

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

REQUEST FOR STATEMENT OF INTEREST (RFSI)

**TO SUPPORT THE ESTABLISHMENT, ADMINISTRATION, MANAGEMENT
AND ACCEPTANCE OF VARIOUS DONATIONS FOR A
CHILDREN'S TRUST FUND**



"To Enrich Lives Through Effective and Caring Service"



Issue Date: November 1, 2017

RFSI Due Date: November 29, 2017 at 12:00 pm PST

Department of Children and Family Services
Contracts Administration Division
425 Shatto Place 4th Floor
Los Angeles, CA 90020



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

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November 1, 2017

To: All Interested Non-Profit Organizations

**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**

The County of Los Angeles Department of Children and Family Services (DCFS) is requesting information that will assist DCFS in identifying an established and reputable government, community-based, or non-profit organization that is fiscally-sound and that will meet the County's needs to support the establishment, administration, management and acceptance of various donations for a Children's Trust Fund (CTF), for the benefit of children supervised by DCFS.

This Request For Statement of Interest (RFSI) is issued solely for information and planning purposes. It does not guarantee that a formal solicitation, e.g. Request for Proposals will be issued in the future. This RFSI does not commit the County to contract for any services. The County will not pay for any information or administrative costs incurred in response to this RFSI. Furthermore, pending the results, the County reserves the right to either partner with a qualified organization, negotiate a contract, release a contract solicitation, or take no further action.

Interested government, community-based, or non-profit organizations that have a reputable and fiscally-sound donations program; and that have vast experience in the overall administration, oversight, and management of monetary and in-kind donations for the benefit of foster children and their families, are highly encouraged to submit a Statement of Interest (SOI), as specified below by **12 p.m. Pacific Standard Time (PST) on November 29, 2017.**

"To Enrich Lives Through Effective and Caring Service"

I. INTRODUCTION

The mission of the CTF will be to improve the quality of life for abused and neglected foster children in Los Angeles County by providing financial assistance and life enriching goods and services for which there are no government funds or existing community resources available, such as clothing for special events, replacement of prescription glasses or other medical devices, educational field trips, uniforms, equipment for sports and enrichment activities, beds, and dental services. The target population of the CTF is infants, toddlers and children through adolescence and their families who are at risk for abuse, neglect, or exploitation. The funds donated for this specific purpose go to benefit DCFS' foster children and their families.

Los Angeles County serves as the nation's largest public child welfare agency also encompassing the largest public adoption agency in the country with over 35,000 children being under the care of DCFS.

DCFS is exploring ways to increase the benefits received by foster children from charitable and private donations by partnering with a reputable organization and believes that Los Angeles County foster children could benefit significantly from such a partnership.

II. PURPOSE

The CTF will provide a wide range of services and self-development opportunities for children residing in Los Angeles County who are currently under the supervision of DCFS. When government funding is not available, the CTF will provide such items as: clothing for special events, replacement of prescription glasses and/or other medical devices, educational field trips, uniforms, equipment for sports/enrichment activities, beds, and dental services.

The DCFS leadership will work with an organization to develop an infrastructure necessary to provide the administration and management of the work required by CTF in soliciting donations, organizing fundraising events to raise money for the CTF, and coordination of other Departmental events throughout the year.

III. GENERAL REQUIREMENTS/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 p.m. PST on November 29, 2017.**

IV. STATEMENT OF INTEREST FORMAT AND CONTENT

Each submitted RFSI must include a Statement of Interest (SOI), in addition to the requirements and requested information outlined in *Section III – General Requirements/ Criteria* for organizations that are interested in responding to the RFSI. The SOI must include the following components, and is not to exceed **20** pages, including any attachments:

1. **Introduction Letter** – The introduction letter must be on organization's letterhead and include:
 - a. Organization's full legal name
 - b. Type of entity (public/private, for profit/non-profit, government)
 - c. Name and title of the individual authorized to make representations for the organization
 - d. Organization's mailing address
 - e. Contact individual's name, telephone, and email address
2. **Organization's Experience and Capabilities** – Organization shall successfully demonstrate their last three-year history of business partnership with public entities in management oversight of charitable campaign or program. The history should include a description of collaboration with community partners, and the amount of funds (all types of donations) that they managed. The organization shall include a summary of the program detailing procedures and guidelines that were used to manage the operations.
3. Provide responses to the CTF RFSI Questionnaire (Attachment I) and if needed responses may be provided on a separate document, labeled responses to Attachment I.
4. Provide any other miscellaneous information about your organization.

DEADLINE FOR SUBMISSION OF STATEMENT OF INTEREST

The SOI should be submitted in person at the following address by **12 p.m. PST on November 29, 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**."

Please submit any questions to Claudia Pineda, at PinedC@dcf.lacounty.gov.

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.

RFSI Questionnaire

Date: _____

Organization Name: _____ Phone Number: _____

Organization Address: _____

Contact Person's Name: _____ Phone Number: _____

Contact Person's Email: _____

Question Number	Question	Response
1	Is your organization an active 501(c)3 non-profit organization in good standing with the Internal Revenue Service and the California Franchise Tax Board?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide the Employer Identification Number)
2	Is your organization prohibited from doing business in the State of California, or in the County of Los Angeles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Can your organization comply with all State, Federal, local laws, regulations and County fiscal standards, policies and procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4a	Is your organization suspended, debarred, ineligible, or excluded from contracting with Los Angeles County?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4b	Does your organization have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Is your organization listed in the County's Contractor Alert Reporting Database (CARD)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Is your organization exempted from the Defaulted Property Tax Reduction Program pursuant to Chapter 2.206 of the Los Angeles County Code?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Is your organization's Headquarters (Administrative Office) located in Los Angeles County?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide the address) _____ _____ _____
8	Can your organization provide an organizational chart that includes names of positions and job descriptions?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide a copy)
9	Does your organization have a Board of Directors or similar governing body?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide a copy that includes the Board of Director's profile, governing Board functions, and frequency of meetings)

10	Can your organization submit the following financial documents? 1. A budget 2. Past two years of financial statements or portfolio 3. Summary of the fiscal management system 4. Fee reimbursement plan that includes an administrative cost percentage.	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide a copy)
11	Does your organization have experience with tracking donations and expenditures?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate how many years of experience:_____)
12	Does your organization have experience with organizing fundraising events?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate how many years of experience:_____)
13	Does your organization have linkages with other community sponsors and donors?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide a copy of the list of sponsors and donors)
14	Can your organization agree to a one-year partnership?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Does your organization have at least three years of experience within the past five years accepting, managing, distributing, and tracking monetary and in-kind donations?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate how many years of experience:_____)
16	Can your organization partner with DCFS on the following: 1. The administration of donated funds. 2. The disbursement of donations. 3. The use of restrictive and designated funds. 4. Participate in County/community meetings, public education services, evaluation services and resource sharing.	Yes <input type="checkbox"/> No <input type="checkbox"/>
17	Can your organization partner with DCFS to develop an awareness media campaign?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of Executive Director or designee_____

Signature of Executive Director or designee_____

Date _____