



# County of Los Angeles

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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April 22, 2026

To: Prospective Proposers and Interested Parties

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

### **ADDENDUM NUMBER ONE TO DOMESTIC VIOLENCE/INTIMATE PARTNER VIOLENCE EXPERTS AT THE CHILD PROTECTION HOTLINE REQUEST FOR PROPOSALS NO. 25-0055**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services to all holders of the Domestic Violence/Intimate Partner Violence Experts at the Child Protection Hotline Request for Proposals (RFP) No. 25-0055. Addendum Number One amends sections in the RFP as provided below. Changes only apply to referenced sections and/or subsections that are amended or deleted; all other sections remain in full effect.

A prospective Proposer's failure to address the requirements of this Addendum Number One may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County.

Changes to wording in RFP sections in this Addendum Number One include both deletions and additions. Deletions are indicated as strikeouts (~~strikeouts~~) and additions are underlined (underlined).

Following the discussion of the RFP section revisions, Responses to Proposers' Questions will be included as Attachment I and RFP Required Form, Exhibit 16, will be included as Attachment II to this Addendum Number One.

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

- I. RFP, Section 5.5, **Invoices and Payments**, Subsection 5.5.5.14, has been amended to read as follows:

Contractor must limit administrative and indirect costs to ~~ten~~ 15 percent (10 ~~15~~%) of the modified total ~~cost~~ expenditures of the contract funds.

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- II. RFP, Section 6.0, **Notification to Proposers**, Subsection 6.17, is replaced in its entirety to read as follows:

**6.17 Compliance with Fair Chance Employment Hiring Practices**

6.17.1 Contractor, and its subcontractors, must comply with fair chance employment hiring practices set forth in California Government Code Section 12952, the California Code of Regulations Section 11017.1, and County Code Chapter 8.300 (Fair Chance Ordinance for Employers). Contractor, and its subcontractor(s), can access fair chance employment resources, including a Fair Chance Fact Sheet and Workplace Posters (English/Spanish), and other program material at <https://dcba.lacounty.gov/fairchance/>. Additional compliance resources, including an Employer Toolkit (Fair Chance Hiring: An Employer's Guide to Hiring System-Impacted Individuals), can be accessed at <https://opportunity.lacounty.gov/fairchance/>.

6.17.2 Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, issue administrative penalties and/or seek additional remedies as provided within Section 8.300.100 of the Fair Chance Ordinance for Employers, and/or terminate the Contract.

- III. RFP, Appendix A, Sample Contract, Section 8.0, **Standard Terms and Conditions**, Subsection 8.55, is replaced in its entirety to read as follows:

**8.55 Compliance with Fair Chance Employment Hiring Practices**

8.55.1 Contractor, and its subcontractors, must comply with fair chance employment hiring practices set forth in California Government Code Section 12952, the California Code of Regulations Section 11017.1, and County Code Chapter 8.300 (Fair Chance Ordinance for Employers). Contractor, and its subcontractor(s), can access fair chance employment resources, including a Fair Chance Fact Sheet and Workplace Posters (English/Spanish), and other program material at <https://dcba.lacounty.gov/fairchance/>. Additional compliance resources, including an Employer Toolkit (Fair Chance Hiring: An Employer's Guide to Hiring System-Impacted Individuals),

can be accessed at <https://opportunity.lacounty.gov/fairchance/>.

8.55 2 Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, issue administrative penalties and/or seek additional remedies as provided within Section 8.300.100 of the Fair Chance Ordinance for Employers, and/or terminate the Contract.

IV. RFP, Appendix A, Exhibit A, Statement of Work (SOW), Section 3.0, **County Responsibilities**, Subsection 3.11 has been added to read as follows:

**3.11** CPM or designee will review and de-identify personally identifiable data prior to providing it to the Contractor.

V. RFP, Appendix A, Exhibit A, SOW, Section 4.0, **Contractor Responsibilities**, Subsection 4.8, has been added to read as follows:

**4.8** Contractor must maintain their own secure office space and will not be housed at DCFS locations. Contractor must maintain access to secure internet and use their own computer to attend virtual meeting platforms such as Teams and Zoom. Contractor may be required to attend in-person meetings at various locations throughout Los Angeles County, such as DCFS office locations, family home, or community location designated by the family.

VI. RFP, Appendix A, Exhibit A, SOW, Section 5.0, **Days and Hours of Operation**, Subsection 5.1, has been amended to read as follows:

**5.1** Contractor's service providers must, to the extent possible, make services available during designated regular business hours and non-traditional hours to remove barriers to participation and meet families' scheduling needs. Contractor's service providers must be Full Time Equivalent.

VII. RFP, **Appendix B, Required Forms, Exhibit 16, Budget Narrative**, has been replaced in its entirety to revise the indirect cost percentage amount.

## **ATTACHMENT I**

County of Los Angeles - Department of Children and Family Services

**RESPONSES TO PROPOSER'S QUESTIONS**  
**DOMESTIC VIOLENCE/INTIMATE PARTNER VIOLENCE (DV/IPV) EXPERTS**  
**AT THE CHILD PROTECTION HOTLINE**  
REQUEST FOR PROPOSALS (RFP) #25-0055



County of Los Angeles – Department of Children and Family Services  
DV/IPV EXPERTS RFP #25-0055  
**QUESTIONS AND ANSWERS**

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**QUESTIONS AND ANSWERS**

**PROGRAM SERVICE QUESTIONS**

1. **QUESTION:** How many experts are currently utilized for the Child Protection Hotline?

**RESPONSE:** There are currently two DV experts that are utilized by the Child Protection Hotline.

2. **QUESTION:** What is the average number of calls received monthly at the Child Protection Hotline and how many of those are DV/IPV related?

**RESPONSE:** The average number of calls received on monthly basis at the Child Protection Hotline is 14,000, of those 300-400 are DV/IPV related.

3. **QUESTION:** Are the 20 Child and Family Team (CFT) meetings within that contract year?

**RESPONSE:** Please refer to the RFP, Appendix A, Exhibit A, SOW, Section 7.6:  
7.6 DV/IPV Experts must attend 20 CFTMs (10 per expert and may occur in person or virtually) per month with Regional Office CSWs to assist families impacted by DV/IPV.

4. **QUESTION:** Are there Full Time Equivalent requirements for each of the required DV/IPV Expert positions?

**RESPONSE:**

RFP, Appendix A, Exhibit A, SOW, Section 5.1. has been amended to read as follows:

5.1 Contractor's service providers must, to the extent possible, make services available during designated regular business hours and non-traditional hours to remove barriers to participation and meet families' scheduling needs. Contractor's service providers must be Full Time Equivalent.

Additionally, please refer to RFP, Appendix A, Exhibit A, SOW, Section 5.2:

5.2 Contractor must adhere to the following hours of operation: Regular service delivery hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. After-hours and weekend hours may be arranged between the Contractor and participant.

5. **QUESTION:** Are those 20 [CFT] meetings all over LA county?

**RESPONSE:**

Please refer to the RFP, Appendix A, Exhibit A, SOW, Sections 1.2 and 7.6:

1.2 The DCFS services families throughout Los Angeles County, with roughly 80% of those families enduring domestic violence (DV) and/or intimate partner violence (IPV) which negatively impacts children.

7.6 DV/IPV Experts must attend 20 CFTMs (10 per expert and may occur in person or virtually) per month with Regional Office CSWs to assist families impacted by DV/IPV.

6. **QUESTION:** Is the Domestic Violence/intimate Partner Violence Experts at the Child Protection Hotline a new DCFS program and initiative?

**RESPONSE:**

This initiative began in 2023 and has been running successfully since then. While it is not a new initiative, it is one of a kind and needed to assist our clients who encounter domestic violence. The focus of the program has been modified to include more interaction with families by participating in CFT meetings.

7. **QUESTION:** Will the County provide dedicated office space for Contractor staff?

**RESPONSE:**

RFP, Appendix A, Exhibit A, SOW, Subsection 4.8, has been added to read as follows:

4.8 Contractor must maintain their own secure office space and will not be housed at DCFS locations. Contractor must maintain access to secure internet and use their own computer to attend virtual meeting platforms such as Teams and Zoom. Contractor may be required to attend in-person meetings at various locations throughout Los Angeles County, such as DCFS office locations, family home, or community location designated by the family.

8. **QUESTION:** Will the County provide necessary equipment (e.g., laptops and phones), or is the Contractor expected to include these supplies in their budgets?

**RESPONSE:**

Please refer to the response to question #7.

9. **QUESTION:** Will these virtual meetings — and any other virtual activities — occur at the DCFS Child Protection Hotline offices?

**RESPONSE:**

Please refer to the response to question #7.

10. **QUESTION:** Can staff participate remotely from a Contractor location? If conducted onsite, will the County provide workspace and necessary equipment (e.g., laptops and phones) to support virtual participation?

**RESPONSE:**

Please refer to the response to question #7.

County of Los Angeles – Department of Children and Family Services  
DV/IPV EXPERTS (RFP #25-0055)  
**QUESTIONS AND ANSWERS**

**CONTRACT SERVICE QUESTIONS**

1. **QUESTION:** Must our budget format fit on Exhibit 15, or may we submit a PDF of a similar Excel worksheet?

**RESPONSE:**

Exhibit 15 is a sample document and can be used in the proposal submission, but you may use your own excel worksheet to provide the line item budget.

2. **QUESTION:** [Requesting help for] certification as a minority, part Choctaw, low income, disadvantaged, elderly, woman-owned California small business.

**RESPONSE:**

Please refer to the RFP, Section 7.1.2, Page 16:

7.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 7.2, 7.3, and 7.4 of this solicitation. Additional information on the County's preference programs is also available on the Department of Economic Opportunity (DEO) website at: [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications).

**ATTACHMENT II**  
**REQUIRED FORMS – EXHIBIT 16**  
**BUDGET NARRATIVE**

Proposers are allowed to develop their budget narrative in a manner that they believe best reflects and supports the Line Item Budget of their proposal. All proposals must have a narrative attached to the line item budget providing a thorough and clear explanation of all projected line item budget costs.

The narrative must follow the same sequence as the line item budget and include an explanation of the method of allocating costs for any joint or shared budget item. All figures and compilations must be clearly explained. Include explanation of any line item expenditure, which may be unclear to a reviewer who is unfamiliar with your organization.

Specifications:

**DIRECT COST**

Provide an explanation for purpose and particulars associated with each classification listed in the “Salaries and Wages” section of the Line Item Budget and explain their benefit to this program.

All benefits to be provided in addition to Medical, Dental, and Life Insurance should be listed as well as the Monthly Cost per FTE. For all benefits, specify amounts paid by the employer, the employee and the total monthly premium.

For all items detailed under “Services and Supplies”, provide an explanation for their need and/or how it benefits the program. Computations associated with these costs should be explained and provided. The following costs are not allowable under any circumstances: bad debts, contingency provisions, contributions and donations, fines and penalties, fundraising activities, and interest expenses (unless expressly allowed by federal guidelines). Regarding Insurance, provide annual total costs for each Insurance type/coverage.

**INDIRECT COST**

All details and computations associated with indirect costs should be explained.

Contractors may utilize a maximum of ten percent (~~10~~ 15%) of the modified total cost their Maximum Annual Contract Sum for administrative/indirect costs.