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December 9, 2025

To: Prospective Contractors and Interested Parties

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

ADDENDUM NUMBER ONE TO THE INDEPENDENT LIVING PROGRAM TRANSITIONAL HOUSING PROGRAM ILP-THP REQUEST FOR PROPOSALS # 25-0057

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to prospective contractors of the ILP-THP Request for Proposals (RFP) # 25-0057. Addendum Number One releases the Questions & Answers, and amends sections in the RFP and Scope of Work 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 Bidder's failure to address the requirements of this Addendum Number One 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 One include both deletions and additions. Deletions are indicated by strikethrough (~~strikethrough~~), and additions are underlined (underlined) in red.

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

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

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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 8.4, subsection 8.4.1, is amended as to the contents of PDF number 4.

The contents of the 4th PDF are revised as follows:

4)Required Forms (~~Exhibits 1 through 14~~) (Exhibits 1 through 10,13,14)

III. RFP Section 8.5.1.3 Proposer's Financial Capability is amended to read as follows:

The County will conduct a review of Proposer's financial capability. Proposer must provide copies of the company's most current and prior three (3) fiscal years financial statements. (2022, 2023, 2024) At least one (1) of the financial statements must be an audited financial statement within eighteen (18) months old at the time of the proposal submission for this RFP. Statements should include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so, stamped on each page.

IV.RFP Section 8.8, sub section 8.8.3, is amended as to the contents of PDF number 4.

The contents of the 4th .PDF are revised as follows:

4) Required Forms (~~Exhibits 1 through 14~~) (Exhibits 1 through 10,13,14)

V. Appendix A, Statement of Work, is replaced in its entirety by Attachment I.

VI. Appendix B, Required Forms, exhibit 8, has been replaced in its entirety by Attachment II.

VII. The Questions and Answers document is based on questions submitted by prospective contractors during the question submittal period, and it is incorporated as Attachment III.

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