



# County of Los Angeles

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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June 4, 2026

To: Prospective Proposers and Interested Parties

Leticia Torres Ibarra Digitally signed by Leticia Torres Ibarra  
Date: 2026.06.03 17:17:32 -07'00'

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

### **ADDENDUM NUMBER ONE TO PREPARATION AND SUPPORT FOR FAMILIES ADOPTING CHILDREN WITH SPECIAL NEEDS REQUEST FOR PROPOSALS NUMBER 24-0119**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services to all holders of the Preparation and Support for Families Adopting Children with Special Needs Request for Proposals (RFP) Number 24-0119. Addendum Number One amends sections in the RFP as provided below. Changes only apply to referenced sections and 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 to this Addendum Number One.

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

I. RFP, Section 7.1, **Overview of County's Preference Programs**, Subsection 7.1.1, has been amended to read as follows:

7.1.1 The County has ~~three (3)~~ two (2) preference programs: the Local Small Business Enterprise (LSBE) and Social Enterprise (SE). The Board encourages business participation in the County's contracting process by

*"To Enrich Lives Through Effective and Caring Service"*

continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

- II. RFP, Section 8.4, **Preparation of the Proposal**, Subsection 8.4.1.1, Number 1a, has been amended to read as follows:

1.a Business Proposal (Narrative, Required Forms, Exhibit ~~44~~ 13);

- III. RFP, Section 8.4, **Preparation of the Proposal**, Subsection 8.4.1.1, Number 2, has been amended to read as follows:

2. Cost Proposal (Required Forms, Exhibit ~~45~~ 14; Exhibit ~~46~~ 15; and Exhibit ~~47~~ 16);

- IV. RFP, Section 8.5, **Business Proposal Requirements and Evaluation Criteria (80% of total Points)**, has been amended to read as follows:

**Business Proposal Format:**

Business Proposal (Narrative, Required Forms, Exhibit ~~44~~ 13) will be limited to 1,000 words per response.

- V. RFP, Section 8.5, **Business Proposal Requirements and Evaluation Criteria (80% of total Points)**, Subsection 8.5.1, Proposer's Qualification (30%), has been amended to read as follows:

**8.5.1 Proposer's Qualifications (30%)**

Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in Business Proposal (Narrative, Required Forms, Exhibit ~~44~~ 13).

- VI. RFP, Section 8.5, **Business Proposal Requirements and Evaluation Criteria (80% of total Points)**, Subsection 8.5.2, Proposer's Approach to Providing Required Services (40%), has been amended to read as follows:

**8.5.2 Proposer's Approach to Providing Required Services (40%)**

Proposer will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in Business Proposal (Narrative, Required Forms, Exhibit ~~44~~ 13).

- VII. RFP, Section 8.5, **Business Proposal Requirements and Evaluation Criteria (80% of total Points)**, Subsection 8.5.3, Proposer's Quality Assurance Plan (10%), has been amended to read as follows:

**8.5.3 Proposer's Quality Assurance Plan (10%)**

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Assurance Plan (QAP) to ensure the requirements of this Contract are provided as specified. Evaluation of the QAP must cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on information provided in Business Proposal (Narrative, Required Forms, Exhibit ~~14~~ 13).

- VIII. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Section 7.0, **Service Delivery**, Subsection 7.2.1 has been added to read as follows:

7.2.1 Contractor, in consultation with the CPM, may offer evening and weekend services to children and prospective adoptive parents.

- IX. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Section 10.0, **Case Consultations**, Subsection 10.1, has been amended to read as follows:

10.1 Each case consultation will be conducted by a multi-disciplinary team which consists of ~~at least four of the Contractor's staff~~. three core disciplines; however, in consultation with the CPM, the CPD must select ~~the appropriate staff members~~ an additional professional, as identified in Section 5.1.1, based on the identified concerns and needs of the child. If the need is identified, a bilingual psychologist who understands the Spanish-speaking community, must conduct the consultations in Spanish.

- X. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Section 12.0, **Therapeutic Grief Interventions (TGI)**, Subsection 12.1, has been amended to read as follows:

12.1 Contractor must provide face-to-face or virtual intakes and assessments to a minimum of eighteen (18) ~~families,~~ individual prospective adoptive parents, per contract year.

- XI. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Exhibit A-1, **Performance Requirements Summary**, has been replaced in its entirety. Please refer to Attachment II of this Addendum One.

- XII. Appendix B, Required Forms, Exhibit 3, **Request for Preference Consideration**, has been replaced in its entirety. Please refer to Attachment III of this Addendum One.
  
- XIII. Appendix B, Required Forms, Exhibit 10, **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (45 C.F.R. PART 76)**, has been replaced in its entirety. Please refer to Attachment IV of this Addendum One.

County of Los Angeles – Department of Children and Family Services  
P&S (RFP #24-0119)  
**QUESTIONS AND ANSWERS**

**RESPONSES TO PROPOSERS' QUESTIONS**  
**PREPARATION AND SUPPORT FOR FAMILIES ADOPTING CHILDREN WITH**  
**SPECIAL NEEDS (P&S)**  
**REQUEST FOR PROPOSALS (RFP) #24-0119**



County of Los Angeles – Department of Children and Family Services  
P&S (RFP #24-0119)

**QUESTIONS AND ANSWERS**

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**QUESTIONS AND ANSWERS**

**CONTRACT SERVICE QUESTIONS**

1. **QUESTION:** Can you send me a contact number for you? I need some assistance with following-up around the bids and this notification.

**RESPONSE:** Please refer to the RFP, Section 6.2, Contact with County Personnel:

**6.2** All contact regarding this RFP or any matter relating thereto must be in writing, and e-mailed to:

Department of Children and Family Services  
Contracts Administration Division  
Attention: Preparation & Support (P&S)  
Joan Arcilla, Contract Analyst  
**Email:** [ArcilJ@dcfs.lacounty.gov](mailto:ArcilJ@dcfs.lacounty.gov)

**AND COPY:**

Corneitha Kirk, Assistant Manager  
**Email:** [KirkC@dcfs.lacounty.gov](mailto:KirkC@dcfs.lacounty.gov)

2. **QUESTION:** I'm calling you for a solicitation number 240119240119 please call me back.

**RESPONSE:** Please refer to the RFP, Section 6.2, Contact with County Personnel:

**6.2** All contact regarding this RFP or any matter relating thereto must be in writing, and e-mailed to:

Department of Children and Family Services  
Contracts Administration Division  
Attention: Preparation & Support (P&S)  
Joan Arcilla, Contract Analyst  
**Email:** [ArcilJ@dcfs.lacounty.gov](mailto:ArcilJ@dcfs.lacounty.gov)

**AND COPY:**

Corneitha Kirk, Assistant Manager  
**Email:** [KirkC@dcfs.lacounty.gov](mailto:KirkC@dcfs.lacounty.gov)

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**QUESTIONS AND ANSWERS**

3. **QUESTION:** I'd love to schedule a brief call to learn what gaps you most often see post-placement and how a specialized community provider like us could support your teams and families (referrals, workshops, groups, or supplemental services).

**RESPONSE:** Please email Joan Arcilla at [ArcilJ@dcsf.lacounty.gov](mailto:ArcilJ@dcsf.lacounty.gov) and a copy to Corneitha Kirk at [KirkC@dcsf.lacounty.gov](mailto:KirkC@dcsf.lacounty.gov). We are collecting all the questions and responses in order for everyone of you that is interested in submitting a proposal has the same information. This is an open, competitive solicitation and we want to provide everyone with the same information at the same time.

Please refer to the RFP, Section 6.2, Contact with County Personnel:

**6.2** All contact regarding this RFP or any matter relating thereto must be in writing, and e-mailed to:

Department of Children and Family Services  
Contracts Administration Division  
Attention: Preparation & Support (P&S)  
Joan Arcilla, Contract Analyst  
**Email:** [ArcilJ@dcsf.lacounty.gov](mailto:ArcilJ@dcsf.lacounty.gov)

**AND COPY:**  
Corneitha Kirk, Assistant Manager  
**Email:** [KirkC@dcsf.lacounty.gov](mailto:KirkC@dcsf.lacounty.gov)

4. **QUESTION:** Sorry, can you repeat the name and email for who we should send questions?

**RESPONSE:** Please refer to the responses on Questions 1, 2 and 3.

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**QUESTIONS AND ANSWERS**

5. **QUESTION:** Please clarify which documents should a non-profit entity submit for file 1d, since a nonprofit entity will not have corporate documents.

**Language from the RFP:**

**P. 30 of the RFP Paragraph 8.5.5.2 Corporate Documents**

1) Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the proposal:

a. A copy of a “Certificate of Good Standing” with the state of incorporation/organization.

b. A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers.

2) Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

**RESPONSE:**

Proposers must be a legal entity capable of entering a contract and able to submit the required documents.

Please refer to the RFP, Subsection 8.5.5.2, Corporate Documents:

**8.5.5.2 Corporate Documents**

1) Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the proposal:

a. A copy of a “Certificate of Good Standing” with the state of incorporation/organization.

b. A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers.

2) Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

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**QUESTIONS AND ANSWERS**

6. **QUESTION:** Please clarify which documents should a nonprofit entity submit for file 1d, since a nonprofit entity will not have corporate documents. Language from the RFP: P. 30 of the RFP Paragraph 8.5.5.2 Corporate Documents 1) Corporations or Limited Liability Company (LLC): The Proposer must submit the following documentation with the proposal: a. A copy of a “Certificate of Good Standing” with the state of incorporation/organization. b. A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers. 2) Limited Partnership: The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

**RESPONSE:** Please refer to the Response to Question 5.

7. **QUESTION:** Please clarify which forms are to be included in the fifth file, 2. Cost Proposal. There is no Exhibit 17, and the Required forms already include Exhibit 15 and 16, unless I misunderstand it.  
**Language from the RFP:**  
**Pp. 22-23, paragraph 8.4.1.1**  
Proposers must submit five (5) electronic PDF files in their proposal submission email(s) as follows:  
**1a.** Business Proposal (Narrative, Required Forms, Exhibit 14);  
**1b.** Three (3) years of Financial Statements (at least one audited within the last 18 months);  
**1c.** Required Forms (Exhibits 1 through 16);  
**1d.** Corporate Documents; and  
**2.** Cost Proposal (Required Forms, Exhibit 15; Exhibit 16 and Exhibit 17);
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**QUESTIONS AND ANSWERS**

**RESPONSE:** The Cost Proposal is comprised of Exhibit 14, Exhibit 15, and Exhibit 16. The exhibit numbers have been corrected as referenced below:

Please refer to the RFP, Addendum One, section revisions:

**III. RFP, Section 8.4, Preparation of the Proposal, Subsection 8.4.1.1, Number 2, has been amended to read as follows:**

**2. Cost Proposal (Required Forms, Exhibit ~~14~~14; Exhibit ~~15~~15; and Exhibit ~~17~~16);**

8. **QUESTION:** Please clarify which forms are to be included in the fifth file, 2. Cost Proposal. There is no Exhibit 17, and the Required forms already include Exhibit 15 and 16, unless I misunderstand it. Language from the RFP: Pp. 22-23, paragraph 8.4.1.1 Proposers must submit five (5) electronic PDF files in their proposal submission email(s) as follows: 1a. Business Proposal (Narrative, Required Forms, Exhibit 14); 1b. Three (3) years of Financial Statements (at least one audited within the last 18 months); 8.5 1c. Required Forms (Exhibits 1 through 16); 1d. Corporate Documents; and 2. Cost Proposal (Required Forms, Exhibit 15; Exhibit 16; and Exhibit 17

**RESPONSE:** Please refer to the Response in Question 7.

9. **QUESTION:** Please clarify which files are to be included in the first file, 1a. Business Proposal? The Narrative is Exhibit 13, which is one of the Required Forms, as is Exhibit 14, unless I misunderstand it.  
**Language from the RFP:**  
**Pp. 22-23, paragraph 8.4.1.1**  
Proposers must submit five (5) electronic PDF files in their proposal submission email(s) as follows:  
**1a. Business Proposal (Narrative, Required Forms, Exhibit 14)**

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**QUESTIONS AND ANSWERS**

**RESPONSE:** The Business Proposal is comprised of 1a, 1b, 1c and 1d. The Business Proposal will include:

- 1a.** Narrative, which is Required Form Exhibit 13;
- 1b.** Three (3) years of Audited Financial Statements;
- 1c.** Required Forms; and
- 1d.** Corporate Documents.

These four (4) files are your Business Proposals, that must be divided into four (4) files.

For the Business Proposal, please refer to the RFP, Section 8.8, Proposer Submission, Subsection 8.8.1.2:

Proposers must submit five (5) electronic PDF files in their proposal submission email(s) as follows:

- 1a.** Business Proposal (Narrative, Required Form, Exhibit 13);
- 1b.** Three (3) years of Financial Statements (at least one audited within the last 18 months);
- 1c.** Required Forms (Exhibits 1 through 16);
- 1d.** Corporate Documents; and,
- 2.** Cost Proposal (Required Forms, Exhibit 14, Exhibit 15, Exhibit 16).

**10. QUESTION:** 8.8 Proposal Submission. Section 8.8.1.2 (1c) required forms (page 36) says that Exhibits 1-16 should be submitted as part of PDF file "Required Forms". Should this actually be Exhibits 1-12, since exhibit 13 is part of business proposal and exhibit 14-16 are part of cost proposal or should we submit all exhibits 1-16 as part of Required Forms even if also submitted in other files.

**RESPONSE:** Yes, Exhibits 1-12 should be submitted as the Required Forms, Exhibit 13 will be your Business Proposal, and Exhibits 14-16 will be your Cost Proposal.

Please refer to the RFP, Addendum One, section revisions:

- II. RFP, Section 8.4, Preparation of the Proposal, Subsection 8.4.1.1, Number 1a, has been amended to read as follows:

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**QUESTIONS AND ANSWERS**

1.a Business Proposal (Narrative, Required Forms, Exhibit 44 13);

11. **QUESTION:** FYI, RFP paragraph "8.4 Preparation of the proposal" has incorrect exhibit#s listed under the business proposal and cost proposal sections.

**RESPONSE:** Please refer to the RFP, Addendum One, section revisions:

II. RFP, Section 8.4, **Preparation of the Proposal**, Subsection 8.4.1.1, Number 1a, has been amended to read as follows:

1.a Business Proposal (Narrative, Required Forms, Exhibit 44 13);

III. RFP, Section 8.4, **Preparation of the Proposal**, Subsection 8.4.1.1, Number 2, has been amended to read as follows:

2. Cost Proposal (Required Forms, Exhibit 45 14; Exhibit 46 15; and Exhibit 47 16);

12. **QUESTION:** Is a signature required for Exhibit 10? There is no page or paragraph number, but the form is found in Appendix B-Required Forms, at the end of the RFP packet.

**RESPONSE:** Yes, a signature is required for Exhibit 10, which has been replaced in its entirety and is attached to Addendum One as Attachment III.

Please refer to RFP, Addendum One:

XIII. Appendix B, Required Forms, Exhibit 10 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (45.C.F.R. Part 76)," has been replaced in its entirety. Please refer to Attachment III of this Addendum One.

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**QUESTIONS AND ANSWERS**

13. **QUESTION:** Can Proposer meet the Mandatory Min requirements by proposing subcontractors or joint venture partners who can provide these services, or can Proposer secure the advance approval of the County BEFORE submitting the proposal on June 16th?

Language from the RPF:

Pp. 1-2 of RFP 1.0 Solicitation Information and Minimum Mandatory Requirements.

**8.39 of the Sample Contract:  
Subcontracting**

The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. And 9.0 of the A-C Handbook.

**RESPONSE:**

The proposer can submit an approach that includes a sub-contractor. However, DCFS is not able to provide advanced approval of any sub-contracts. There will be one (1) contract that will be awarded and that prime contractor will decide whether or not they will sub-contract part of the services that are required by the Statement of Work.

Please refer to Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 8.39, Subcontracting, Subsection 8.39.1:

**8.39.1** The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

14. **QUESTION:** In the addendum, please strongly clarify Section 1.3 under mandatory minimum requirement because I seem to hear you can subcontract or partner AND that all of those disciplines must be employed by the proposer prior to submission. It affects the ability of smaller organizations to apply.
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**QUESTIONS AND ANSWERS**

**RESPONSE:** The Proposer has the opportunity to detail in their narrative their plans to work with other organizations to provide the proposed services. However, the County has the discretion to decide final approval of any sub-contractor if a contract is awarded to the proposer.

The disciplines that comprise the multi-disciplinary team need to be in place at the start of the new Contract. However, the Contract Program Director, Subject Matter Experts, and licensed professionals may be part-time, contracted, or consultant-based positions if all responsibilities, supervision, and availability requirements are met.

**15. QUESTION:** How would a nonprofit apply as a joint venture with another nonprofit, while one of them is taking a lead position in the proposal and implementation of the program, if awarded?

**RESPONSE:** Whatever agency is taking the lead, that will be the agency that is submitting the proposal. The agency needs to inform us that they are part of a joint venture and/or if the joint venture is merging, because we need to assign the rights and responsibilities of the contract to one entity.

The Proposer has the opportunity to detail in their narrative their plans to work with other organizations to provide the proposed services. However, the County has the discretion to decide final approval of any sub-contractor if a contract is awarded to the proposer.

Please refer to Appendix A, Sample Contract, Section 8.2 Assignment and Delegation/Mergers or Acquisitions.

In addition, please refer to Appendix B, Required Forms, Exhibit 1, Organization Questionnaire/Affidavit, Question #5:

5. List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".

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**QUESTIONS AND ANSWERS**

16. **QUESTION:** REQUEST FOR PROPOSALS #24-0119 Foster care adoption  
Will there be a list of primes (Contractors) available after this event?

**RESPONSE:** If by “primes” you mean “contractors”, we only have one contractor and there will only be one contractor selected, so there will only be one “prime”. We don’t know who the contractor will be until we have finished with our evaluation process and give our recommendations to the Board of Supervisors. Not until then are we able to disclose who the recommended contractor will be. So, we cannot provide you with a response at this time because we don’t know who the recommended contractor will be.

17. **QUESTION:** If not (list of primes available, Contractors), how can learn who they are in considering who might be a match as a sub? Please advise. Thanks

**RESPONSE:** Please refer to the Response to Question 16.

18. **QUESTION:** What are the 3 Preference Programs that are referred to in “7.0 County’s Preference Programs”? I only see 2 programs named in the RFP, but Required Form Exhibit 3 in Appendix B includes Request for Disabled Veterans Business Enterprise Program.

Language from the RFP: pp. 19-21, paragraph 7.1.1:

“7.1.1 The County has three (3) preference programs: the Local Small Business Enterprise (LSBE) and Social Enterprise (SE).”

**7.0 COUNTY’S PREFERENCE PROGRAMS**

**7.1 Overview of County’s Preference Programs**

7.1.1 The County has three (3) preference programs: the Local Small Business Enterprise (LSBE) and Social Enterprise (SE). The Board encourages business participation in the County’s contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

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**QUESTIONS AND ANSWERS**

**RESPONSE:** You will not see the Disabled Veterans Program because this contract is funded by Federal funds. Federal funds have different requirements for the Disabled Veterans Program.

Please refer to the RFP, Addendum One, section revisions:

I. RFP, Section 7.1, **Overview of County's Preference Programs**, Subsection 7.1.1, has been amended to read as follows:

7.1.1 The County has ~~three (3)~~ two (2) preference programs: the Local Small Business Enterprise (LSBE) and Social Enterprise (SE). The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

In addition, Appendix B, Required Forms, Exhibit 3 "**Request for Preference Consideration**," has been replaced in its entirety. Please refer to Attachment II of this Addendum One.

19. **QUESTION:** How can I make my interest known having LSBE?

**RESPONSE:** You need to be certified and the links to the County office that provide those certifications are included in the RFP. You can access those links, and you can apply for the certification.

Please refer to the RFP, Section 7.2, Local Small Business Enterprise (LSBE) Preference Program, Subsection 7.2.2:

7.2.2 The business must be certified by the County prior to requesting the LSBE Preference in a solicitation. To apply for certification as an LSBE, businesses should contact DEO at:

[https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications)

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**QUESTIONS AND ANSWERS**

20. **QUESTION:** Please clarify the preferred programs matter again.

**RESPONSE:** Please see Response to Question 18.

21. **QUESTION:** Which programs are required?

**RESPONSE:** If this question is related to the Preference Programs, then none of them are required. If you are certified under one of those Preference Programs, you qualify to lower the bid amount you submitted as stated in Section 8.6.1. Your agency must be certified with the County Department of Business and Consumer Affairs to be considered as part of one of those preference programs.

22. **QUESTION:** Who is your small business advisor on this project?

**RESPONSE:** There is no small business advisor on this project.

23. **QUESTION:** How do I access previous winning proposals for similar work?

**RESPONSE:** P&S is funded through Title IV-E, which is subject to California Department of Social Services (CDSS) regulations. We do not have a proposal that was submitted by the current contractor since the current contract was issued using procurement by negotiation based on CDSS regulation 23-650.14. Since the contractor is a public education institution, the contract was negotiated without formal advertisement as a procurement by negotiation. Therefore, we are unable to provide a copy of a “winning” proposal.

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**QUESTIONS AND ANSWERS**

**24. QUESTION:** I am writing to request access to the full Exhibit A (Statement of Work) and the cost proposal exhibit/rate schedule referenced in the RFP, as these attachments do not appear to be included in the posted solicitation document.

Specifically, I am looking to review:  
- Exhibit A (SOW) from Appendix A (Sample Contract)  
- The cost proposal forms and any unit rate or service volume information from Appendix B (Required Forms)

If these documents are available for download, I would appreciate a direct link. If they are distributed separately, please let me know the appropriate process for obtaining them. These documents were not listed on <http://camisvr.co.la.ca.us/lacobids>.

**RESPONSE:** Exhibit A, Statement of Work, is part of the whole RFP. The RFP is divided into the first part, which is the RFP, which are the instructions for everyone submitting a proposal. Then, it is followed by Sample Contract which includes the Statement of Work, as Exhibit A. The Standard Exhibits to the Sample Contract are next. Lastly, the Required Forms that are needed for this RFP.

The Statement of Work (SOW), Exhibit A, is attached to the RFP, which can be found by scrolling down each page until you reach the cover of the SOW. The SOW section is located after the Sample Contract, Appendix A.

Please refer to the RFP, Addendum One, section revisions:

III Section 8.4, **Preparation of the Proposal**, Subsection 8.4.1.1, Number 2, has been amended to read as follows:

2. Cost Proposal (Required Forms, Exhibit ~~45~~14; Exhibit ~~46~~15; and Exhibit ~~47~~16);

In addition, for the Cost Proposal, please refer to the RFP, Section 8.6, **Cost Proposal Requirements and Evaluation (20%)**.

Furthermore, the entire RFP, which consists of the Sample Contract (Appendix A), Statement of Work (Exhibit A), and Required Forms (Appendix B); and the P&S Addendum One

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(which includes the revised Exhibit 3, “Request for Preference Consideration”), are all available to download.

25. **QUESTION:** Will this PowerPoint be available after the meeting?

**RESPONSE:** No, this PowerPoint will not be available after the meeting. Your proposal should be based solely on what is written in the RFP and addendums.

For your convenience, please refer to the DCFS and ISD websites, for updates and additional information:

**Los Angeles County:** (<https://contracts.dcfs.lacounty.gov/>)  
and/or the

**ISD:**  
(<https://camisvr.co.la.ca.us/LACoBids/BidLookUp/OpenBidList/>)

26. **QUESTION:** What should we do if the 5 files are too big to send as attachments to a single email?

**RESPONSE:** We have not encountered any situation where we were unable to receive large files in the last three years we have been accepting electronic proposals. We have been able to receive the 5 files from different agencies for other solicitations. We advise that you submit your proposal earlier than the deadline if possible. This will enable us to assist with or mitigate issues should they arise. If you are able, please submit your proposal early so that we may be able to assist you if you are experiencing technical difficulties.

27. **QUESTION:** Exhibit 8 List of References (page 131), if we are the current contractor for these services, are we allowed to list our current DCFS program manager as a reference.

**RESPONSE:** No, if you are the current contractor for these services, you cannot list your Program Manager as a reference for this solicitation. Again, this is an open, competitive solicitation. If you have other contracts with DCFS for other programs, you may list them as a reference, but not for this current program that is being solicited.

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**QUESTIONS AND ANSWERS**

28. **QUESTION:** Who is the current provider?

**RESPONSE:** The Regents of the University of California Los Angeles is the current contractor.

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**QUESTIONS AND ANSWERS**

**PROGRAM SERVICE QUESTIONS**

1. **QUESTION:** Would DCFS be open to RFP respondents incorporating complementary caregiver support services into their proposals?

**RESPONSE:** No, only the indicated requirements are incorporated into the RFP.

Please refer to Appendix A, Sample Contract, Exhibit A, Statement of Work.

2. **QUESTION:** RFP Reference: Paragraph 4.0 / Required Forms, Exhibit 6, Minimum Mandatory Requirements The multidisciplinary team list includes mental health services, educational advocacy, occupational therapy, pediatrics, psychiatry, LCSW/LMFT, speech and language pathology, in-home behavioral services, and youth mentoring. Is the County requiring all of these disciplines to already be in place at the time of proposal submission, or are these examples of disciplines that may be used based on the child/family need?

**RESPONSE:** The disciplines need to be in place at the start of the contract.

Yes, these are examples of the disciplines that may be used. Please refer to Appendix A, Sample Contract, Exhibit A, Statement of Work, Subsection 5.1.1:

5.1.1 Contractor must provide a multi-disciplinary team that includes a minimum of three of the following professionals: Pediatrician, Educational Advocate, Licensed Psychologist, Licensed Clinical Social Worker, Board Certified Child and Adolescent Psychiatrist, In-home Behavioral Specialist, Speech and Language Pathologist, and Occupational Therapist; all of whom must have a minimum of one (1) year experience handling adoption-related matters. One of the professionals may have two roles when working on a case consultation.

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**QUESTIONS AND ANSWERS**

3. **QUESTION:** Question re Minimum Mandatory Requirements Paragraph 1.3 Page 2 in regards to established multidisciplinary team. When does this team need to be or have been established?

**RESPONSE:** The disciplines that comprise the multi-disciplinary team need to be in place at the start of the new Contract.

4. **QUESTION:** Secondly, can the team be a collaborative effort between organizations if there is a collaborative effort?

**RESPONSE:** Yes, but the proposal must clearly demonstrate that the combined organizations meet all minimum requirements, including multi-disciplinary capacity and relevant experience. Roles and responsibilities must be clear and well defined. Additionally, all the services must be provided in one location.

Please refer to Appendix A, Sample Contract, Exhibit A, Statement of Work, Subsection 13.1:

13.1 Contractor must ensure the assessment by the multi-disciplinary team is provided in one (1) location.

5. **QUESTION:** How are special needs being defined?

**RESPONSE:** In the Statement of Work, in the definition section, we have children with special needs. If this is what you're referring to, the definition is children in foster care who have, or at risk having emotional, physical, developmental and/or behavioral challenges related to issues of loss and trauma or due to biological vulnerabilities as a result of prenatal exposure to alcohol and/or drugs.

Please refer to Appendix A, Sample Contract, Exhibit A, Statement of Work, Subsection 2.9:

**2.9 Children with Special Needs:** Children in foster care who have or are at risk of having emotional, physical, developmental, and/or behavioral challenges related to issues of loss and trauma or due to biological vulnerabilities as a result of prenatal exposure to alcohol and/or drugs.

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**QUESTIONS AND ANSWERS**

6. **QUESTION:** Exhibit A-1 (page 131) Performance Requirements Summary under Task “Therapeutic Grief Intervention” for # of participants receiving services it says “18 individual prospective adoptive parents”. SOW Section 12.1 (page 124) says “minimum of 18 families”. Can the language in section 12.1 be reworded to match Exhibit A-1 “individual prospective adoptive parents”.

**RESPONSE:** Please refer to the RFP, Addendum One, section revisions:

- X. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Section 12.0, **Therapeutic Grief Interventions (TGI)**, Subsection 12.1, has been amended to read as follows:

12.1 Contractor must provide face-to-face or virtual intakes and assessments to a minimum of eighteen (18) families, individual prospective adoptive parents, per contract year.

- XI. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Exhibit A-1, **Performance Requirements Summary**, has been replaced in its entirety. Please refer to Attachment III of this Addendum One.

7. **QUESTION:** I emailed the questions as well but posting here too: SOW Section 5.0 Staffing, it states that the minimum number of professionals is three (3) and under Statement of Work Section 10.1 we must have at least four staff involved in case consultation. Is there a specific minimum number of total staff for the contract because it seems to be contradictory. SOW Section 17.1 statement of work?
-

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**QUESTIONS AND ANSWERS**

**RESPONSE:**

This is not a contradiction, but two (2) separate staffing requirements. Section 5.1.1 requires the Contractor to maintain a multi-disciplinary team that includes a minimum of three specified professional disciplines. Separately, Section 10.1 requires that each individual case consultation be conducted by professionals representing the three core disciplines, in consultation with the CPM, the CPD must select additional professional, as identified in Section 5.1.1, based on the identified concerns and needs of the child.

Please refer to the RFP, Addendum One, section revisions:

IX. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Section 10.0, **Case Consultations**, Subsection 10.1, has been amended to read as follows:

10.1 Each case consultation will be conducted by a multi-disciplinary team which consists of ~~at least four of the Contractor's staff.~~ three core disciplines; however, in consultation with the CPM, the CPD must select ~~the appropriate staff members~~ an additional professional, as identified in Section 5.1.1, based on the identified concerns and needs of the child. If the need is identified, a bilingual psychologist who understands the Spanish-speaking community, must conduct the consultations in Spanish.

8. **QUESTION:** RFP Reference: Exhibit A, SOW, Section 10.1 / Multidisciplinary Team Can contracted professionals or subcontractors count as part of the four-person multidisciplinary team for case consultations?

**RESPONSE:**

Yes. Contracted professionals or sub-contractors under contractor's supervision may count as part of the four-person multi-disciplinary team for case consultations.

Please refer to the RFP, Addendum One, section revisions:

IX. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Section 10.0, **Case Consultations**, Subsection 10.1, has been amended to read as follows:

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**QUESTIONS AND ANSWERS**

10.1 Each case consultation will be conducted by a multi-disciplinary team which consists of ~~at least four of the Contractor's staff.~~ three core disciplines; however, in consultation with the CPM, the CPD must select ~~the appropriate staff members~~ an additional professional, as identified in Section 5.1.1, based on the identified concerns and needs of the child. If the need is identified, a bilingual psychologist who understands the Spanish-speaking community, must conduct the consultations in Spanish.

9. **QUESTION:** Can the trainings be provided virtually or must they all be in person?

**RESPONSE:** Yes, training can be provided virtually.

10. **QUESTION:** SOW Section 12 (pg 15): We are statewide trainers in C.A.S.E Therapeutic Adoption Competency model for clinicians. More information here: <https://adoptionsupport.org/training-for-adoption-competency/> In this practice clinicians learn about the Good Grief Model and then specific CASE interventions about loss and grief. All of our clinicians are trained in the model. All of our clinicians are trained in the model. Is it required to provide Therapeutic Grief Intervention (TGI) because we cannot locate any information on this specific model?

**RESPONSE:** The SOW does not identify a mandatory evidence-based model for TGI. Contractors have flexibility to use an appropriate grief-and-loss modality, provided that they address the required target population, is culturally sensitive, is trauma-informed and has demonstrated effectiveness for concurrent planning and adoptive/resource families experiencing loss and grief.

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**QUESTIONS AND ANSWERS**

11. **QUESTION:** Are any unlicensed (clinical social worker) but board register?

**RESPONSE:** License professionals are clearly required for certain functions: Section 5.1 states that the contractor must provide a multi-disciplinary team who have to be licensed professionals. Section 5.6-Subject Matter experts (SME) is required for trainers and they must have a current license. Examples include LCSWs, psychologists, psychiatrists, LMFTs, and equivalent disciplines. All staff must be licensed.

12. **QUESTION:** RFP Reference: Paragraph 4.0 / Required Forms, Exhibit 6, Minimum Mandatory Requirements The RFP requires an existing and established multidisciplinary team. Can the County clarify whether this team must be made up of W-2 employees, or whether contracted providers, consultants, subcontractors, or formal partner agencies may be included?

**RESPONSE:** Sub-contractors and consultants may be included if all responsibilities, supervision, and availability requirements are met. Any Sub-contractors and consultants must be approved by the Program Manager.

13. **QUESTION:** RFP Reference: Exhibit A, SOW, Section 5.0 / Staffing Requirements Can the Contract Program Director and Subject Matter Experts be part-time, contracted, or consultant-based positions, or must they be full-time employees of the contractor?

**RESPONSE:** The Contract Program Director and Subject Matter Experts may be part-time, contracted, or consultant-based positions if all responsibilities, supervision, and availability requirements are met.

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**QUESTIONS AND ANSWERS**

14. **QUESTION:** RFP Reference: Exhibit A, SOW, Section 7.2 / Days and Hours of Operation The RFP requires services Monday through Friday from 8:00 a.m. to 5:00 p.m. Can trainings, TGI groups, or caregiver support activities also be offered during evenings or weekends if that better meets family availability?

**RESPONSE:** Yes. We allow evening or weekend activities because families work during the day, and are only available after regular work hours to participate in activities.

Please refer to the RFP, Addendum One, section revisions:

VIII. Appendix A, Sample Contract, Standard Exhibit A, Statement of Work, Section 7.0, **Service Delivery**, Subsection 7.2.1 has been added to read as follows:

7.2.1 Contractor, in consultation with the CPM, may offer evening and weekend services to children and prospective adoptive parents.

15. **QUESTION:** RFP Reference: Exhibit A, SOW, Section 13.0 / Multidisciplinary Services Can the County clarify what it expects under Multidisciplinary Services?
-

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**RESPONSE:** Section 13 requires Contractor to make multi-disciplinary services available at no cost to adoptive parents who have completed the 3 Placement Preparation Training modules. These services include: psychotherapy, support groups, medical consultation, educational consultation, OT consultation, developmental, psychological, and psychiatric assessments, individual counseling, and family counseling. These services must not be paid through the P&S Contract or involve direct dollar funding from the P&S program.

Please refer to Appendix A, Sample Contract, Exhibit A, Statement of Work, Subsection 13.4:

13.4 Contractor must provide multi-disciplinary services described in this Section 14.0 at no cost to the resource parents and adoptive parents who receive these services. Additionally, these services must not be paid through the P&S Contract or involve direct dollar funding from the P&S program.

16. **QUESTION:** Is the contractor expected to directly provide these services, coordinate referrals/linkages, or maintain access to professionals who can provide these services?

**RESPONSE:** The expectation is for the selected contractor to be able to provide these services directly. They are not to make referrals or linkages for these services.

17. **QUESTION:** RFP Reference: Exhibit A, SOW, Section 9.4 / Presentations and Recruitments Can virtual presentations fully satisfy the P&R requirement, or does the County expect a certain number of presentations to be in person?

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**QUESTIONS AND ANSWERS**

**RESPONSE:**

Section 9.4 states that presentations may mainly be virtually but may take place in person as needed.

Please refer to Appendix A, Sample Contract, Exhibit A, Statement of Work, Subsection 9.4:

9.4 Contractor must conduct a minimum of sixty (60) program Presentations and Recruitments (P&R), fifty (50) in English, six (6) in Spanish, and four (4) in English or Spanish depending on the need, during each contract term. These presentations may mainly be virtually but may take place in person as needed.

**PERFORMANCE REQUIREMENTS SUMMARY**

**Exhibit A-1**

Task	Required Deliverables per Contract Year					Quality Assurance Monitoring		
	Number of Deliverables			Duration of each Deliverable	Number of Participants Receiving Training or Services	Compliance Monitoring Method	Remedies for Non-Compliance with Performance	
	English	English or Spanish	Spanish					Total
Presentation at pre-service classes SOW section 9.3 and 9.5	50	4	6	60	30-45 minutes	700 Pre-service training Participants	Provide sign-in sheets for CPM to review	CONTRACTOR to provide a corrective action plan to the COUNTY with an explanation of the problem and the plan for correction
Recruitment SOW section 9.6.2	125 individuals recruited from pre-service training signed up for the Placement Preparation Training Series							
Case Consultations SOW section 10	10	As needed	As needed	10	2 hours	10 special need children who are available for adoption	Provide Consultation write ups for CPM to review	CONTRACTOR to provide a corrective action plan to the COUNTY with an explanation of the problem and the plan for correction
Placement Preparation Training Series (1 series = 3 modules) SOW section 11.0	6 virtual training series spread out over the contract year.			6 training series	9 hours	125 trainees	Provide sign-in sheets for CPM to review	CONTRACTOR to provide a corrective action plan to the COUNTY with an explanation of the problem and the plan for correction
Therapeutic Grief Intervention for Concurrent Planning Families SOW sections 12.1, 12.5, & 12.6	18 group TGI 18 individual TGI	As needed	As needed	18 group TGI 18 individual TGI	90 minutes for group TGI twice a month 50 minutes for individual	18 individual prospective adoptive parents	Provide sign-in sheets for CPM to review	CONTRACTOR to provide a corrective action plan to the COUNTY with an explanation of the problem and the plan for correction
Multidisciplinary Services at no cost to families who complete the P&S training as outline in Section 13.0	As needed	As needed	As needed	As needed	As determined by Contractor in consultation with CPM	All families who meet the requirements and request the services	Provide records upon request for CPM to review	CONTRACTOR to provide a corrective action plan to the COUNTY with an explanation of the problem and the plan for correction

**REQUIRED FORMS – EXHIBIT 3**

**REQUEST FOR PREFERENCE CONSIDERATION**

**INSTRUCTIONS:** Proposers requesting preference consideration must complete and include this form in their proposal. Proposers may request consideration for one or more preference programs. **In order to qualify for preference, firm must be certified by the County of Los Angeles. Please reference your Certification Letter issued by the County to determine Federal/Non-Federal preference eligibility.**

<input type="checkbox"/> <b>PREFERENCE NOT REQUESTED</b>
--

**OR**

<input type="checkbox"/> <b>PREFERENCE REQUESTED (SELECT ALL THAT APPLY)</b>	
Preference Program	Reference
<input type="checkbox"/> Request for Local Small Business Enterprise (LSBE) Program Preference <input type="checkbox"/> Certification for Non-Federally Funded County Solicitations <input type="checkbox"/> Certification for Federally Funded County Solicitations	<a href="#"><u>LACC 2.204</u></a>
<input type="checkbox"/> Request for Social Enterprise (SE) Program Preference <input type="checkbox"/> Certification for Non-Federally Funded County Solicitations <input type="checkbox"/> Certification for Federally Funded County Solicitations	<a href="#"><u>LACC 2.205</u></a>

**Note: In no instance should any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any county solicitation.**

## **REQUIRED FORMS – EXHIBIT 10**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76)**

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

1. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. Proposer shall provide immediate written notice to the person to whom this proposal is submitted if at any time Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this certification, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. Proposer agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. Proposer further agrees by submitting this proposal that it will include the provision entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76),” as set forth in the text of the Master Agreement, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Proposer acknowledges that a participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. Proposer acknowledges that a participant may decide the method and frequency by which it determines the eligibility of its principals. Proposer acknowledges that each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the required certification. The knowledge and

information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
9. Where Proposer and/or its subcontractor(s) is or are unable to certify to any of the statements in this Certification, Proposer shall attach a written explanation to its proposal in lieu of submitting this Certification. Proposer's written explanation shall describe the specific circumstances concerning the inability to certify. It further shall identify any owner, officer, partner, director, or other principal of the Proposer and/or subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The written explanation shall provide that person's or those persons' job description(s) and function(s) as they relate to the contract which is being solicited by this Request for Proposals.

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

Proposer hereby certifies that neither it nor any of its owners, officers, partners, directors, other principals or subcontractors is currently debarred, suspended proposed for debarment, declared ineligible or excluded from securing federally funded contracts by any federal department or agency.

_____	_____
Authorized Signature	Agency Name
_____	_____
Name (Print)	Agency Address
_____	_____
Title (Print)	Date