



County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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November 8, 2024

Dear Prospective Proposers and Interested Parties:

**ADDENUM NUMBER THREE TO THE RECRUITMENT, RETENTION, AND SUPPORT SERVICES FOR PROSPECTIVE AND AFFIRMING LGBTQIA2S+ RESOURCE PARENTS REQUEST FOR PROPOSALS NUMBER 24-04-024**

This Addendum Number Three is issued by the County of Los Angeles, Department of Children and Family Services to all holders of the Recruitment, Retention, and Support Services (RRSS) for Prospective and Affirming LGBTQIA2S+ Resource Parents Request for Proposals (RFP) Number 24-04-024, released on September 30, 2024. Changes only apply to referenced sections and subsections that are amended or deleted below; all other sections remain in full affect.

Changes to wording in RFP sections in this Addendum Number Three include both deletions and additions. Deletions are indicated by strike-outs (~~strike-outs~~) and additions are underlined (underlined).

For any additional concerns, please contact Contract Analyst, Elvia Malvido, at [RRSServices@dcfs.lacounty.gov](mailto:RRSServices@dcfs.lacounty.gov).

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

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

1. Request for Proposals, Subsection 8.5.4, Proposer's Approach to Providing Required Services, Section C, paragraph 8.5.4.15 is amendment to read as follows:  
  
8.5.4.15~~3~~ Proposer must describe how they will provide outreach services to the LGBTQIA2S+ and LGBTQIA2S+ ally community regarding recruitment of potential resource families as indicated in the SOW, Section 11.2, subsection ~~11.2.27~~ 11.2.26.
2. Request for Proposals, Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 5.0, Service Goals and Objectives, Subsection 5.3 is amended to read as follows:

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

- 5.3 Network throughout ~~Los Angeles County~~ the contracted SPA (North or South) with the intention to develop relationships with leaders and groups in the transgender, gender non- conforming and intersex communities for targeted outreach to increase placement resources for transgender, gender non-conforming and intersex youth.
3. Request for Proposals, Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 5.0, Service Goals and Objectives, Subsection 5.5 is deleted as follows:
- 5.5 ~~Contractor must provide quarterly competent and affirming LGBTQIA2S+ specialized meetings for resource families considering fostering/adopting LGBTQIA2S+ youth or in the process for Resource Family Approval (RFA). The meeting topics will include, but are not limited to, the following:~~
- 5.5.1 ~~Creating an affirming and welcoming environment for LGBTQIA2S+ youth~~
- 5.5.2 ~~Placement considerations relating to LGBTQIA2S+ youth with an emphasis on transgender, gender nonconforming and intersex youth~~
- 5.5.3 ~~Outcomes for LGBTQIA2S+ youth who experience rejection and rejecting behaviors (Family Acceptance Project)~~
- 5.5.4 ~~Outcomes for LGBTQIA2S+ youth who experience acceptance and affirming behaviors (Family Acceptance Project)~~ 5.5.5 ~~Affirming practices in a resource home environment~~
- 5.5.6 ~~Available services and resources for LGBTQIA2S+ youth and families~~
4. Request for Proposals, Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 11.0, Scope of Work, Subsection 11.2., Recruitment Services, is amended to read as follows:
- 11.2 RECRUITMENT SERVICES**
- 11.2.1 Contractor must develop a recruitment campaign for the LGBTQIA2S+ and LGBTQIA2S+ affirming communities to illicit interest in becoming a resource parent within 30 days of the contract start date. The recruitment plan shall include, but is not limited to the following:
- Clearly defined recruitment goals

- Vetted research of collaborating partners
- Networking strategies
- Detailed plans to ensure efficient and successful marketing strategy
- Use of social media platforms
- Evaluation of the recruitment campaign

11.2.2 Contractor's recruitment strategies shall include but not be limited to the following:

- Development and dissemination of recruitment materials
- In-person and virtual Information Sessions
- Attendance and participation in community LGBTQIAS+ events
- Outreach Services

11.2.3 Contractor must manage and cultivate recruitment and retention services by:

11.2.3.1 Researching & identifying Trans Community leaders, organizations, events, influencers, and supportive groups to support DCFS recruitment efforts of LGBTQIA2S+ and LGBTQIA2S+ affirming resource parents.

11.2.3.2 Manage a promotional campaign for sponsorship support and advertising to identified organizations.

11.2.4 Contractor's Recruitment campaign must be approved by the CPM prior to implementation. Contractor must make changes to the campaign if requested by the CPM or designee.

11.2.5 Contractor must develop a calendar of proposed recruitment events within 30 days of the contract start date. The events ~~are~~ must be offered on varied days of the week, time and locations. The calendar must be approved by the CPM or designee.

11.2.6 Contractor must make changes to the calendared events upon request of the CPM or designee.

11.2.7 Contractor must facilitate the first recruitment event within 60 days of the contract start date.

- 11.2.8 Contractor must manage creation and production of inclusive recruitment campaign materials specifically targeting LGBTQIA2S+ and LGBTQIA2S+ affirming resource parents open to LGBTQIA2S+ youth in care, to include but not limited to:
- Flyers
  - Banners
  - Postcards
  - Informational Pamphlets
  - Social media content
  - Newsletters
  - Webpages
- 11.2.9 Contractor must advertise at minimum monthly recruitment services for LGBTQIA2S+ and LGBTQIA2S+ affirming resource parents for distribution at the Contractor's office location and at recruitment events.
- 11.2.10 Contractor must obtain approval of all recruitment material and advertisement from the CPM or designee prior to utilization.
- 11.2.11 Contractor must collaborate with DCFS LGBTQIA2S+ Program, Board of Supervisors Youth Commission, community partners and young people with lived experience as LGBTQIA2S+ and in the child welfare system to embed key information about the needs of LGBTQIA2S+ youth in foster care into virtual and in-person informational sessions.
- 11.2.12 Contractor must promote LGBTQIA2S+ and LGBTQIA2S+ Affirming Recruitment program awareness through print or broadcast media, social media outlets, and/or other publicity/education campaigns.
- 11.2.13 Contractor must host a minimum of one monthly LGBTQIA2S+ affirming virtual informational session coordinated with timing of recruitment campaigns.

Informational Sessions must include the following topics:

- SB731- placement according to gender identity
- Consent and confidentiality of SOGIE
- Gender Affirming Health and Medical Care
- Currently available data of the number of LGBTQIA2S+ youth in the child welfare system and in out of home care

- 11.2.14 Contractor must conduct informational sessions specially tailored Information Sessions for the Transgender and Gender Non-Conforming Communities. Information Session topics must include the following topics:
- SB731- placement according to gender identity
  - Consent and confidentiality of SOGIE
  - Gender Affirming Health and Medical Care
  - Currently available data of the number of LGBTQIA2S+ youth in the child welfare system and in out of home care
- 11.2.15 Contractor must host a minimum of one quarterly In-person informational session to ensure prospective Resource Families have the information they need to make an informed decision to become an approved and affirming resource parent to LGBTQIA2S+ child(ren) and youth. The informational sessions must include resources pertaining to working with LGBTQIA2S+ youth and steps to becoming an approved and affirming resource parent. The Informational Sessions must include the following topics:
- SB731- placement according to gender identity
  - Consent and confidentiality of SOGIE
  - Gender Affirming Health and Medical Care
  - Currently available data of the number of LGBTQIA2S+ youth in the child welfare system and in out of home care
- 11.2.16 Contractor must provide sign-in logs from each informational ~~event~~ session to the CPM or designee within three (3) business days from event date.
- 11.2.17 Contractor must conduct a minimum of one In-Person recruitment event every two months with an emphasis for the LGBTQIA2S+ and LGBTQIA2S+ Affirming communities throughout Los Angeles County the contracted SPA (North or South).
- 11.2.18 CONTRACTOR must advertise each recruitment event with the goal of increasing attendance.
- 11.2.19 Contractor must include a panel of current LGBTQIA2S+ and LGBTQIA2S+ affirming resource parents to share their experiences, including successes, barriers and lessons learned at the ~~in-person In-Person~~ in-person events informational session.

- 11.2.20 Contractor must provide sign-in logs from each recruitment event to the CPM or designee within three (3) business days from event date. The logs must include the following: name, telephone number and email address.
  - 11.2.21 Contractor to create and maintain a log of all sign-in sheets and agenda's for recruitment events and provide the log and or copies of the sign-in sheet and agenda's to the CPM or designee upon request.
  - 11.2.22 Contractor must provide the list of potential resource families with name, telephone number and email address to the CPM or designee within one week after the recruitment event.
  - 11.2.23 Contractor must follow-up weekly by telephone or email to provide support services to families that have attended an Information Session or recruitment event and indicated they want to be contacted to learn more.
  - 11.2.24 Contractor must create robo-text, or similar, to all persons who indicated interest at Information Sessions and recruitment events.
  - 11.2.25 Contractor must follow-up monthly with all prospective LGBTQIA2S+ and LGBTQIA2S+ affirming resource family applicants as they go through the RFA process. The support must be made by ~~in-person visits~~, telephone calls, texts and/or email messages until a resource parent(s) has been approved.
  - 11.2.26 Contractor must provide bi-monthly outreach services to the LGBTQIA2S+ and LGBTQIA2S+ ally community regarding recruitment of potential resource families. Outreach shall include, but not be limited to dissemination of program information to community and cross-sector partners, such as affirming faith-based organizations, CASA, LGBTQIA2S+ organizations, Parents and Friends of Gays and Lesbians, prominent agencies providing services to LGBTQIA2S+ individuals and families receiving child welfare services, and court systems such as the Dependency Court.
5. Request for Proposals, Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 11.0, Scope of Work, Subsection 11.3, paragraph 11.3.1, is amended to read as follows:

11.3.1 Contractor must develop an implementation plan for retention and support of prospective and approved LGBTQIA2S+ and LGBTQIA2S+ affirming resource parents. The implementation plan should be created within 30 days of contract start date. The plan must be approved by the CPM or designee.

6. Request for Proposals, Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 11.0, Scope of Work, Subsection 11.5. is amended to read as follows:

11.5 Contractor must establish methods and practices to survey recruited prospective resource parents to measure the:

- Success of targeted campaigns and outreach
- Identify the demographics of those recruited
- Establish an initial baseline of recruited resource parents interested in fostering and adopting LGBTQIA2S+ children and youth in the foster system to be compared in a longitudinal study of the change in their attitudes over the course of the approval process.
- Report and summarize findings to all partners on a quarterly bi-annual basis.
- Utilize and apply findings of the longitudinal study to improve the recruitment processes of the future.

7. Request for Proposals, Appendix A, Sample Contract, Exhibit A, Statement of Work, Section 12.0, Reports is amended to read as follows:

## **12.0 REPORTS**

12.1 Contractor must provide CPM with a monthly report Exhibit A-4, Recruitment, Retention, and Support Services Monthly Report summarizing the total or all recruitment and retention activities completed monthly. The report must be submitted by the 10<sup>th</sup> of each month for services completed during the prior month.

~~12.2 Contractor must provide CPM with a Quarterly Recruitment Efforts report that shows and measures the success of recruitment efforts. The report will also include any barriers, lessons learned and recommendations moving forward.~~

~~12.3. Contractor must provide a quarterly report including the following information:~~

- ~~List of recruitment events held during the previous quarter, including the Service Planning Area~~
- ~~List of future recruitment events, including which Service Planning Area~~
- ~~Survey results collected during the previous quarter~~
- ~~Program awareness events, such as public service announcements in print or broadcast media, social media outlets, and/or other publicity/education campaigns held during the previous quarter AND plans for future events~~

12.4. Contractor must provide an Annual Report that summarizes the with a summary and data for all and all activities completed including but not limited to the number of Information Sessions, in-person events, and virtual events during the contract year. The report must include, but is not limited to the following:

- Advertising efforts
- Number of informational sessions and attendees
- Recruitment events
- Outreach events
- Support groups and training
- Barriers, lessons learned and recommendations moving forward

The report must be submitted to the CPM within 30 days after the end of the contract year.

8. Request for Proposals, Appendix A, Sample Contract, Exhibit A, Statement of Work, Exhibit A-4, is amended and attached hereto.



### Recruitment, Retention and Support Services Monthly Report

Contractor's Name: \_\_\_\_\_ Report for month of: \_\_\_\_\_

Recruitment Services	Number Completed
<b>Advertising:</b>	
Methods Used:	
<b>Virtual Informational Sessions:</b>	
SPA Locations:	
Sessions:	
Attendees:	
Expressed interest in becoming a Caregiver:	
Submitted Application:	
<b>In-Person Informational Sessions</b>	
SPA Locations:	
Sessions:	
Attendees:	
Expressed interest in becoming a Caregiver:	
Submitted Application:	
<b>Recruitment Events</b>	
SPA Locations	
Number of events:	
Attendees:	
Expressed interest in becoming a Caregiver:	
Submitted Application:	
<b>Outreach Services</b>	
Organizations Contacted:	
SPA Locations:	
Sessions:	
Attendees:	
Expressed interest in becoming a Caregiver:	
Submitted application:	

<b>Retention Services</b>	<b>Number Completed</b>
<b>Support Groups with Training</b>	
SPA Locations:	
Sessions:	
Attendees:	
Expressed interest in becoming a Caregiver:	
Submitted Application:	
<b>Training Topics Covered</b>	
Sessions:	
Attendees:	
Expressed interest in becoming a Caregiver:	
Submitted Application:	
<b>Family Focused Events/Activity</b>	
SPA Locations:	
Type/Name of Event	
Adult Attendees:	
Child/Youth Attendees:	

County of Los Angeles - Department of Children and Family Services

# **RESPONSES TO PROPOSER'S QUESTIONS**

**RECRUITMENT, RETENTION, AND SUPPORT SERVICES FOR PROSPECTIVE AND  
AFFIRMING LGBTQIA2S+ RESOURCE PARENTS**

REQUEST FOR PROPOSALS (RFP# 24-04-024)



County of Los Angeles – Department of Children and Family Services  
**RECRUITMENT, RETENTION, AND SUPPORT SERVICES FOR PROSPECTIVE AND  
AFFIRMING LGBTQIA2S+ RESOURCE PARENTS**

**QUESTIONS AND ANSWERS**

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**RECRUITMENT, RETENTION, AND SUPPORT SERVICES FOR  
PROSPECTIVE AND AFFIRMING LGBTQIA2S+ RESOURCE  
PARENTS**  
(RFP # 24-04-024)

**QUESTIONS AND ANSWERS**

**PROGRAM SERVICE QUESTIONS**

**1. QUESTION:** *Statement of Work, page 12, Subsection 5.3 and page 19, paragraph 11.2.17:*

*" The RFP mentions the following:*

*5.3 Network throughout Los Angeles County with the intention to develop relationships with leaders and groups in the transgender, gender nonconforming and intersex communities for targeted outreach to increase placement resources for transgender, gender non-conforming and intersex youth.*

*11.2.17 Contractor must conduct a minimum of one In-Person recruitment event every two months with an emphasis for the LGBTQIA2S+ and LGBTQIA2S+ Affirming communities throughout Los Angeles County.*

*Does "throughout Los Angeles County" mean that events must be held in all 8 SPAs, no matter the region of focus (south or north)?*

**RESPONSE:** No, the Contractor must network and conduct recruitment events throughout the contracted SPA, North or South.

**2. QUESTION:** *Statement of Work, page 17, Subsection 11.2, Recruitment Services:*

*" Specifically, can you please clarify: Is the intention of the RFP to recruit resource parents for DCFS or us, the provider?"*

**RESPONSE:** The intention of the RFP is for the contractor to recruit resource parents for DCFS.

**3. QUESTION:** *Statement of Work, page 17, paragraph 11.2.3:*

*" I am emailing to inquire about the Recruitment, Retention, and Support Services for Prospective and Affirming LGBTQIA2S+ Resource Parents (RFP #24-04-024) Statement of Work, section*

11.2.3, pg. 17:

"11.2.3 Contractor must manage and cultivate recruitment and retention services by:

11.2.3.1 Researching & identifying Trans Community leaders, organizations, events, influencers, and supportive groups to support DCFS recruitment efforts of LGBTQIA2S+ and LGBTQIA2S+ affirming resource parents.

11.2.3.2 Manage a promotional campaign for sponsorship support and advertising to identified organizations."

Can you please expand upon "sponsorship support and advertising"? And what these "identified organizations" will be?"

**RESPONSE:** Sponsorship support would be organizations to assist with supporting and advertising recruitment services. The contractor will identify the organizations.

**4. QUESTION:** *Statement of Work, page 17, Subsection 11.2, Recruitment Services:*

"Who will recruit, support and approve the resource parents, DCFS or Contractor?"

**RESPONSE:** The contractor will be assisting with recruiting. DCFS will be completing the actual approval process, and the contractor will be providing support to the resource parents.

**5. QUESTION:** *Statement of Work, page 17, Subsection 11.2, Recruitment Services:*

"Does recruitment include providing training and completing the home study/family assessment?"

**RESPONSE:** No, it does not. Recruiting is finding the persons who are interested in becoming approved resource parents, so the Contractor is not completing any home studies. There is a component for training in the support groups.

**6. QUESTION:** *Statement of Work, page 17, Subsection 11.2, Recruitment Services:*

"Must outreach presentations, either virtual or in person, be presented solely in English?"

**RESPONSE:** No, they can be in Spanish or other languages also.

County of Los Angeles – Department of Children and Family  
Services  
**RECRUITMENT, RETENTION, AND SUPPORT SERVICES  
FOR PROSPECTIVE AND AFFIRMING LGBTQIA2S+  
RESOURCE PARENTS**  
(RFP # 24-04-024)

**CONTRACT QUESTIONS**

1. **QUESTION:** *RFP, page 6, Section 4.0, Proposer’s Minimum Mandatory Requirements:*

*“Our organization is interested in applying for the RECRUITMENT, RETENTION, AND SUPPORT SERVICES FOR PROSPECTIVE AND AFFIRMING LGBTQIA2S+ RESOURCE PARENTS grant by LA County (RFP ## 24-04-024). We are a fiscally sponsored organization. Our question is: are we eligible to apply for this grant as a fiscally sponsored organization?”*

**RESPONSE:** The proposer must be able to enter into a legal contract. Per RFP Subsection 4.2, the Proposer must be a non-profit social service organization founded for religious, charitable or social welfare purposes or public entity and be tax exempt under 501(c)3 of the Internal Revenue Code.

2. **QUESTION:** *RFP, page 6, Section 4.0, Proposer’s Minimum Mandatory Requirements:*

*" May a fiscally sponsored organization submit a joint proposal with a 501(c)3 organization?"*

**RESPONSE:** The organization who is going to be providing the services needs to be a 501(c)3 organization.

3. **QUESTION:** *RFP, page 21, Subsection 8.3, Mandatory Virtual Proposers’ Conference:*

*“We will be applying for the DCFS Recruitment, Retention and Support Services for Prospective and Affirming LGBTQIA2S+ Resource Parents grant. We plan to attend the mandatory proposer’s conference on November 4th, but we are unable to click on the link listed in the meeting info sheet. Can you please send the correct link?”*

**RESPONSE:** An addendum will be released with the correct link.



4. **QUESTION:** *RFP, page 21, Subsection 8.3, Mandatory Virtual Proposers' Conference:*

*"Will you be sharing the slide deck?"*

**RESPONSE:** Yes, a copy will be sent to all those who attended the proposer's conference.

5. **QUESTION:** *RFP, page 32, Subsection 8.8, Proposal Submission:*

*"I cannot find a word or character limit mentioned in the narrative. Should we be limiting our responses to a particular page length?"*

**RESPONSE:** There is no character limit for the narrative.

6. **QUESTION:** *RFP page 33, Section 9.0, Selection Process Overview:*

*"We noticed the RFP requires 4 references using Exhibit 8 in Appendix B, however the form instructs us to list 5. I'd like to confirm we are only required to submit 4 references for our submission for the Recruitment, Retention, and Support Services for Prospective and Affirming LGBTQIA2S+ Resource Parents grant."*

**RESPONSE:** The Proposer must provide four (4) references and may provide two (2) alternate references in the event that a reference is non-responsive, as referenced in RFP, Subsection 8.5.3.2, Proposer's List of References.

7. **QUESTION:** *RFP, Appendix B, Exhibit 5:*

*"In reference to Appendix B, Exhibit 5: Community Based Enterprise Form – Only those proposers who are CBEs are required to fill out this form, correct? Or are nonprofits who work with CBEs also required to fill out this form? Thank you."*

**RESPONSE:** Exhibit 5 is a required form. Proposer must fill out the first section, with the firm's and organization's information, the number of employees, and total number of employees. This information is for statistical purposes for the county. Section 2 is for the organization to fill out if they are certified as a minority, women, disadvantaged, disabled, veteran or LGBTQ+ organization. If it does not pertain, then check the box in Section 2, that says not applicable.