



BRANDON T. NICHOLS  
Director

JENNIE FERIA  
Chief Deputy Director

LISA E. MANDEL  
Acting Chief Deputy Director

## County of Los Angeles

### DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020

(213) 351-5602

Board of Supervisors

HILDA L. SOLIS

First District

HOLLY J. MITCHELL

Second District

LINDSEY P. HORVATH

Third District

JANICE HAHN


Fourth District

KATHRYN BARGER

Fifth District

December 9, 2025

To: Prospective Proposers and Interested Parties

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

#### **ADDENDUM NUMBER THREE TO YOUTH PERMANENCY PARTNERS SERVICES REQUEST FOR PROPOSALS NUMBER 25-002**

Addendum Number Three is issued by the County of Los Angeles Department of Children and Family Services to all prospective Proposers of the Youth Permanency Partners Services Request for Proposals (RFP), Number 25-002. Addendum Number Three releases the Questions and Answers, and amends sections in the 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 Three may result in the proposal being found non-responsive and not being considered, as determined at the sole discretion of the County.

Changes to wording in RFP sections in this Addendum Number Three include both deletions and additions. Deletions are indicated as strikeouts (~~strikeouts~~) and additions are underlined (underlined) in red.

I. RFP, Section **6.20** Contribution and Agent Declaration is amended to read as follows:

Government Code Section 84308 requires a party to a contract proceeding to disclose any contribution of more than ~~\$250~~ \$500 made to a County officer within the preceding twelve (12) months by the party or their agent. State regulations require this disclosure to be made at the time an application is filed, and, if a contribution is made during the contract proceeding, within 30 days of making a contribution or on the date on which the party first appears before or communicates with the agency regarding the proceeding after making the contribution, whichever is earliest. All Proposers are advised that they and all of their Subcontractors must complete and return as part of the proposal, the Contribution and Agent Declaration included in Exhibit 8 (Contribution and Agent Declaration Form) of Appendix B (Required Forms). Proposers are further advised that they and their Subcontractors must update the

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

Contribution and Agent Declaration Form throughout the pendency of the solicitation if a contribution is made after the initial disclosure when the proposal is submitted, and as requested at any time by the County prior to contract award. Failure by the Proposer or any Subcontractor(s) to complete and submit the required Contribution and Agent Declaration Form in Exhibit 8, and failure by the Proposer or any Subcontractor(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate the proposal from further consideration and/or the Proposer may be disqualified from a contract award, as determined in the County's sole discretion. Further, all Proposers and their Subcontractors are prohibited under Government Code Section 84308 from making a contribution of more than ~~\$250~~ \$500 to a County officer for twelve (12) months after the date a final decision is made in the contract proceeding involving this solicitation.

- II. RFP, Section 8.5.2 Proposer's Approach to Providing Required Services (Section B) (40%), Subsection 8.5.2.1, was revised as follows:

Proposer must describe how their organization will provide orientations to be able to submit a minimum of 25 completed YPP applications to DCFS or DCFS approved Foster Family Agency for approval per ~~contract~~ contract year.

- III. RFP, Required Forms – Exhibit 12, Question 8.5.2.1 was revised as follows:

Proposer must describe how their organization will provide orientations to be able to submit a minimum of 25 completed YPP applications to DCFS or DCFS approved Foster Family Agency for approval per ~~contract~~ contract year.

- IV. RFP, SOW – Exhibit A, Section 8.10.2.3 was revised as follows:

Contractor shall arrange and hold the Connection Meeting at the Youth's residence. when possible. This meeting can also take place virtually.

- V. RFP, SOW, Section 8.6 Connection Events, subsection 8.6.3 was revised as follows:

Contractor shall organize a minimum of 40 12 Connection Events per Contract year.

- VI. RFP, Required Forms - Exhibit 13, has been replaced in its entirety and replaced with Attachment 1.

- VII. RFP, SOW – Exhibit A-1, has been replaced in its entirety and replaced with Attachment 2.

- VIII. The Questions and Answers document is based on questions submitted by prospective contractors during the question submittal period. It is incorporated as Attachment 3.

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

**REQUIRED FORMS – EXHIBIT 13****YOUTH PERMANENCY PARTNERS COST OF SERVICES**

Contractor hereby agrees to perform the services, the scope of which is set forth in the above-identified contract for the County of Los Angeles, under all of the terms and conditions specified in the Statement of Work, Exhibits, Performance Requirements Summary and Contract.

Contractor is to be paid a firm-fixed price, not to exceed the maximum annual contract sum of \$200,000 for each year. A Proposer exceeding the anticipated allocation does so at their own risk and the County reserves the right to reject a proposal which exceeds the allocation.

Prices include all applicable charges and costs associated with receipt, delivery, confirmation, and any other costs necessary (i.e. mileage, staff time, venue rentals, supplies, outreach, etc.) in the performance of all tasks outlined in the Statement of Work, Exhibits, Performance Requirements Summary, Line Item Budget, and Contract.

**Print Name of Agency:** \_\_\_\_\_

<b>YOUTH PERMANENCY PARTNERS SERVICE DELIVERABLES</b>		
<b>1.</b>	25 Orientations	
<b>2.</b>	12 Interactive Connection Events (one per month)	
<b>3.</b>	6 Large Connection Events	
<b>4.</b>	4 Small Connection Events	
<b>5.</b>	Youth Transportation to Connection Events	
<b>6.</b>	Monitoring and Following Up	
<b>Total Price:</b>		

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Print Name and Title**

\_\_\_\_\_  
**Date**

## COUNTY OF LOS ANGELES - DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## Exhibit A-1

Task	Required Annual Deliverables				Remedies for Non-Compliance with Performance
	Number of Deliverables	Participants	Compliance Monitoring Method		
Recruit and Provide Orientation to Prospective Hosts	2 orientations a month.	5 participants a month.	Provide attendance logs to CPM or designee.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	
Hold Connection Events	Organize and facilitate a minimum of 12 connection events: 6 large connection events and 4 smaller events.	Large event: minimum of 20 youth and 25 hosts. Smaller event: minimum of 8 youth and 10 hosts.	Provide Event Matrix to CPM or designee 5 days after the event.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	
Support to Prospective and Approved YPP	Contact the prospective and approved YPPs twice per month.	Minimum of 25 hosts a year.	Provide host contact log to CPM or designee.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	
Provide Transportation to youth going to the events	Minimum of 12 events	Depending on the type of event.	Provide transportation log to CPM or designee before the event.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	
Post Event Conference Call	Minimum of 10 conference calls.	CPM or designee and YPP Program Manager.	Post-event conference call will occur within 10 business days of a connection days with CPM.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	
Support to Youth	Contact Youth participating in the program 2x per month.	Minimum of 25 a year.	Provide Youth contact log to CPM or designee.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	
Youth Connected to Host	Minimum of 12 Youth must have a YPP to support, mentor, and advocate for them per contract year.	Minimum of 12 Youth	Provide Event Matrix to CPM or designee 5 days after the event.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	
Post Connect Event Survey	Minimum of 12 event	Depending on the type of event.	Provide Event Matrix to CPM or designee 5 days after the event.	Contractor must provide a corrective action plan to the County with an explanation of the problem and the plan for correction.	

**YPP Proposer's Conference – Q &A**

**Q1: How did DCFS determine the \$200k per year needed to meet all the requirements of this program? Will there be any additional financial support?**

**A1.** The contract sum is set as a "firm and fixed" maximum annual contract sum of \$200,000. There will be no cost adjusting during the term of the contract.

**Q2: Is this a cost reimbursement contract? Will providers submit monthly invoices and get paid for actual costs incurred monthly? Or will providers receive \$200K award amount up front?**

**A2.** This is a fee for service contract. The County pays for the service being provided.

**Q3: How many contracts will be awarded? Single or multiple? Estimate of youth referrals?**

**A3.** County anticipates a single contract; Youth referrals: minimum 12 youth matched/year, 25 YPP applications/year, event minimums for 10–12 events:

**Q4: Are youth participating in each connection event chosen according to the SPA they live in relative to the venue?**

**A4** No, youth may attend any event; events are required to be rotated among the SPAs for accessibility.

**Q5: Can you explain what “event trainings” are? See Required Forms, Exhibit 13.**

**A5.** Please refer to Addendum Number three, Events trainings have been removed

**Q6: Is "control year" considered the same as fiscal year?**

**A6.** Please refer to Addendum Number three, control year has been replaced with contract year.

**Q7: Do 25 families need to be submitted to DCFS or approved to host?**

**A7.** 25 families will be submitted to DCFS to be approved as host per contract year.

**Q8: Is there a process or approval request form to submit to CPM for food/beverage vendor approval?**

**A8.** There is no form for approval, but all requests must be submitted to the CPM via email for review and approval prior to the event.

**Q9: Does the RFP require 12 events a year? There are inconsistencies in this.**

**A9.** 12 events are required per year

**Q10: Does the RFP require 12 events a year?**

**A10.** 12 events are required per year

**Q11: Can you confirm monthly invoice submission deadline is sixty (60) days after services rendered?**

**A11.** Invoices are due 30 days after services are rendered.

**Q12: Is it families to be approved? Or individuals to be approved?**

**A12.** Both an individual or a family are considered as one approval.

**Q13: Can connection meetings be held virtually as well as in person?**

**A13.** Connection Meetings may be held in-person or virtual, see Addendum Number three

**Q14: Is the recipient of the contract responsible for all travel to and from events for the youth?**

**A14.** County provides transportation for the youth's first event only. Contractor is responsible for transportation to all events thereafter.