) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3);
- c) NIST Special Publication 800-57 Recommendation for Key Management - Part 2: Best Practices for Key Management Organization; and
- d) NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices.

Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

2.36.4.2 Transmitted Data

All transmitted (e.g. network) County PI, PHI, and/or MI shall require encryption in accordance with:

- a) NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and
- b) NIST Special Publication 800-57 Recommendation for Key Management- Part 3: Application-Specific Key Management Guidance.

Secure Sockets Layer (SSL) is minimally required with minimum cipher strength of 128-bit.

2.37 Contractor's Acknowledgement of County's Commitment to Zero Tolerance Human Trafficking

On October 4, 2016, the County Board approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance human trafficking policy. The policy prohibits Contractor engaged in human trafficking from receiving contract awards or performing services under a County contract.

Prospective Contractor is required to complete Form 27 (Certification of Compliance) in Appendix A (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Master Agreement). Further, Contractor is required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

2.38 Prohibition from Participation in Future Solicitation(s)

A Prospective Contractor or its subsidiary or Sub-Contractor, is prohibited from submitting a bid or proposal in a County solicitation if the Prospective Contractor has provided advice or consultation for the solicitation. A Prospective Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Prospective Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the Prospective Contractor from participation in the County solicitation or the termination or cancellation of any resultant County contract. ([Los Angeles County Code, Chapter 2.202](#)).

2.39 Intentionally Left Blank

2.40 Prospective Contractor's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952.

Prospective Contractor is required to complete Form 30 (Compliance with Fair Chance Employment Hiring Practices Certification) in Appendix A (Required Forms), certifying that they, and their Sub-Contractor, are in full compliance with Section 12952, as indicated in the Master Agreement. Further, Contractor is required to comply with the requirements under Section 12952 for the term of any contract awarded pursuant to this solicitation.

3.0 INSTRUCTIONS TO PROSPECTIVE CONTRACTOR

This Section contains key project dates and activities as well as instructions to Prospective Contractor in how to prepare and submit their SOQ.

3.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Contract unless such understanding or representation is included in the Master Contract.

Any change to this RFSQ will be made by addendum. All addenda will be posted on DCFS' Website at: <http://contracts.dcfs.lacounty.gov/>. The County is not responsible for any other explanation or interpretation.

3.2 Precautions Regarding SOQ Submission/Truth and Accuracy of Representations

3.2.1 Prospective Contractor should carefully review this RFSQ and all attachments for comments, questions, defects, objections, or any other matter regarding clarification or correction (collectively called "questions"). Questions concerning the RFSQ shall be presented pursuant to Subsections 3.5 and 3.6 below.

3.2.2 It is essential that each Prospective Contractor comply with the instructions of this RFSQ. Prospective Contractor is advised that County's contracting procedures, including, but not limited to, the preparation of solicitations, are complex.

3.2.3 Prospective Contractor must understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix F, Appendix F-I or Appendix G and Appendix G-I, or Appendix H and Appendix H-I, or Appendix I and Appendix I-I, or Appendix J and Appendix J-I, or Appendix K and Appendix K-I (Master Agreement). Protests based on any perceived fault in the RFSQ and its attachments shall be considered waived and invalid if not brought to the attention of County at the Prospective Contractor's Conference.

3.2.4 False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the DCFS Director's sole judgment and their judgment shall be final.

3.3 RFSQ Timetable

Release of RFSQ:	02/26/2026
Request for a Solicitation Requirements Review: due on	03/12/2026
Responses to Solicitation Requirements Review: will be posted on or about	03/20/2026
Prospective Contractor's Conference (non-mandatory):	03/12/2026
Written Questions (optional): due on	03/17/2026
Questions and Answers released: on or about	03/24/2026
SOQ Submission Open Period: 8:00 AM, Pacific Standard Time	03/31/2026
SOQ Submission End Period: 5:00 PM, Pacific Standard Time	04/28/2026
Notice of Tentative Selection: starting on or about	08/28/2026
Anticipated Master Contract Start Date:	07/01/2027

Reminder

The submission for the Plan of Operation and Program Statement is due no later than **April 28, 2026, at 5:00 PM**, Pacific Standard Time via DCFS' e-PSSS website at: <https://myapps.dcms.lacounty.gov/epsss.html>. Refer to Section 3.8, SOQ and Plan of Operation and Program Statement Submission and Appendix R, Electronic Program Statement Submission System (e-PSSS) Agency User Guide for complete instructions.

3.3.1 **Subsequent Periods for SOQ Submission and Review**

After the initial contract start date, additional periods for submitting SOQs may be available. The County reserves the right, at its sole discretion, to adjust the schedule for subsequent periods of SOQ submission, based on the needs of the County and to cancel subsequent submission periods if no additional placement resources are needed.

Notification of the specifics regarding the deadline for submission, submission of recommendations for contracts to the County's Board, and anticipated contract start dates with regard to the subsequent submission periods shall be posted as an addendum to the RFSQ on DCFS' Website at: <http://contracts.dcms.lacounty.gov/>.

3.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C, Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the County's sole discretion, if the request does not satisfy all of the following criteria:

- The request for a Solicitation Requirements Review is received by the County by **5:00 PM**, March 12, 2026;
- The Request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit an SOQ;
- The Request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- The Request for a Solicitation Requirements Review asserts either that:
 - application of the minimum requirements, review criteria, and/or business requirements unfairly disadvantage the Prospective Contractor; or,
 - due to unclear instructions, the process may result in the County not receiving the best possible responses from the Prospective Contractor.

The Request for Solicitation Requirements Review shall be completed and the County's determination shall be provided to the Prospective Contractor, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Solicitation Requirements Review shall be submitted via email with the email subject: Solicitation Requirements Review to:

Jose Ramos, Contracts Assistant Manager
Department of Children and Family Services
Contracts Administration Division

Email Address: fcps@dcpfslacounty.gov
Email Subject: Solicitation Requirements Review

3.5 Prospective Contractor' Questions

Prospective Contractor may submit written questions regarding this RFSQ by electronic mail (email) to the person and in the format identified below. All written questions must be received by the date and time specified in Sub-section 3.3, RFSQ Timetable. No questions will be accepted after this date and time.

When submitting questions please use email subject: Prospective Contractor Questions, specify the RFSQ section number, paragraph number, and pagenumber and quote the passage in the RFSQ that prompted the question. Also provide Prospective Contractor contact information with correct email address.

A sample format to use for submitting question is provided in Appendix Q, Sample Format to Submit Written Questions (Prospective Contractor may duplicate the format provided in Appendix Q). The country reserves the right to group similar questions when providing answers.

Questions about the RFSQ, the master contract, or its SOW will not be accepted after the date and time specified in Sub-section 3.3, RFSQ Timetable.

Following the conference, all questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to this RFSQ. This addendum will be posted in DCFS' website at: <http://contracts.dcfslacounty.gov/>. The County reserves the right to group similar questions when providing answers.

To ensure receipt of any addenda, Prospective Contractor are encouraged to register for the Prospective Contractor' Conference, and provide contact information with their correct email address.

Questions may address concerns that the application of minimum requirements, evaluation criteria, and/or business requirements would unfairly disadvantage Prospective Contractor or, due to unclear instructions, may result in the County not receiving the best possible responses from Prospective Contractor.

Prospective Contractor's written questions regarding this RFSQ should only be addressed to:

Name: Jose Ramos, Contracts Assistant Manager
Department of Children and Family Services
Contracts Administration Division

Email Address: fcps@dcfslacounty.gov
Email Subject: Prospective Contractor Questions

3.6 Prospective Contractor' Conference

A Prospective Contractor' Conference will be held to discuss the RFSQ. The conference is optional for Prospective Contractor; however, attendance is highly recommended. It is also recommended that Prospective Contractor have a copy of the RFSQ to reference while participating in the conference. County staff will respond to questions from Prospective Contractor if the answer is available and County staff will request unanswered question(s) are written down and sent to the

email address above for further research and clarification. The conference is scheduled as follows:

Date: March 12, 2026
 Time: 9:30 AM to 11:30 AM for FFA, FFA-ESC and ISFC Services
 1:00 PM to 3:00 PM for STRTP Services

The Conference will be held via a virtual meeting and teleconference line. Prospective Contractor who wants to participate in the Conference **must register by 5 pm on March 5, 2026**, by sending an email to fcps@dcfs.lacounty.gov with the information listed below. The County will provide the Conference Information to registered Prospective Contractor Representative(s).

To register for the Conference, please provide all the following information in an email by **5 pm on March 5, 2026**:

- Email Subject: Register for Prospective Contractor' Conference – FCPS RFSQ #25-0058/80/81
- The body of the email shall contain the following information:
- Name of Organization
- Name and title of Prospective Contractor's Representative(s)
- Email and telephone number

3.7 Preparation and Format of the SOQ

The Statement of Qualification (SOQ) must be submitted via email using six separate emails in the format and sequence outlined in the table below. In summary:

- Email 1: Table of Contents and Transmittal Letter**
- Email 2: Section A – with required forms**
- Email 3: Section B – with required documents**
- Email 4: Section C – with financial documents**
- Email 5: Section D – with last page of SOQ**

All attachments must be in PDF format unless otherwise noted. It is very important that each of the five email Subject Line and Required Attachments are provided in each of the five emails, as follows:

Email	Subject Line	Required Forms and Documents
1	<p>FCPS RFSQ #25-0058/80/81 SOQ Email 1 of 5_Agency Name</p> <p><u>Example email Subject Line:</u> FCPS RFSQ #25-0058/80/81 SOQ Email 1 of 5_Jane Doe FFA, Inc.</p>	<p>Table of Contents and Transmittal Letter</p>

2	<p>FCPS RFSQ #25-0058/80/81 SOQ Email 2 of 5_Agency Name</p>	<p>Section A Form 1 Prospective Contractor's Questionnaire/Affidavit Form 1a Community Business Enterprise (CBE) Information</p>
3	<p>FCPS RFSQ #25-0058/80/81 SOQ Email 2 of 5_Agency Name</p>	<p>Section A (continued) Form 2 Certification of No Conflict of Interest Form 3 Prospective Contractor's Equal Employment Opportunity Certification Form 4 Familiarity with the County Lobbyist Ordinance Certification Form 5 Prospective Contractor's List of Contracts Form 6 Prospective Contractor's List of Terminated Contracts Form 7 Attestation of Willingness to Consider GAIN/GROW Participants Form 8 County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception Form 9 Charitable Contributions Certification Form 10 Offer to Perform All Required Services and Acceptance of Master Contract Terms and Conditions Form 11 Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties Form 12 Certification of Fiscal Compliance Form 13 Certification of Ownership and Financial Interest Form 14 Revenue Disclosures Form 15 Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders Form 16 Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements Form 17 Intentional left blank - Resource Family Parent Acknowledgment and Confidentiality Agreement (to be required after contract execution) Form 18 Contractor Acknowledgement and Confidentiality Agreement Form 18(B) Intentional left blank - Contractor Employee Acknowledgement and Confidentiality Agreement (to be required after contract execution)</p>

		Form 19	List of Names of Current Members of Board of Directors and Other Agencies (if applicable)
		Form 20	Service Delivery Sites
		Form 21	Contractor's Administration
		Form 22	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
		Form 23	Confidentiality of Criminal Offender Record Information (CORI)
		Form 24	Contractor's Certification of Compliance with Background and Security Investigations
		Form 25	Intentionally Left Blank
		Form 26	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
		Form 27	Contractor's Compliance with Encryption Requirements
		Form 28	Zero Tolerance Human Trafficking Policy Certification
		Form 29	Information Security and Privacy Requirements
		Form 30	Compliance with Fair Chance Employment Hiring Practices Certification
		Form 31	Prospective Contractor Cyber Risk Assessment
		Form 32	List of References
		Form 33	Contribution and Agent Declaration Form

<p style="text-align: center;">4</p>	<p style="text-align: center;">FCPS RFSQ #25-0058/80/81 SOQ Email 3 of 5_Agency Name</p>	<p>Section C</p> <p>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).</p> <p>C2. A copy of the Prospective Contractor’s Internal Revenue Service (IRS) 501 (c)(3) Nonprofit Corporation Status Letter.</p> <p>C3. A copy of the Prospective Contractor’s State of California Franchise Tax Board nonprofit determination letter.</p> <p>C4. Certified copy of the current California Secretary of State Statement of Information for their non-profit organization.</p> <p>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 must additionally provide 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.</p> <p>C6. Copies of the CCLD license for each facility covered by this Contract.</p> <p>C7. A copy of the Prospective Contractor’s current budget.</p> <p>C8. Reference to Section 3.7.7 (Section C)</p> <p>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).</p> <p>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).</p>
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		<p>C11. Prospective Contractor shall submit their current Plan of Operation and Program Statement for each program via DCFS Electronic Program Statement Submission System (ePSSS) website at: https://myapps.dcfslacounty.gov/epsss.html.</p> <p>C12. Proof of National Accreditation, if available.</p> <p>C13. A copy of the Prospective Contractor's Articles of Incorporation, and any and all amendments.</p> <p>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.</p> <p>C15. For Prospective Contractor providing direct mental health services, a copy of the Prospective Contractor's MHPA for each licensed facility.</p> <p>C16. For Prospective Contractor providing direct mental health services, a copy of the Prospective Contractor's Medi-Cal Certification for each licensed facility.</p> <p>C17. For Prospective Contractor currently providing direct mental health services, a copy of the Prospective Contractor's Legal Entity (LE) with DMH.</p> <p>C18. A copy of the CDSS approved Personnel Report – Form LIC 500.</p> <p>C19. Reference to Section 3.7.7 (Section C)</p>
5	<p>FCPS RFSQ #25-0058/80/81 SOQ Email 4 of 5_Agency Name</p>	<p>Section C</p> <p>C8. Copies of the Prospective Contractor's most current (for a fiscal period not more than 18 months old at the time of submission) and prior two Fiscal Years of Audited Financial Statements and Single Audit Reports. Prospective Contractor's that have not been required to undergo a Financial and Single Audit under the applicable laws and regulations may submit either Reviewed Financial Statements or Compiled Financial Statements that are in compliance with Statements on Standards for Accounting and Review Services (SSARS No. 21) along with a Provisional (or Permanent) Facility License issued by the CDSS CCLD.</p> <p>C19. Prospective Contractor that submitted less than three (3) most recent fiscal years of Audited Financial Statements and Single Audit Reports, must submit either Reviewed Financial Statements or Compiled Financial Statements that are in</p>

		<p>compliance with the Statements on Standards for Accounting and Review Services (SSARS No. 21) and must:</p> <ul style="list-style-type: none"> ○ agree to participate in the Enhanced Risk Based Technical Assistance and Fiscal and Technical Compliance Monitoring, not limited to: <ul style="list-style-type: none"> ▪ Ad-hoc meetings that may occur monthly or more often as needed, ▪ Compliance performance monitoring beginning 120 days after the first County of Los Angeles placement or acceptance into Foster Care Placement Program or Treatment Services: <ul style="list-style-type: none"> ▪ enhanced fiscal monitoring, ▪ technical assistance, ▪ training, ▪ demonstrate the ability to implement immediate corrective action to resolve deficiencies, and ▪ fiscal reports using the FC 32 form issued by the CDSS.
6	FCPS RFSQ #25-0058/80/81 SOQ Email 5 of 5_Agency Name	<p>Section D</p> <p>Last Page of SOQ (Reference Appendix B-II)</p>

The SOQ must be submitted via five separate emails in the format described in Sub-sections 3.7 and 3.8. **Any SOQ that deviates from this format maybe rejected without review at the County’s sole discretion.**

The deadline for submission of the SOQ is 5:00 PM Pacific Standard Time, April 08, 2026. It is the sole responsibility of the submitting Prospective Contractor to ensure that its SOQ is received before the SOQ Submission End Period. Submitting Prospective Contractor shall bear all risks associated with delays in delivery by any person or entity, including but not limited to email. No hard or physical copies will be accepted. SOQs received after the SOQ Submission End Period will not be accepted nor reviewed.

Please refer to Sub-section 3.3, RFSQ Timetable, Paragraph 3.3.1 for information regarding subsequent submission periods.

3.7.1 Preparation of SOQ

The SOQ shall be typewritten or word-processed. All documents must be scanned together in one file for each of the five emails. Multiple attachments will not be accepted. SOQs and all documents submitted in connection with this RFSQ shall be electronically submitted. Prospective Contractor documents labeled “Trade Secrets”, “Confidential”, or “Proprietary” shall be identified as such. No documents will be accepted after the **SOQ Submission End Period**. The SOQ shall clearly identify the name, address, and email address of the Prospective Contractor.

The SOQ shall contain all required forms, documents, letters, and statements with original signatures in blue ink. The documents may also be electronically signed using a secure method of the agency’s choosing.

Each Prospective Contractor agrees to provide County with an explanation of any information provided in its SOQ, which County may in its sole discretion, deem necessary for an accurate determination of Prospective Contractor’s qualifications.

Prospective Contractor shall respond only to the RFSQ as it is written, including any written addenda. Prospective Contractor is not to attach any documentation, which is not required or requested in this RFSQ. Failure to adhere to the specifications contained in this RFSQ may be the cause for rejection of the SOQ.

3.7.2 Submission

ALL SOQ SUBMISSION DOCUMENTS SHALL BE IN PDF FORMAT AND SUBMITTED VIA SIX SEPARATE EMAILS, IN EXCEPTION TO THE PLAN OF OPERATION AND PROGRAM STATEMENT AS NOTED IN PARAGRAPH 3.7, SECTION C AND PARAGRAPH 3.7.7.

The SOQ and any related information shall be e-mailed to: fcps@dcfs.lacounty.gov

3.7.3 Language

The SOQ and all documents submitted in connection with this RFSQ shall be written in English.

3.7.4 Table of Contents and Transmittal Letter

The Table of Contents must be a comprehensive listing of material included in the SOQ. The Table of Contents must identify the various sections and include the materials included under each section, and identify the page

numbers. The transmittal letter must be on the Prospective Contractor's official letterhead and signed by the authorized representative to bind the Prospective Contractor in a Master Contract.

3.7.5 Required Forms (Section A)

The Required Forms are fillable. **The forms must be filled out and signed electronically. Forms not prepared in this manner will not be accepted and returned to the submitter.** Prospective Contractor may download a free copy of Adobe Acrobat Reader DC at: <https://get.adobe.com/reader/>. Prospective Contractor must complete all forms indicated in Appendix A of this RFSQ. The person signing the forms must be authorized to sign on behalf of the Prospective Contractor and authorized to bind the Prospective Contractor in a Master Contract.

Form 1 Prospective Contractor's Questionnaire/Affidavit
Form 1a Community Business Enterprise (CBE) Information

Prospective Contractor must complete all Required Forms.

Form 2 Certification of No Conflict of Interest
Form 3 Prospective Contractor's Equal Employment Opportunity Certification
Form 4 Familiarity with the County Lobbyist Ordinance Certification
Form 5 Prospective Contractor's List of Contracts
Form 6 Prospective Contractor's List of Terminated Contracts
Form 7 Attestation of Willingness to Consider GAIN/GROW Participants
Form 8 County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception
Form 9 Charitable Contributions Certification
Form 10 Offer to Perform All Required Services and Acceptance of Master Contract Terms and Conditions
Form 11 Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties
Form 12 Certification of Fiscal Compliance
Form 13 Certification of Ownership and Financial Interest
Form 14 Revenue Disclosures
Form 15 Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders
Form 16 Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements
Form 17 Intentionally left blank - Resource Family Parent Acknowledgment and Confidentiality Agreement (to be required after contract execution)
Form 18 Contractor Acknowledgment and Confidentiality Agreement
Form 19 List of Names of Current Members of Board of Directors and Other Agencies (if applicable)

	Form 20	Service Delivery Sites Form
	Form 21	Contractor's Administration
	Form 22	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
	Form 23	Confidentiality of Criminal Offender Record Information (CORI)
	Form 24	Contractor's Certification of Compliance with Background and Security Investigations
	Form 25	Intentionally Left Blank
	Form 26	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
	Form 27	Contractor's Compliance with Encryption Requirements
	Form 28	Zero Tolerance Human Trafficking Policy Certification
	Form 29	Information Security and Privacy Requirements
	Form 30	Compliance with Fair Chance Employment Hiring Practices Certification
	Form 31	Prospective Contractor Cyber Risk Assessment
	Form 32	List of References
Form 33	Contribution and Agent Declaration Form	
	3.7.6	Required Documents (Section B)

Prospective Contractor must submit the Required Documents as indicated in Appendix B of this RFSQ.

- 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.dcfslacounty.gov/epsss.html>. Refer to Section 3.8, SOQ and Plan of Operation and Program Statement Submission and Appendix R, 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.
- 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 LIC500.
- 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 to Section 3.7.7 (Section C)

The County reserves the right, at its sole discretion, to request additional documents, during the review process, if deemed necessary.

3.7.7 Financial Documents (Section C)

- C8. Prospective Contractor responding to this RFSQ are required to submit Audited Financial Statements and Single Audit Reports reflecting the three (3) most recent fiscal years for which the Prospective Contractor's was required to undergo financial and single audits. Any Prospective Contractor that submits fewer than three (3) Fiscal Years

of Audited Financial Statements and Single Audit Reports must indicate why they were exempt from the applicable audit requirements for each corresponding fiscal year.

- Copies of the Prospective Contractor's most current (for a fiscal period not more than 18 months old at the time of submission) and prior two Fiscal Years of Audited Financial Statements and Single Audit Reports. Prospective Contractor's that have not been required to undergo a Financial and Single Audit under the applicable laws and regulations may submit either Reviewed Financial Statements or Compiled Financial Statements that are in compliance with Statements on Standards for Accounting and Review Services (SSARS No. 21) along with a Provisional (or Permanent) Facility License issued by the California Department of Social Services Community Care Licensing Division.

C19. Prospective Contractor that submitted less than three (3) most recent fiscal years of Audited Financial Statements and Single Audit Reports, must submit either Reviewed Financial Statements or Compiled Financial Statements that are in compliance with the Statements on Standards for Accounting and Review Services (SSARS No. 21) and must:

- Agree to participate in the Enhanced Risk Based Technical Assistance and Fiscal and Technical Compliance Monitoring, not limited to:
- Ad-hoc meetings that may occur monthly or more often as needed,
- Compliance performance monitoring beginning 120 days after the first County of Los Angeles placement or acceptance into Foster Care Placement Program or Treatment Services:
 - enhanced fiscal monitoring,
 - technical assistance,
 - training,
 - demonstrate the ability to implement immediate corrective action to resolve deficiencies, and
 - fiscal reports using the FC 32 form issued by the California Department of Social Services.

3.7.8 Last Page of the SOQ (Section D)

Prospective Contractor must submit the following required documents as indicated in Appendix B-II of this RFSQ.

The last page of the SOQ must list names of all persons having any right or interest in this Contract or the proceeds thereof. The page must include the signature of the person(s) authorized to bind the Prospective Contractor in a Contract with the County (reference Appendix B-II, Sample Last Page of SOQ).

3.8 Plan of Operation and Program Statement Submission

- 3.8.1 The complete Plan of Operation and Program Statement for each FFA, STRTP, and ISFC programs shall be submitted via DCFS e-PSSS website at: <https://myapps.dcfslacounty.gov/epsss.html> by no later than March 26, 2026, Pacific Standard Time. No Plan of Operation and Program Statement will be accepted after this due date. Please read Appendix R, Electronic Program Statement Submission System (e-PSSS) Agency User Guide thoroughly to learn how to log-in and use e-PSSS. To ensure a timely submission, the Prospective Contractor must contact Sydney Tu at: tusb@dcfslacounty.gov to register the organization and user accounts ahead of time.
- 3.8.2 DMH Prospective Contractor must obtain program approval from County. Program approval consists of County's approval of the Prospective Contractor's Plan of Operation and Program Statement, review of open allegations and closed investigations up to two years, and a facility inspection.

3.9 Acceptance of Terms and Conditions of Master Contract

Prospective Contractor understands and agrees that submission of the SOQ constitutes acknowledgment and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix F, G, H, I, J, and K applicable sample Master Contracts.

3.10 SOQ Withdrawals

The Prospective Contractor may withdraw its SOQ at any time prior to the date and time which is set forth herein as the **SOQ Submission End Period** for acceptance of SOQ, upon written request from the authorized signatory for the Prospective Contractor. The written request shall be submitted via email to:

Jose Ramos, Contracts Assistant Manager
Department of Children and Family Services
Contracts Administration Division

Email Address: fcps@dcfslacounty.gov
Email Subject: SOQ Withdrawal

4.0 SOQ REVIEW, SELECTION, AND QUALIFICATION PROCESS

4.1 Review Process

SOQ will be subject to a detailed review by qualified County staff. The review process will include the following steps:

4.1.1 Adherence to Minimum Qualifications

County shall review Appendix A, Required Forms, Form 1, Prospective Contractor's Questionnaire/Affidavit and verify the information provided to determine if the Prospective Contractor meets the minimum qualifications as outlined in Sub-section 2.4, Prospective Contractor's Minimum Qualifications of this RFSQ.

The failure of the Prospective Contractor to comply with the minimum qualifications will eliminate its SOQ from any further consideration.

4.1.2 Prospective Contractor's Questionnaire/Affidavit (Section A)

In addition to the review of Appendix A, Required Forms, Form 1, Prospective Contractor's Questionnaire/Affidavit, County review shall include:

- A review of County's Contract Database and Contractor Alert Reporting Database reflecting Prospective Contractor's past performance history on County or other contracts, a review of terminated contracts, and a review of Contractor's registration on System for Award Management (SAM) – official website of the U.S. government.
- A review to determine the magnitude of any pending litigation or judgments against the Prospective Contractor as provided in Appendix A, Required Forms, Form 11, Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties.
- A review of Prospective Contractor's Audited Financial Statement/Balance Sheet and Profit and Loss Statement to demonstrate Prospective Contractor's fiscal viability.

4.1.3 Required Forms (Section B)

The country shall review all forms listed in Sub-section 3.7, Preparation and Format of the SOQ, Paragraph 3.7.5, Required Forms. All forms listed in Paragraph 3.7.4.1 must be included in **Section B** of the SOQ.

4.1.4 **Required Documents (Section C)**

The county shall review all documents listed in Sub-section 3.7, Preparation and Format of the SOQ, Paragraph 3.7.6, Required Documents. All documents listed in Paragraph 3.7.6 must be included in Section C of the SOQ. Prospective Contractor must obtain Plan of Operation and Program Statement approval from County.

4.1.5 **Last Page of SOQ (Section D)**

The Last Page of the SOQ listed in Sub-section 3.7, Preparation and Format of the SOQ, Paragraph 3.7.7, Last Page of the SOQ must be included in **Section D** of the SOQ (reference Appendix B-II, Sample Last Page of SOQ).

4.2 **Disqualification Review**

An SOQ may be disqualified from consideration because DCFS determined it is non-responsive or does not meet minimum requirements at any time during the review and evaluation process. If DCFS determines that an SOQ is disqualified, DCFS shall notify the Prospective Contractor in writing.

Upon receipt of the written determination of non-responsiveness or the SOQ does not meet minimum requirements the Prospective Contractor may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may at DCFS's sole discretion be denied if the request does not satisfy all of the following criteria:

- A. The person or entity requesting a Disqualification Review is a Prospective Contractor;
- B. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and,
- C. The request for a Disqualification Review asserts that DCFS's determination of disqualification due to SOQ non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed, and DCFS' determination shall be provided to the prospective Contractor in writing.

4.3 **Selection and Qualification Process**

The County will generally select Prospective Contractor that have experience in providing a broad range of foster care services. However, in order to ensure that the

County has at its disposal a varied pool of qualified Prospective Contractor, the County may offer Master Contracts to Prospective Contractor that offer a narrow scope of services in more highly specialized areas upon DCFS and Probation site visitation and approval.

4.4 Master Contract Award

Prospective Contractor who are notified by the County that they appear to have the minimum qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Contract, if other requirements necessary for award have not been met. Other requirements may include, but are not limited to, full compliance with AB-403 (Continuum of Care Reform), acceptance of the terms and conditions of the Master Contract, satisfactory documentation that required insurance will be obtained, or successful completion of the responsiveness and responsibility review in accordance with the County's Fiscal Manual. Prospective Contractor must meet all the minimum qualifications and requirements by Thursday, **April 08, 2026**. No Master Contract shall be executed until the Prospective Contractor's Program Statement and Plan of Operation have been approved by the County, and the Contractor submits either a Provisional or Permanent Facility License issued by the California Department of Social Services Community Care Licensing Division and the Aid to Families with Dependent Children Foster Care (AFDC-FC) Rate Letter.

Only when all such matters have been demonstrated to the Department's satisfaction, a Prospective Contractor, which is otherwise deemed qualified, can be regarded as "selected" for recommendation of a Master Contract.

The County will execute Board-authorized Master Contracts with each selected Prospective Contractor. All Prospective Contractor will be informed of the final selections. **The execution of a Contract does not guarantee Prospective Contractor placements of children, youth, and NMDs supervised by DCFS and/or Probation.**

4.5 Community Business Enterprise (CBE) Participation

The County has adopted a Community Business Enterprise (CBE) Program, which includes business enterprises certified as disadvantaged business enterprises disabled veteran-owned, minority-owned, women-owned, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business types. The County has established a collective 25% participation goal for CBE certified firms, calculated on the eligible procurement dollars. The program maintains data on the types of businesses registered as CBEs and their utilization. The Prospective Contractor CBE participation must be reflected in Form 1a (Community Business Enterprise (CBE) Information) form in Appendix A (Required Forms).

All Prospective Contractor must document efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and

other services under this Master Agreement. The Prospective Contractor must make documents related to these efforts available to the County upon request.

The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on the Prospective Contractor's ability to provide the best service and value to the County.

To obtain a list of the County's CBE certified firms, e-mail the request to the County of Los Angeles Department of Economic Opportunity at CBESBE@opportunity.lacounty.gov with the subject "Request for CBE Listing". For additional information contact the Office of Small Business at: (844) 432-4900 or at OSB@opportunity.lacounty.gov.

4.6 Contribution and Agent Declaration

Government Code Section 84308 requires a party to a contract proceeding to disclose any contribution of more than \$500 made to a County officer within the preceding twelve (12) months by the party or their agent. State regulations require this disclosure to be made at the time an application is filed, and, if a contribution is made during the contract proceeding, within 30 days of making a contribution or on the date on which the party first appears before or communicates with the agency regarding the proceeding after making the contribution, whichever is earliest. All Prospective Contractor are advised that they and all of their Subcontractors must complete and return as part of the SOQ, the Contribution and Agent Declaration included in Form 33 (Contribution and Agent Declaration Form) of Appendix A (Required Forms). Prospective Contractor are further advised that they and their Subcontractors must update the Contribution and Agent Declaration Form throughout the pendency of the solicitation if a contribution is made after the initial disclosure when the SOQ is submitted, and as requested at any time by the County prior to Master Agreement award. Failure by the Prospective Contractor or any Subcontractor(s) to complete and submit the required Contribution and Agent Declaration Form in Exhibit 9, and failure by the Prospective Contractor or any Subcontractor(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate the SOQ from further consideration and/or the Prospective Contractor may be disqualified from a Master Agreement award, as determined in the County's sole discretion. Further, all Prospective Contractor and their Subcontractors are prohibited under Government Code Section 84308 from making a contribution of more than \$500 to a County officer for twelve (12) months after the date a final decision is made in the Master Agreement proceeding involving this solicitation.

4.7 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

- 4.7.1 Pursuant to federal law, the County is prohibited from contracting with parties that are suspended, debarred, ineligible, or excluded, or whose principals are suspended, debarred, or excluded from securing federally funded contracts. At the time of **Prospective Contractor's** response to this RFSQ, **Prospective Contractor** must submit a certification, as set for in Exhibit 26 (Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions [45 C.F.R. Part 76]) in Appendix A (Required Forms), attesting that neither it, as an organization, nor any of its owners officers, partners, directors , other principals, are currently suspended, debarred, ineligible ,or excluded form securing federally funded contracts. Should a SOQ response to this RFSQ identify Prospective Sub-Contractors, or should **Prospective Contractor** intend to use Subcontractors in the provision of services under any subsequent Master Agreement, **Prospective Contractor** must submit a certification, completed by each Subcontractor, attesting that neither the Subcontractor, as an organization nor any of its owners, officers partners, directors, or other principals are currently suspended, debarred, ineligible, or excluded from securing federally funded contracts.
- 4.7.2 Failure to provide the requested certification may eliminate Prospective Contractor's response to RFSQ from consideration.
- 4.7.3 In the event that the Prospective Contractor and/or its Subcontractor(s) is or are unable to provide the required certification, Prospective Contractor instead will provide a written explanation concerning its and/or its Subcontractor's inability to provide the certification. Prospective Contractor written explanation must describe the specific circumstance concerning the inability to certify. It Further must identify any owner, officer, partner, director, other principal of the Prospective Contractor and/or Subcontractor who is currently suspended, debarred, ineligible, or excluded form securing federally funded contracts. Finally, the written explanation must provide that person's or those persons' job description(s) and function(s) as they relate to the Master Agreement which is being solicited by this RFSQ.
- 4.7.4 The written explanation will be examined by the County to determine, in its full discretion, whether further consideration of the SOQ response to this RFSQ is appropriate under the federal law.

4.8 Prospective Contractor History and List of Terminated Contracts

The County will conduct a review of Prospective Contractor's terminated contracts and debarment history. Prospective Contractor must include contracts terminated within the past three (3) years with a reason for termination in Appendix A (Required Forms), Form 6 (Prospective Contractors List of Terminated Contracts). Prospective Contractor's completed Form 6 (Prospective Contractors List of Terminated Contracts) must be provided as part of their SOQ.