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May 28, 2025

Dear Prospective Proposers and Interested Parties:

ADDENDUM NUMBER TWO TO THE IMMIGRATION LEGAL ASSISTANCE FOR ABUSED AND NEGLECTED CHILDREN REQUEST FOR PROPOSALS NUMBER 24-04-045

Addendum Number Two is issued by the County of Los Angeles, Department of Children and Family Services to all holders of the Immigration Legal Assistance for Abused and Neglected Children Request for Proposals (RFP) Number 24-04-045, released on May 22, 2025. Changes only apply to reference sections and/or subsections that are amended or deleted; all other sections remain in full effect.

A 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 by strikeouts (~~strikeouts~~) and additions are underlined (underlined).

For any additional concerns please contact Contract Analyst, Stephanie Yu, at ILARFP@dcfs.lacounty.gov.

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

1. Request for Proposals, Page 4, Section 2.0, Introduction, Subsection 2.1, is amended as follows:

- 2.1 The Los Angeles County Department of Children and Family Services (DCFS) is issuing this Request for Proposals (RFP) to solicit proposals to provide Immigration Legal Representation to the children under DCFS' jurisdiction, who experience abuse or neglect at the hands of their parents or primary caregivers. When this occurs, immigration relief is required to ensure their continued well-being in the United States. A legal service provider with expertise in immigration law, in collaboration with DCFS, County Counsel, and ~~Children's Law Center of~~

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~~California (CLCC)~~ the child or youth's dependency court counsel, will address these needs for DCFS-supervised children.

2. Request for Proposals, Page 24, Section 8.0, Business Proposal Requirements and Evaluation, Subsection 8.5., Business Proposal Requirements and Evaluation Criteria, paragraph 8.5.4.1 is amended as follows:

8.5.4.1 Proposer must describe how they will coordinate with DCFS, ~~CLCC~~ the child or youth's dependency court counsel, the Dependency Court, local agencies, and community-based organizations to facilitate Proposer's access to eligible DCFS clients in need of immigration legal assistance pursuant to the Sample Contract, as indicated in the SOW, Section 9.0., subsection 9.1, paragraph 9.1.1.

3. Statement of Work, Page 2, Section B, Project Foundation, Section 2.0, Background/Overview is amended as follows:

Los Angeles County is home to more than 10 million residents, including 2.3 million children. The Los Angeles County Department of Children and Family Services (DCFS) is one of the largest child welfare systems in the nation. An increasing number of clients under DCFS' jurisdiction have a need for immigration legal support. These families often come to the United States fleeing violence and oppression in their home countries. Upon arrival in the United States, they find themselves involved in the child welfare system after sustaining abuse or neglect at the hands of their parents or primary caregivers. As a result, these children and youth are often unable to reunite with their parent(s) or safely return to their home countries. Thus, access to immigration legal support is essential to safeguard their well-being in the United States.

DCFS' clients are appointed counsel in the dependency court; however, most court appointed counsel do not practice immigration law. As such, when children and youth need assistance beyond the scope of the dependency court, DCFS works to ensure their rights are protected. DCFS partners with legal aid organizations to ensure that rights, responsibilities, and procedures related to immigration needs and the interests of DCFS children and youth are addressed. Due to the changes in immigration practices and regulations at the federal level, immigrant children and youth under DCFS jurisdiction now require a state certified attorney specialized in immigration law to ensure their rights and interests are protected. A legal service provider with expertise in immigration law, in collaboration with DCFS, County Counsel, and ~~Children's Law Center of California (CLCC)~~ the child or youth's dependency court counsel, will address these needs for DCFS-supervised youth.

This contract enables DCFS through the Special Immigrant Juvenile Status (SIJS) to continue the partnership with a legal organization to allow for continued success in establishing Permanent Legal Residence for DCFS children and youth. DCFS continues to uphold child safety, permanency, and enable access to effective and supportive services.

4. Statement of Work, Page 5, Section B, Project Foundation, Section 6.0, Contractor Responsibilities, Subsection 6.10, is amended as follows:

6.10 In addition to all reports described in Section 9.0, the Contractor must submit a written report to the CPM and, if necessary, to the ~~child's attorney at CLCC~~ child or youth's dependency court counsel within one business day of all special incidents that require immediate attention or action.

5. Statement of Work, Page 8, Section C, Service Description, Section 9.0, Scope of Work, Subsection 9.1, Legal Services Provided by Contractor, paragraph 9.1.1 is amended as follows:

9.1.1 Contractor must coordinate with DCFS, ~~CLCC~~ the child or youth's dependency court counsel, the Dependency Court, local agencies, and community-based organizations to facilitate Contractor's access to eligible DCFS clients in need of immigration legal assistance pursuant to this Contract.

6. Statement of Work, Page 10, Section C, Service Description, Section 9.0, Scope of Work, Subsection 9.3, Termination of Legal Representation of a DCFS Child in Need of Immigration Relief, paragraph 9.3.2 is amended as follows:

9.3.2 The Contractor may terminate legal assistance with a DCFS client aged 18 and over by filing a request to be relieved from representing the DCFS client in the dependency court and having granted a termination letter with no less than thirty (30) days' notice if the DCFS client repeatedly fails to appear for appointments or communicate with the Contractor. The Contractor must make every effort to contact or find the DCFS client at all available phone numbers, addresses, and contacts, and contacting the ~~CLCC attorney assigned to represent the DCFS client~~ child or youth's dependency court counsel. The Contractor must document its efforts in writing in the applicable file of the DCFS client before the Contractor sends the thirty (30) days' notice of termination of legal assistance due to a lack of contact.

7. Statement of Work, Page 14, Section C, Service Description, Section 14.0, Performance Requirements Summary, Exhibit A-1 is amended and attached hereto.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

	REQUIRED SERVICES	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE STANDARD
1.	For all new cases requiring the completion of a predicate order the Contractor must, when necessary and appropriate, provide legal representation to DCFS clients in need of Immigration Relief, to include, but not limited to, Special Immigrant Juvenile Status, within 30 days or sooner if necessary, depending on the facts of the case (SOW, Section 6.9).	Standard: 100 % compliance	Quarterly and annual reports	Contractor to provide a corrective action plan to the CPM with an explanation of the problem and the plan of correction.
2.	Contractor must submit a written report within one business day of all special incidents that require immediate attention or action to the County Program Manager and, if necessary, to the client's attorney at child's attorney at <u>CLCC child or youth's dependency court counsel</u> . (SOW, Section 6.10).	Standard: 100 % compliance	Written notification	Contractor to provide a corrective action plan to the CPM with an explanation of the problem and the plan of correction.
3.	Contractor must contact and coordinate with DCFS, <u>CLCC the child or youth's dependency court counsel</u> , the Dependency Court, local agencies, and community-based organizations to facilitate Contractor's access to eligible DCFS clients in need of immigration relief to offer them legal services pursuant to this Contract (SOW, Section 9.1.1).	Standard: 100 % compliance	Quarterly and annual reports	Contractor to provide a corrective action plan to the CPM with an explanation of the problem and the plan of correction.

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	REQUIRED SERVICES	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE STANDARD
4.	Contractor must provide legal services that include culturally and linguistically appropriate services provided by attorneys, paralegals, interpreters, and other support staff (SOW, Section 9.1.3).	Standard: 100% compliance	Quarterly and annual reports	Contractor to provide a corrective action plan to the County with an explanation of the problem and the plan of correction
<u>5.</u>	Contractor must provide competent legal services to DCFS children at all stages of the immigration relief process that include, but are not limited to: Obtaining information and facts relevant to the represented DCFS child in need of Immigration Relief to properly assess and determine the appropriate immigration status or statuses for which the DCFS child may be eligible to apply; prepare and attend interviews, depositions, mediations, arbitrations, settlement conferences and/or, administrative or judicial hearings as necessary and appropriate; and prepare and file appropriate applications, documents, motions and briefs (SOW, Section 9.1.7).	Standard: 100% compliance	Quarterly and annual reports	Contractor to provide a corrective action plan to the County with an explanation of the problem and the plan of correction

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

	REQUIRED SERVICES	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE STANDARD
6.	Contractor must provide all necessary and appropriate legal services to a qualifying DCFS child in need of Immigration Relief and shall continue representation even if such representation exceeds the duration of this contract. Contractor shall continue the representation until the DCFS child has been awarded legal status, has exhausted all of his/her opportunities for appeal, or the Contractor has otherwise satisfied the requirements to provide complete legal services as determined by the dependency court (SOW, Section 9.2.1).	Standard: 100 % compliance	Quarterly and annual reports	Contractor to provide a corrective action plan to the County with an explanation of the problem and the plan of correction
7.	Contractor must notify the CPM in writing within five (5) days after the termination of the legal representation of the DCFS child and provide any appropriate documents to the CPM within 30 days (SOW, Section 9.3).	Standard: 100 % compliance	Written notification	Contractor to provide a corrective action plan to the County with an explanation of the problem and the plan of correction

	REQUIRED SERVICES	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE STANDARD
8.	Contractor must provide appropriate notification to any administrative or judicial tribunal that Contractor is no longer representing the DCFS child (SOW, Section 9.3.4).	Standard: 100 % compliance	Written notification	Contractor to provide a corrective action plan to the County with an explanation of the problem and the plan of correction
9.	<p>Contractor must develop and submit quarterly and annual reports to DCFS, indicating the current active case count & case status, work and activities performed, such as the preparing and filing of appropriate documents, motions, and briefs, and any additional information requested by the CPM.</p> <p>A quarterly report shall be submitted to the CPM within fifteen (15) business days from the end of each quarter. The first quarter shall begin on the first month of contract execution, whether partial or whole, and shall include two subsequent months (Sections 10.1 and 10.2).</p>	Standard: 100 % compliance	Quarterly and annual reports	Contractor to provide a corrective action plan to the County with an explanation of the problem and the plan of correction