



LISA E. MANDEL
Interim 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

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

September 18, 2026

To: Prospective Proposers and Interested Parties

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

ADDENDUM NUMBER ONE TO FAMILY SUPPORT AND ABUSE PREVENTION SERVICES FOR CHILDREN WITH DEVELOPMENTAL DISABILITIES REQUEST FOR PROPOSAL #26-0036

Addendum Number One is issued by the County of Los Angeles, Department of Children and Family Services to notify the prospective proposers and interested parties that the Family Support and Abuse Prevention for Children with Developmental Disabilities (FSAPS) Request for Proposal (RFP) #26-0036, released on July 30, 2026, is amended as follows.

This Addendum 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. In addition, this Addendum provides Questions and Answers in response to the RFP. The Questions and Answers are provided in Attachment IV.

A Prospective Proposer's failure to address the requirements of this Addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County.

This Addendum includes both deletions and additions. Deletions are indicated by strikethrough (~~strikethrough~~) and additions are underlined (underlined).

The attachments to this Addendum include:

Attachment I	Appendix A, Sample Contract, Exhibit A, Statement of Work, Attachment A, Performance Requirements Summary (PRS) (Updated 9/18/2026)
Attachment II	Appendix B, Required Forms, Exhibit 6, Minimum Mandatory Requirements (Updated 9/18/2026)

Attachment III	Appendix B, Required Forms, Exhibit 14, Cost Proposal (Updated 9/18/2026)
Attachment IV	Questions and Answers

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

1. RFP, Section 4.0, MINIMUM MANDATORY REQUIREMENTS, Subsection 4.3 has been revised as follows:

4.3 Proposer must have, or ~~be willing~~ plan to establish, a service delivery office located within Supervisorial District one, within 60 days of the contract execution.

2. RFP, Section 4.0, MINIMUM MANDATORY REQUIREMENTS, Subsection 4.5 has been added as follows:

4.5 Proposer must be a nonprofit organization with a 501(c)(3) or public institutions of higher education with recognized expertise in fields related to child welfare.

3. RFP, Section 7.0, COUNTY'S PREFERENCE PROGRAMS, Subsection 7.1, Overview of County's Preference Programs, Subsection 7.1.3 been revised as follows:

7.1 Overview of County's Preference Programs

7.1.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference, ~~which is five percent (5%) for each Preference Program with a maximum of fifteen percent (15%),~~ be combined with any other County preference program to exceed fifteen percent (15%) in response to any County solicitation.

4. RFP, Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.1, Truth and Accuracy of Representations has been revised as follows:

8.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Department's sole judgment, and their judgment

will be final. All proposals must be firm and final offers and may not be withdrawn for a period of ~~four hundred thirty (430) days~~ twenty-four (24) months following the final proposal submission date.

5. RFP, Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.5, Business Proposal Requirements and Evaluation Criteria (70%), Subsection 8.5.3.4, Proposer's Financial Capability (Section B.3) has been revised as follows:

8.5.3.4 Proposer's Financial Capability (Section B.3)

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) most current~~ fiscal years financial statements (i.e. fiscal years ending 2025, 2024, and 2023. 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.

6. RFP, Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.5, Business Proposal Requirements and Evaluation Criteria (70%), Subsection 8.5.7.2, Paragraph 3 has been revised as follows:

3) Exemption Determination or Affirmation Letter:

The Proposer must submit a copy of an Exemption Determination or Affirmation Letter confirming the Proposer is tax exempt under 501(c)(3) of the Internal Revenue Code ~~for a period of at least two (2) years prior to the proposal due date for this RFP.~~

7. RFP, Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.8, Proposal Submission, Subsection 8.8.10 has been revised as follows:

8.8.10 All proposals will be firm offers and may not be withdrawn for a period of ~~four hundred thirty (430) days~~ twenty-four (24) months following the last day to submit proposals.

8. RFP, Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.23, Indemnification, Subsection 8.23.2 has been revised as follows:

8.23.2 Any legal defense pursuant to Contractor's indemnification obligations under this Agreement must be conducted by Contractor and performed by counsel selected by Contractor. County ~~must~~ shall provide Contractor with immediate written notification of any such third-party claim, as well as information, reasonable assistance, and authority to defend or settle the claim. Notwithstanding the foregoing, County ~~must~~ shall have the right to participate in any such defense at its sole cost and expense.

9. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 2.0, TARGET POPULATION and SERVICE DELIVERY SITES, Subsection 2.1 and 2.2 have been revised as follows:

2.1 The target population for this program are children (DCFS clients) from birth through 18 years of age with special needs, developmental delays and developmental disabilities and their families/caregivers who are residing in the First Supervisorial District of Los Angeles County.

2.2 Contractor will provide services to approximately 300 DCFS children/youths annually for targeted population from various sources as described in Section 2.3 ~~annually and provide the four types of services described in Section 2.2.1. The requirement for 300 children/youth is based on child/youth count, not family unit.~~

2.2.1 Contractor is expected to provide four types of services. Each service includes its own target population for the purpose of measuring performance (SOW, Attachment A).

a) Case Management (Intake, Assessment and Service Planning): 100% is the number of families that were referred. The performance expectation is based on the number of referrals that were received and screened for services.

b) Parent/caregiver training: 100% is the number of parents who are enrolled to receive parent training. The performance expectation is based on the graduation rate.

c) In-Home counseling services and education to children/youth: 100% is the number of youths that are accepted for services. The performance expectation is based on the service participation and graduation rate.

d) Training and Education to Regional Center and Community Partners: 100% is the number of trainings and engagements, planned by the contractor at the beginning of the year. The performance expectation is based on the number of training courses that have been conducted.

10. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 2.0, TARGET POPULATION and SERVICE DELIVERY SITES, Subsection 2.4.2 have been added as follows:

2.4.2 Proposer must have a service delivery office located within Supervisorial District one, within 60 days of the contract execution.

11. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 3.0, DEFINITIONS, Subsection 3.28 and 3.29 have been added as follows:

3.28 **Developmental Delay:** is a condition in which a child does not reach expected developmental milestones within the typical age range in one or more areas of development. The areas of delay may include the following domains: cognitive, communication/language, motor, social-emotional, and adaptive/self-help skills.

3.29 **Developmental Disability:** is a condition that begins during the developmental period and results in significant, long-term limitations in intellectual functioning and/or adaptive behavior, or in certain areas of functioning, that affect a person's ability to live, learn, communicate, work, or function independently. Examples include Intellectual Disability, Autism Spectrum Disorder, Cerebral Palsy, Epilepsy, and conditions similar to intellectual disability, often caused by genetic and/or neurological conditions (ex. Down syndrome).

12. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 6.0, CONTRACTOR'S STAFF/PERSONNEL REQUIREMENTS, Subsection 6.10, Staff Qualifications, Subsection 6.10.2 has been revised as follows:

6.10.2 Clinical Supervisor will report to the Contractor PM and is responsible for providing clinical supervision to unlicensed staff in accordance with acceptable professional practices, ethical standards, agency policies, and current laws and regulations. Minimum qualifications include:

- Master (MA/MS) degree in Psychology, Social Work, Marriage and Family Therapy or closely related field;
- A valid California license in one (1) of the following: LCSW, LMFT or Board-Certified Behavioral Analyst (BCBA);
- Must be licensed for at least two (2) years to be able to provide clinical supervision to staff;
- Experience as a clinical supervisor;
- Bilingual/bicultural (Spanish/English Language and Latino/American Culture);
- Be computer literate;
- Have a valid California driver's license; and
- Maintain current automobile insurance and must be eligible to drive for the Company.

13. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 8.0, SERVICES, Subsection 8.1, Intake and Assessment, Subsection 8.1.6 through 8.1.8 have been added as follows:

8.1.6 All families (self-referred to and referred to by other entities) are expected to be screened, accepted, and appropriately engaged in service planning. The performance requirements measure (Attachment A) is intended to assess the contractor's performance in responding to referrals and initiating the service-planning process - not to require families to participate in services when they voluntarily decline.

8.1.7 Contractor is expected to clearly document all incoming referrals, the referrals status, and the agency's efforts to engage the family. This includes documentation that the family was:

- a) Screened: The contractor must document that screening occurred or that reasonable attempts were made to complete the screening. All contact attempts must be documented, including the date of each attempt, as well as unsuccessful attempts.
- b) Accepted: Referred families should be accepted for services in accordance with the SOW. A referral should not simply be designated as "not accepted." If the program has no available

capacity, the contractor must follow the SOW requirements, including the applicable waiting-list procedures, and document the family's status accordingly.

c) Engaged: The contractor must make reasonable and documented efforts to engage the family in service planning. If, after reasonable efforts, a family declines services or does not respond, the contractor should document those efforts, including the dates and outcomes of the contacts. Such documentation demonstrates that the contractor fulfilled its responsibility even when the family ultimately chooses not to participate.

8.1.8 All families retain the ability to voluntarily decline services. The expectation is that the contractor consistently performs the required activities within its control—screening, accepting, making reasonable engagement efforts, and documenting the outcome for every referral.

8.1.9 The Acceptable Quality Level is focused on whether the contractor has appropriately processed and documented referrals and made the required efforts to engage families in service planning. A family's subsequent decision to decline or discontinue voluntary services is not, by itself, a contractor performance failure, provided that the contractor has documented the appropriate screening, acceptance, reasonable engagement efforts, and outcome.

14. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 8.0, SERVICES, Subsection 8.4, Parent Training and Support Groups, Subsection 8.4.9 has been added as follows:

8.4.9 The Parent Training and Support Groups service component is excluded from a minimum of 80% in-person (no more than 20% virtual) sessions requirement. Contractors may determine the appropriate modality for Parenting Classes consistent with the SOW and their proposed service-delivery model.

15. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 8.0, SERVICES, Subsection 8.6, Training and education to Regional Center and Community Partners, Subsection 8.6.1 has been revised as follows:

8.6.1 Contractor will develop a Training and Education Plan to fulfill the objective of building and strengthening the bridge between DCFS, RC and other community service providers by delivering ongoing training and education on understanding the nexus between

developmental disability and child abuse and neglect. The training curriculum should include the topic on mandated reporting of child abuse and neglect. The expected outcomes for this service category are to increase the capacity of Regional Centers (RCs) and community agencies to recognize and appropriately respond to the nexus between developmental disabilities and child abuse and neglect.

- a) Increased knowledge and understanding among RC and community-agency staff regarding the relationship between developmental disabilities and risk factors associated with child abuse and neglect.
- b) Increased ability of participants to recognize potential indicators of abuse, neglect, exploitation, and other safety concerns involving children and families affected by developmental disabilities.
- c) Increased understanding of appropriate prevention, mandated-reporting, referral, and follow-up processes, as applicable to the participant's role and agency responsibilities.
- d) Improved ability to identify families who may benefit from supportive services and make appropriate referrals to available community resources, including ICAN Family Support Services when appropriate.
- e) Improved coordination and communication among RCs, community agencies, DCFS, and other relevant service providers when addressing the needs and safety of children with developmental disabilities.
- f) Increased participant confidence and ability to apply the information provided through the education/training in their day-to-day work.

16. RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 14.0, GREEN INITIATIVE, Subsection 14.2 has been added as follows:

14.2 Contractor must notify County's Project Manager of Contractor's new green initiatives prior to Contract commencement.

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

If you have any questions regarding this Addendum Number One, please submit the questions by email to FSAPS@dcfs.lacounty.gov.

Attachment A

PERFORMANCE REQUIREMENTS SUMMARY (PRS)

(Updated 9/18/2026)

	REQUIRED SERVICES	PERFORMANCE INDICATOR	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD
1.	Family Support and Abuse Prevention Case Management (Intake, Assessment and Service Planning): - Screen referred families to ensure the family meets program criteria. - Engage the child/youth and the family in the services planning process.	Referral Form: - DCFS form (Attachment B) - Agency form Service Plan - Agency Form	95-100 percent of the referred families are screened, accepted for services and are engaged in service planning.	- Monthly referral/intake reports - By-annual technical reviews
2.	Conduct parent/caregiver training and support groups in English and Spanish for the identified families	- Training Curriculum - Sign in Sheets/Attendance - Class Surveys - Class Completion Certificate	95-100 percent of participants will receive training in English <u>and-or</u> Spanish, <u>based on their preferred language.</u>	- Monthly referral/intake reports - By-annual technical reviews
3.	In-Home counseling services and education to children/youth to equip them with strategies and skills to reduce the risk of future victimization.	- Service Plan - Field Itinerary	95-100 percent of the referred families that are accepted for services and are engaged in service planning.	- Monthly referral/intake reports - By-annual technical reviews
4.	Training and Education to Regional Center and Community Partners on understanding the nexus between developmental disability and child abuse and neglect.	- Training Curriculum - Sign in Sheets/Attendance - Class Surveys	100 percent compliance with the agency's Training and Education Plan, approved by County PM.	- Monthly referral/intake reports - By-annual technical reviews
5.	To collect, analyze and report on the deliverables defined in this Contract	Annual Service Report	100 percent compliance with Monthly, By-Annual and Annual reporting	- Monthly referral/intake reports - By-annual technical reviews - Annual Reporting

REQUIRED FORMS – EXHIBIT 6**MINIMUM MANDATORY REQUIREMENTS****(Updated 9/18/2026)**

Proposer acknowledges and certifies that it meets the Minimum Mandatory Requirements indicated below and as stated in Paragraph 4.0 (Minimum Mandatory Requirements), of this Request for Proposals.

No.	Minimum Mandatory Requirement(s) (M/R)	Complies with M/R	
		Yes	No
1	Proposer does not have unresolved questioned costs, as identified by the Auditor-Controller (A-C), in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for a period of six months or more from the date of the A-C Report, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.	☐	☐
2	Proposer must have a minimum of five (5) years of experience during the last ten (10) years providing a comprehensive, integrated continuum of strength-based, family-centered, and community-oriented resources and family support and abuse prevention services to vulnerable developmentally disabled children and their families.	☐	☐
3	Proposer must have, or be willing to establish, a service office located within Supervisorial District One.	☐	☐
4	Proposer does not have any unresolved noncompliance or performance issue(s) listed in the Contract Alert Reporting Database (CARD) or any unresolved findings reflecting past performance history related to any County, State, federal, or out -of-state government contracts. Proposer (Prospective Contractor) disclosed such non-compliance findings that can be construed as being unresolved in Appendix B, Required Forms, Form 10, Prospective Contractor's Involvement in Litigation and/or Contract Compliance Difficulties.	☐	☐
5	<u>Proposer must be a nonprofit organization with a 501(c)(3) or public institutions of higher education with recognized expertise in fields related to child welfare.</u>	☐	☐

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements listed above.

 Authorized Signature

Date _____

 Name/ Title/ Name of Company or Organization

REQUIRED FORMS – EXHIBIT 14**COST PROPOSAL (PRICE SHEET)****(Updated 9/18/2026)**

Rates quoted must be fully loaded to include all applicable costs associated with Family Support and Abuse Prevention Services for Children with Developmental Disabilities (FSAPS) and any other costs necessary to perform all tasks outlined in the Request for Proposal (RFP), Sample Contract, Statement of Work, Performance Outcome Measures, Exhibits and Attachments.

The chart below provides ~~an~~ a list of the historical approximate annual ~~average~~ unique child count caseload and the maximum annual funding amount available. A unique child count is the total number of individual children served by a program counted only once, even if they use multiple services. ~~Caseload~~ The unique child count numbers can vary in the upcoming years depending on multiple factors. This chart is meant to assist proposers in developing their proposed cost with information currently available for this RFP.

Historical Annual Average Caseload <u>Approximate Annual Unique Child Count</u> (1st District)	Maximum Annual Funding
300	\$300,000

Proposers must demonstrate how they arrived at the final proposed annual cost to be submitted on page two of Required Forms Exhibit 14, by providing a line-item budget and budget narrative (Required Exhibits 15 and 16). Proposals may be disqualified if the costs do not add up, or if there is a discrepancy between line-item budget and budget narrative. *All information provided in the Price Sheet, Line-item Budget and Budget Narrative will become part of the contract, if proposal is recommended, as indicated in the Sample Contract Section 5.5.16.*

REQUIRED FORMS – EXHIBIT 14

COST PROPOSAL (PRICE SHEET)

(Updated 9/18/2026)

TOTAL PROPOSED ANNUAL COST Firmed fixed price (1 st District)
\$ _____

The undersigned offers to furnish all personnel, labor and materials necessary for Family Support and Abuse Prevention Services for Children with Developmental Disabilities (FSAPS). Said work must be done for the period prescribed and the manner set forth in the FSAPS Statement of Work. The proposed cost is a firm-fixed price to remain firm for twenty-four (24) months following the last day to accept proposals under RFP #26-0036.

I declare that all computations used to arrive at the cost for FSAPS above are true and correct to the best of my knowledge. By submission of this Proposal, Proposer certifies that the price quoted herein have been arrived at independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.

Authorized Signature

Date

Print Name and Title

Date

Agency Name

Agency Address

County of Los Angeles - Department of Children and Family Services

QUESTIONS AND ANSWERS

FAMILY SUPPORT AND ABUSE PREVENTION SERVICES FOR CHILDREN WITH DEVELOPMENTAL DISABILITIES

REQUEST FOR PROPOSALS (RFP) #26-0036



County of Los Angeles – Department of Children and Family Services
**FAMILY SUPPORT AND ABUSE PREVENTION SERVICES FOR CHILDREN WITH
DEVELOPMENTAL DISABILITIES**
REQUEST FOR PROPOSALS (RFP) #26-0036

TABLE OF CONTENTS

PROGRAMS QUESTIONS 2
CONTRACTS QUESTIONS..... 14

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

PROGRAMS QUESTIONS

1. **QUESTION:** Given that ICAN Family Support Services are not always court-mandated and families may voluntarily decline participation, what is the basis for requiring 95–100% of all referred families to be screened, accepted, and engaged in service planning? How will DCFS account for families who decline or do not complete enrollment, particularly when Los Angeles County’s Health Equity Community Improvement Plan (2025) reports referral-to-enrollment rates of approximately 45–47% for certain County-targeted initiatives, including violence prevention and maternal health referral programs? Would DCFS consider a performance measure that more appropriately reflects the voluntary nature of these services?

RESPONSE: All families (self-referred to and referred to by other entities) are expected to be screened, accepted, and appropriately engaged in service planning. The Performance Requirements Measure (SOW, Attachment A) is intended to assess the contractor’s performance in responding to referrals and initiating the service-planning process - not to require families to participate in services when they voluntarily decline.

All families retain the ability to voluntarily decline services. The expectation is that the contractor consistently performs the required activities within its control—screening, accepting, making reasonable engagement efforts, and documenting the outcome for every referral.

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

2. **QUESTION:** The Contract references approximately 300 individuals to be served annually. Does this represent 300 unduplicated individuals across all ICAN services, or does each Required Service have its own service target? Specifically, does Performance Indicator #2 require 95–100% of all 300 individuals to participate in parent/caregiver training, or does the percentage apply only to participants referred to or appropriate for that service? Are Contractors expected to provide all applicable services to every enrolled family, or should performance for each service category be calculated only among participants for whom that particular service is appropriate, requested, or included in the Service Plan?

RESPONSE: Contractor will provide services to approximately 300 DCFS children/youths annually for targeted population from various types of sources as described in Section 2.3 and provide the four types of services described in Section 2.2.1. The requirement for 300 children/youth is based on child/youth count, not family unit. Contractor is expected to provide four types of services. Each service includes its own target population for the purpose of measuring performance (Attachment A).

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

3. **QUESTION:** Are outcomes referring to children referred or opened to services? Would you please elaborate if the expectation is that 95%-100% of the children referred will be opened for services?

RESPONSE: Please refer to response for Question #1.

4. **QUESTION:** Performance Indicator #2 states that 95–100% of participants will receive training “in English and Spanish.” Is the intended requirement that each participant receive training in both languages, or should this read “English or Spanish,” based on the participant’s preferred language?

RESPONSE: Clarification: Participants are not required to receive the training in both languages. Performance Indicator #2 should be understood as requiring the 95–100% performance level separately for participants receiving training in English and participants receiving training in Spanish, based on the participant’s preferred language.

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

Participants are not required to receive the training in both languages.

Please refer to Addendum Number One, Attachment I for updated language clarifying the Performance Requirements Summary.

5. QUESTION: RFP Section: 3.0 PURPOSE, Item 3.1 - Statement of Work: The SOW states that the “Contractor will provide services to approximately 300 DCFS children/youths with developmental disabilities, annually.” – This is a 50% increase in the number of DCFS children/youth to be served annually under this grant, compared to the previous SOW/Work Order. However, the funding for this project remained the same, capped at \$300,000 (i.e. Contract Rates – 3.2.2.). How does DCFS expects providers to serve such a significant number of clients annually, 50% higher than the previous contract period, at the previous funding level?

RESPONSE: The reference to serving approximately 300 DCFS children/youth annually represents the County’s anticipated service volume for this SOW. The County recognizes that service volume may vary based on referrals, family needs, service intensity, and other program factors. The County is not prescribing a specific staffing configuration, caseload methodology, or manner in which the Contractor must achieve the anticipated service volume. Contractors are expected to develop a service-delivery and staffing model that is responsive to the requirements of the current SOW and operates within the established \$300,000 Maximum Annual Contract Amount.

The Contractor is responsible for proposing a feasible and sustainable approach for delivering the required services within the available resources. The County does not intend to establish a direct comparison between the anticipated service volume in this SOW and the number of children/youth served under a prior SOW as a basis for determining the Contractor’s required staffing or cost structure. The current SOW establishes the service expectations and funding parameters applicable to this procurement.

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

6. **QUESTION:** RFP Section: 7.0 SERVICE DESCRIPTION, Item 7.0 – Scope of Work: Would you please expand on the total number of clients to be served annually? Are 300 Clients (item 7.1) to be served annually “across” four service categories, based on their need and willingness? OR there are specific numbers expected to be served under the first 3 service categories below?
- Case Management and Community Outreach;
 - Parent Education/Support groups;
 - In-Home Individual counseling and support to children/youth

RESPONSE: Contractor will provide services to approximately 300 DCFS children/youths annually across the four service categories.

Contractor will provide services to approximately 300 DCFS children/youths annually for targeted population from various sources as described in SOW, Section 2.3 and provide the four types of services described in Section 2.2.1. The requirement for 300 children/youth is based on child/youth count, not family unit.

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

7. **QUESTION:** RFP Section: 7.0 SERVICE DESCRIPTION, Item 7.0 – Scope of Work: Would you please elaborate on specific outcomes (if applicable) tied to service category below? Education to RCs and community agencies on understanding the nexus between developmental disability and child abuse and neglect.

RESPONSE: Education to Regional Centers and community agencies on understanding the nexus between developmental disability and child abuse and neglect. The expected outcomes for this service category are to increase the capacity of Regional Centers (RCs) and community agencies to recognize and appropriately respond to the nexus between developmental disabilities and child abuse and neglect.

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

Specific outcomes may include, but not limited to:

- Increased knowledge and understanding among RC and community-agency staff regarding the relationship between developmental disabilities and risk factors associated with child abuse and neglect.
- Increased ability of participants to recognize potential indicators of abuse, neglect, exploitation, and other safety concerns involving children and families affected by developmental disabilities.
- Increased understanding of appropriate prevention, mandated-reporting, referral, and follow-up processes, as applicable to the participant's role and agency responsibilities.
- Improved ability to identify families who may benefit from supportive services and make appropriate referrals to available community resources, including ICAN Family Support Services when appropriate.
- Improved coordination and communication among RCs, community agencies, DCFS, and other relevant service providers when addressing the needs and safety of children with developmental disabilities.
- Increased participant confidence and ability to apply the information provided through the education/training in their day-to-day work.

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

8. **QUESTION:** RFP Section: 6.0 CONTRACTOR'S STAFF/PERSONNEL REQUIREMENTS, Item 6.10.1 – Contact Program Manager: Given that this is not a Clinical Program, and experience with both the Regional Centers, children with disabilities, and Parenting education and support are critical for the optimal implementation of such programs, could the Program Manager's background requirements be "Licensed" OR 5+ years of experience in a managerial/supervisory role overseeing same/equivalent services?

RESPONSE:

No. The Program Manager qualification requirements will remain as specified in the SOW and will not be changed to allow a substitution of five or more years of general managerial or supervisory experience in lieu of the required qualifications.

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

Although this is not a clinical program, the Program Manager is expected to have the specific professional knowledge and expertise necessary to oversee services involving children and families with developmental disabilities, including an understanding of the Regional Center system, parenting education and support, and the intersection of developmental disabilities and child abuse and neglect. The County has established the qualification requirements to ensure that the individual responsible for overall program management possesses an appropriate and clearly defined combination of professional preparation and subject-matter expertise. General managerial or supervisory experience, even when substantial, does not necessarily demonstrate the specific knowledge and experience required to effectively oversee the services described in the SOW. Accordingly, the required Program Manager qualifications are not interchangeable with general management or supervisory experience and will remain as stated in the SOW.

Please refer to RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 6.0, Contractor's Staff/Personnel Requirements, Subsection 6.10.

- 9. QUESTION:** RFP Section: 6.0 CONTRACTOR'S STAFF/PERSONNEL REQUIREMENTS, Item 6.10.1 – Contact Program Manager: Does the Licensed Program Manager, if such requirement stands, need to be a full-time position? Would organizations be able to assign adequate time from a Licensed MFT/CSW for the program (e.g. 0.30 FTE) capable of also serving as the de-facto Clinical Supervisor, while having an Administrative Coordinator at 0.70 FTE in the program with direct experience supervising and directly providing these services?

RESPONSE: The County does not prescribe that the Program Manager position be staffed at a specific Full-Time Equivalent level (FTE). Contractors may determine the staffing structure and allocation of personnel time that they believe is most appropriate to successfully implement the program, provided that the proposed staffing model meets all applicable requirements of the SOW.

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

The proposed staffing model should clearly demonstrate how the Contractor will provide sufficient capacity to meet all service, supervision, documentation, performance, and administrative requirements within the available funding. The County will evaluate the proposed approach based on its ability to meet the requirements of the SOW rather than on a prescribed FTE allocation.

- 10. QUESTION:** RFP Section: 6.0 CONTRACTOR'S STAFF/PERSONNEL REQUIREMENTS, Item 6.10 Staff Qualifications: Could you share whether the staffing costs associated with the required personnel were considered when establishing the annual funding ceiling of \$300,000? Based on current Los Angeles County nonprofit compensation benchmarks, a program staffed with one full-time Licensed LMFT/LCSW and three full-time Case Managers/Parenting Specialists would require an estimated \$294,000 to \$382,800 annually in salary and employer-paid benefits alone (assuming a conservative 20% benefit rate). This appears to leave little to no funding for essential program operations, administrative support, training, supplies, technology, mileage, quality assurance, or indirect costs. We would appreciate any context regarding the assumptions or staffing model used to establish the funding cap, as it would help agencies better understand how the County envisions successful implementation within the available resources.

RESPONSE: The SOW identifies the required qualifications and functions of personnel; however, the County does not prescribe that the Contractor employ one full-time Licensed LMFT/LCSW and three full-time Case Managers/Parenting Specialists, nor does the County establish specific compensation rates for those positions. Contractors are expected to develop a staffing model that meets all SOW requirements and service expectations while remaining within the available funding.

The salary and benefit estimates, cited in the question, are not assumptions adopted by DCFS and should not be used as the basis for interpreting the \$300,000 Maximum Annual Contract Amount. Actual personnel costs may vary based on the Contractor's organizational

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

structure, staffing approach, allocation of staff time, and other operational factors.

Accordingly, the County expects proposers to submit a realistic and sustainable staffing and cost model within the \$300,000 Maximum Annual Contract Amount that demonstrates the Contractor's ability to fulfill all requirements of the SOW. The funding ceiling will not be increased to accommodate a particular staffing model or compensation structure.

Please refer to RFP, Appendix A, Sample Contract, Exhibits 14, 15, 16, and Statement of Work and Attachments, Subsection 6.10, Contractor's Staff/Personnel Requirements.

- 11. QUESTION:** RFP Section: 8.0 SERVICES, Item 8.1.5, 8.2.4, 8.3.4, and 8.5.2: Could the County share the rationale for requiring that at least 80% of Intake and Assessment, Case Management and Community Outreach, Parent Education/Support Groups, and In-Home Individual Counseling and Support services be delivered in person? Specifically, was this requirement informed by parent and youth voice and choice, provider feedback, or current behavioral health utilization trends? While we recognize the value of in-person services, particularly for In-Home Individual Counseling, healthcare and supportive services have largely transitioned to a hybrid model. For example, in recent data from California safety-net health centers show that, even in 2023–2024, approximately 50% of behavioral health visits continued to be delivered via telehealth, reflecting sustained client demand and provider adoption. Given the geographic size of the First Supervisorial District, transportation challenges, and more recent concerns related to immigration enforcement that may affect some families' willingness or ability to attend in person, would the County consider limiting the 80% requirement to In-Home Individual Counseling services or allowing documented exceptions when requested by or necessary for a family's individual circumstances?

Reference: Uscher-Pines, L., Mehrotra, A., Sousa, J., et al. (2025). Telehealth visits in health centers serving low-income patients in California: Final results from the Connected Care Accelerator Initiative (2022–2024). RAND Health Quarterly, 12(1).
<https://pmc.ncbi.nlm.nih.gov/articles/PMC11916083/>

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

RESPONSE:

The County recognizes that telehealth can provide a convenient and appropriate option for some families and may help address transportation, scheduling, and other barriers to accessing services. However, given the purpose and target population of this program—children and families affected by developmental disabilities—the County has determined that in-person service delivery is an important component of effective assessment, service planning, case management, and in-home support. The 80% in-person requirement is intended to ensure that services are sufficiently accessible and responsive to the needs of children with developmental disabilities and their families and that the Contractor has meaningful opportunities to assess the family's circumstances, observe the child and family in their natural environment when appropriate, establish relationships with families, coordinate services, and identify needs that may not be readily apparent through a virtual interaction. Accordingly, the SOW requires that no more than 20% of Intake and Assessment, Case Management/Service Planning, and In-Home Individual Counseling and Support services be provided through telehealth. The County is not limiting Contractors to an exclusively in-person service model; rather, the requirement establishes a minimum level of in-person service delivery while allowing limited use of telehealth when appropriate.

Please note, parenting classes are excluded from the 80% in-person requirement. Contractors may determine the appropriate modality for Parenting Classes consistent with the SOW and their proposed service-delivery model.

Please refer to RFP, Appendix A, Sample Contract, Exhibit A, Statement of Work and Attachments, Section 8.0, Services.

- 12. QUESTION:** Are the program manager and clinical supervisor positions required to be one full-time employee each, can these two positions be fulfilled by one individual who meets the qualifications for both roles?

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

RESPONSE:

The County does not prescribe a specific staffing model for these positions. The Contractor is responsible for proposing a staffing structure that demonstrates how the Contractor will meet all requirements of the SOW and successfully fulfill the contractual deliverables. A Contractor may determine the appropriate staffing structure based on its proposed approach to delivering the services, provided that the proposed staffing plan meets all applicable SOW requirements.

In developing its proposal, the Contractor should carefully consider the distinct responsibilities of each role. For example, the Clinical Supervisor is responsible for clinical supervision, mentoring and supporting staff, and providing coverage or direct service support when necessary. The Program Manager is responsible for overall program management and coordination, including ensuring that the program operates effectively and that required deliverables are met. If one individual is proposed to perform both functions, the proposal should clearly demonstrate how that individual will have sufficient capacity to fulfill both sets of responsibilities, including providing necessary staff coverage and direct service support when required, while also managing the overall program and its administrative and operational requirements.

- 13. QUESTION:** If the Program Manager and Clinical Supervisor must be two different people, can programs have a full-time Program Manager and a part-time Clinical Supervisor?

RESPONSE:

Please refer to response for Question #12.

- 14. QUESTION:** SOW-Section B, Subsection 9.8.1, 8.2, 8.3, 8.5: Does 20% cap on telehealth apply to the parenting classes as well?

RESPONSE:

The Parent Training and Support Groups service component is excluded from a minimum of 80% in-person (no more than 20% virtual) sessions requirement. Contractors may determine the appropriate modality for Parenting Classes consistent

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

with the SOW and their proposed service-delivery model.

Please refer to Addendum One for updated language clarifying the Statement of Work.

- 15. QUESTION:** Can you provide Excel versions for attachments C, D, E, G, H, I, J & K of the SOW?

RESPONSE: The attachments to SOW are examples of the documents, logs and forms that are acceptable. The prospective contractors may develop their own forms and documents, based on these examples.

- 16. QUESTION:** Wanted to clarify, RFP does not require that these positions be existing staff but can be hired if proposal is selected. That was regarding program manager and clinical supervisor positions.

RESPONSE: The RFP does not require the Contractor to have the positions outlined in SOW be filled with the existing staff at the time of proposal submission and prior to contract award. However, the Contractor should be prepared to staff the positions as proposed as a condition of successfully executing and performing the contract. Therefore, the Contractor's proposal should clearly identify its proposed staffing plan, including the individuals or positions that will fulfill the required roles and the anticipated level of effort (e.g., full-time or a specified percentage of full-time). If the proposal is selected, the Contractor will be expected to implement and comply with the staffing plan represented in its proposal and ensure that all SOW requirements are met.

- 17. QUESTION:** Regarding clinical supervisor. Does related field include a BCBA in the state of California?

RESPONSE: Clinical Supervisor will report to the Contractor PM and is responsible for providing clinical supervision to unlicensed staff in accordance with acceptable professional practices, ethical standards, agency policies, and current laws and regulations. Board

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

Certified Behavioral Analyst (BCBA) satisfies minimum qualifications.

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

18. QUESTION: Which position requires to be licensed for the BCBA?

RESPONSE: The Clinical Supervisor requires a valid California license in one (1) of the following: LCSW, LMFT or Board-Certified Behavioral Analyst (BCBA).

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

19. QUESTION: Can you elaborate on the disabilities that children may have?

RESPONSE: **Developmental Delay:** is a condition in which a child does not reach expected developmental milestones within the typical age range in one or more areas of development. The areas of delay may include the following domains: cognitive, communication/language, motor, social-emotional, and adaptive/self-help skills.

Developmental Disability: is a condition that begins during the developmental period and results in significant, long-term limitations in intellectual functioning and/or adaptive behavior, or in certain areas of functioning, that affect a person's ability to live, learn, communicate, work, or function independently. Examples include Intellectual Disability, Autism Spectrum Disorder, Cerebral Palsy, Epilepsy, and conditions similar to intellectual disability, often caused by genetic and/or neurological conditions (ex. Down syndrome).

Please refer to Addendum Number One for updated language clarifying the Statement of Work.

County of Los Angeles – Department of Children and Family Services
Family Support and Abuse Prevention Services for Children with Developmental Disabilities
Request for Proposals (RFP) # 26-0036
QUESTIONS AND ANSWERS

CONTRACTS QUESTIONS

20. QUESTION: Will the PowerPoint presented at the Proposers' Conference be shared after the meeting.

RESPONSE: The PowerPoint will not be shared. All information in the PowerPoint can be found in the RFP and Addenda.