



BRANDON T. NICHOLS  
Director

JENNIE FERIA  
Chief Deputy Director

## County of Los Angeles

### DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020

(213) 351-5602

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May 29, 2025

To: Prospective Proposers and Interested Parties

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

#### **ADDENDUM NUMBER TWO TO RELATIVE HOME ASSESSMENT SERVICES REQUEST FOR PROPOSALS NO. 24-0015**

Addendum Number Two is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all prospective Proposers of the Relative Home Assessment Services (RHAS) Request for Proposals (RFP) Number 24-0015. Addendum Number Two amends sections in the Request for Proposals (RFP) as provided below. Changes only apply to referenced sections and/or subsections that are amended or deleted; all other sections remain in full effect.

A prospective Proposer's failure to address the requirements of this Addendum Number Two 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 Two include both deletions and additions. Deletions are indicated as strikeouts(~~strikeouts~~) and additions are underlined (underlined) in red.

Following the discussion of the RFP section revisions, responses to Proposers' Questions are included as Attachment I to this Addendum Number Two.

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

- I. RFP, **TABLE OF CONTENTS, APPENDICES**, section **B, Required Forms**, is amended to read as follows:

**B Required Forms:** Forms that must be completed and included in the proposal. **Required Forms 1-24**16

- II. RFP, section **8.4**, subsection **8.4.2, 4) Required Forms**, is amended as follows:

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

- 4) Required Forms**-file will include Required Forms 1 through 24~~15~~16.
- III. RFP, Section **8.5.1.3**, Proposers List of References (Section B.2) (5%), is amended as follows:
- Proposer must provide three references where the same or similar scope of services was provided to demonstrate that the Proposer meets the Minimum Mandatory Requirements identified in Paragraph 4.0 (Minimum Mandatory Requirements) of this RFP. References must not include ~~LA County~~ Los Angeles County Department of Children and Family Services personnel.
- IV. RFP, section **8.5.2**, subsection **8.5.2.12**, is amended as follows:
- 8.5.2.12** Describe how your organization will offer the RFA Pre-Approval Training series and initial Annual Training with English and Spanish modules; including dates and times: Monday through Friday during the day, and evenings Monday through Thursday, including weekends.
- V. RFP, section **8.5.2**, subsection **8.5.2.19**, is amended as follows:
- 8.5.2.19** Describe how your organization will offer the countywide RFA Pre-Approval Training series and initial Annual Training to the API population; including dates and times: Monday through Friday during the day, and evenings Monday through Thursday, including weekends. .
- VI. RFP, Appendix B, Required Forms are replaced in its entirety as Attachment II.
- VII. RFP, Appendix B, Required Forms, Form 5 is added as Attachment III.

**Except as provided by addendum, all other terms and conditions of the RFP remain unchanged.**