



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

BRANDON T. NICHOLS
Acting Director

Board of Supervisors
HILDA L. SOLIS
First District
MARK RIDLEY-THOMAS
Second District
SHEILA KUEHL
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

November 15, 2017

Dear Prospective Contractors and Interested Parties:

**ADDENDUM NUMBER ONE TO
REQUEST FOR STATEMENT OF INTEREST FROM NON-PROFIT ORGANIZATIONS
INTERESTED IN ACCEPTING DONATIONS FOR THE BENEFIT OF CHILDREN
SUPERVISED BY THE LOS ANGELES COUNTY
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services to all holders of the Children's Trust Fund Request for Statement of Interest (RFSI), Bid No. CTF RFSI and to newly registered vendors, and amends sections of the RFSI as provided below.

A prospective contractor's failure to incorporate the requirements of this Addendum Number One may result in their Statement of Interest (SOI) not being considered, as determined at the sole discretion of the County.

The following changes highlighted in red are being made to the RFSI via this Addendum Number One:

1. General Requirements/Criteria is amended as follows:

I. GENERAL RERQUIREMENTS/CRITERIA

Interested government, community-based, or non-profit organizations responding to the RFSI must submit a Statement of Interest (SOI) that includes details of how the organization meets the following:

- Agency must be a government organization or an active 501(c)3 non-profit in good standing with the Internal Revenue Service and the California Franchise Tax Board.
- Organization must not be prohibited from doing business in the State of California or in the County of Los Angeles.

- Organization must be capable of complying with all required State, Federal and local laws, regulations, and County fiscal standards, policies and procedures.
- Organization must not be suspended, debarred, ineligible, or excluded; or have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts.
- Organization must not be listed in the County's Contractor Alert Reporting Database with any active issues.
- Organization must be in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026) or certify that they are exempted pursuant to Chapter 2.206 of the Los Angeles County Code. This ordinance was implemented on October 20, 2009, and requires that agencies contracting with the County be current with their annual tax payments for secured/real and unsecured/personal property.
- Organization Headquarters (or Administrative Office) must be located in Los Angeles County.
- Organization must submit an Organizational Chart that includes: positions, job descriptions and a brief summary of the organizational structure.
- Organization must have a Board of Directors or similar governing body.
- Organization must submit the following financial documents: a budget, past two years of financial statements or portfolio, summary of the fiscal management system, and fee reimbursement plan that includes an administrative cost percentage.
- Organization must have experience with tracking donations and expenditures.
- Organization must have experience with organizing fundraising events and be willing to expand and solicit new funding donation opportunities.
- Organization must have linkages with other community sponsors.
- Organization must commit to a one-year partnership.
- Organization must have at least three years of experience within the past five years accepting, managing, distributing, and tracking monetary and in-kind donations.
- Organization must be able to partner with DCFS on the following:
 - The administration of donated funds.
 - The disbursement of donations.
 - The use of restrictive and designated funds.
 - Participate in County/community meetings, public education services, evaluation services and resource sharing.
- Organization must be able to work with DCFS to develop an awareness media campaign.
- The organization must demonstrate ability to provide all of the above mentioned by **12:00 p.m. PST on Thursday, December 28, 2017.**

2. Deadline for Statement of Interest is amended as follows:

DEADLINE FOR SUBMISSION OF STATEMENT OF INTEREST

The SOI should be submitted in person at the following address by **12:00 p.m. PST on December 28, 2017**. Late submissions will not be accepted.

County of Los Angeles
Department of Children and Family Services
Contracts Administration Division
Attention: Leticia Torres-Ibarra, Division Manager
425 Shatto Place, Room 400
Los Angeles, CA 90020

The outside of the envelope should be labeled: **"CHILDREN'S TRUST FUND STATEMENT OF INTEREST."**

3. Questions to the RFSI is amended as follows:

Questions to the RFSI are due to Ms. Claudia Pineda at pinedc@dcfs.lacounty.gov, by Wednesday, November 22, 2017, 12:00 p.m. PST.

Except as provided by an addendum, all other provisions of the RFSI remain unchanged.

We look forward to receiving your Statement of Interest submissions by **December 28, 2017, prior to 12:00 P.M.**, Pacific Standard Time.

Sincerely,



Claudia Pineda, Section Manager
Contracts Administration Division

CP:mw

DISCLAIMER:

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT WITH DCFS.

The RFSI is issued solely for the purpose of collecting information and for planning purposes. It does not constitute a solicitation for contracting and should not be construed as a Request for Proposals (RFP), or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFSI shall become the exclusive property of the County of Los Angeles. DCFS reserves the right to incorporate into any future solicitation or contract, information or ideas that are found in the responses to this RFSI. Moreover, all responses to this RFSI shall become a matter of public record, and shall be regarded as such. Exceptions will be those elements marked "trade secret," "confidential," or "proprietary" as described in the California Government Code, Section 6250 et seq. (Public Records Act). The County shall not in any way be liable or responsible for the disclosure of such records, without limitation and including those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.

This RFSI does not commit DCFS to pay costs incurred in the preparation or submission of any response to the RFSI.

DCFS considers the information provided through the RFSI process to be deliberative material to be used for the purpose of decision making by DCFS.