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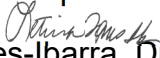
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September 3, 2026

To: Prospective Proposers and Interested Parties

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

ADDENDUM NUMBER ONE TO THE INDIVIDUALIZED TRANSITION SKILLS PROGRAM SERVICES REQUEST FOR PROPOSALS NUMBER 25-0042

Addendum Number one is issued by the County of Los Angeles Department of Children and Family Services to all prospective Proposers of the Individualized Transition Skills Program Services Request for Proposals (RFP), Number 25-0042. Addendum Number One 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 One 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 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 1.0 **Solicitation Information and Minimum Mandatory Requirements**, is amended to read as follows:

Prospective Contractors and Interested Parties

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RFP Release Date	July 30, 2026
RFP Contact	DaSahnda Johnson, ITSP-RFP25-0042@dcfs.lacounty.gov
Solicitation Requirements Review (SRR) Request Due	August 6, 2026
Virtual Proposer's Conference	August 20, 2026, at 10:00 a.m. (Pacific Time)
Written Questions Due	August 20, 2026, by 4:00 p.m. (Pacific Time)
Questions and Answers Released via Addendum	On or around September 3, 2026
Proposals Due	12:00 p.m. (Pacific time) on September 9, 2026 <u>September 16, 2026</u>
Anticipated Contract Term	The contract is anticipated to commence on July 1, 2027, or the date of execution, whichever is later.

- II. RFP Section **3.2.2 Contract Rates**, is amended to add subsection 3.2.2.1 to read as follows:

3.2.2.1 Contract Awards:

The ITSP annual funding allocations per region are as follows:

REGION	NUMBER OF CONTRACT	ANTICIPATED FUNDING ALLOCATIONS
NORTH	1	\$1,486,690
SOUTH	1	\$1,645,029

- III. RFP Section **8.4 Preparation of the Proposal**, Subsection 8.4.1.4, is amended to read as follows:

8.4.1.4 Proposers should plan for any delays or computer system failure and avoid submitting proposals at minimum 30 minutes before the deadline. Any proposal(s) received at 12:01 PM on ~~September 9, 2026~~ September 16, 2026, will be immediately rejected.

IV. RFP Section **8.8** Proposal Submission, Subsection 8.8.3 was removed in its entirety:

~~Proposers must also include a redacted Business Proposal in searchable Adobe Portable Document Format (PDF), with all confidential, proprietary and trade secret information redacted, as part of its proposal submission. Proposers must specifically redact only those parts of the Business Proposal that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected in the sole discretion of the County.~~

V. RFP Section **8.8 Proposal Submission** is amended to add subsection 8.8.6 to read as follows:

8.8.6 A separate proposal must be submitted for each region your organization seeks to propose for. Each proposal must be submitted in the prescribed format outlined in Section 8.4 - Preparation of the Business Proposal and its subsections of the RFP. Any Proposal that deviates from the prescribed format may be rejected as non-responsive without review at the County's sole discretion.

VI. Appendix A, Sample Contract, Section 5.5 Invoices and Payments, Subsection 5.5.17 is amended to read as follows:

~~**5.5.17** Contractor, without prior approval of County, may reallocate up to a maximum of five percent (5%) of the Maximum Annual Contract Sum between categories (i.e. personnel, employee benefits, supplies, expenses, equipment, travel and indirect costs) of Contractor's approved budget. Contractor must request County's approval in writing for Line-Item Budget reallocations above the five percent (5%) maximum, which may only be increased to a maximum of ten percent (10%), if such request is approved. In any event, such revisions must not result in any increase in the Maximum Annual Contract Sum. Such requests to County must be addressed to the County Program Manager.~~

VII. **Appendix A, Statement of Work**, Section 9.0 Contractor's Staffing, Subsection 9.16 was removed in its entirety.

~~Contractor shall develop a mutual agreement form/document between the agency and the Referred TAY to reflect their intent to address the individual needs of the Referred TAY in accordance to Part C – Scope of Work sub. 11.0. The agreement form/document to be signed by the TAY or TAY and Resource Parent stating their willingness to participate in ITSP unless prevented by events beyond the control of Contractor, including but not limited to pandemic, natural disaster, or civil unrest. In this case electronic Addendum Number One signatures are acceptable. This mutual agreement is between the TDS and TAY shall be maintained in the TAY's ITSP case file. Electronic signature is acceptable.~~

VIII. **Appendix A, Statement of Work**, Section 11.0 ITSP Service Plan, Subsection 11.4.2.6 was removed in its entirety.

~~**11.4.2.6** Contractor **shall not** invoice for travel time to ITSP related activities.~~

IX. **Appendix A, Statement of Work, Section 29.4 Termination of TAY In ITSP, Subsection 29.4.2** has been removed in its entirety.

~~**29.4.2** Contractor shall keep on file a copy of all records including semi-annual reports, transcript of services provided to enrolled TAY including dates of contacts, status of ITSP goals, dates and amounts of incentive payments issued, as well as enrolled TAY signatures for validation of receipt.~~

X. **The Questions and Answers** document is based on questions submitted by the prospective contractors during the question submittal period. It is incorporated as Attachment II.

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

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Questions and Answers

Exhibit I

Q1. How many contracts will be awarded?

A1. Two contracts will be awarded. One contract will provide services for the North area of the County and one contract will provide services for the South area of the County.

Q2. Will the slide deck be shared with all webinar participants afterwards?

A2. No, the slide will deck will not be shared with the webinar participants.

Q3. Does the required insurance need to be available prior to contract?

A3. The required insurance does not have to be available prior to contract.

Q4. Paragraph 5, pages 7 & 9 - Section 5.5.3 The Contractor must request approval of the County in writing to reallocate up to five percent (5%) of the Maximum Annual Contract Sum between categories (i.e., personnel, employee benefits, supplies and expenses, equipment, travel and indirect costs) of the Contractor's approved budget. In any event, such revisions shall not result in any increase in the Maximum annual contract Sum. Such requests to the County shall be addressed to the County Program Manager.

5.5.17 Contractor, without prior approval of County, may reallocate up to a maximum of five percent (5%) of the Maximum Annual Contract Sum between categories (i.e. personnel, employee benefits, supplies, expenses, equipment, travel and indirect costs) of Contractor's approved budget. Contractor must request County's approval in writing for Line-Item Budget reallocations above the five percent (5%) maximum, which may only be increased to a maximum of ten percent (10%), if such request is approved. In any event, such revisions must not result in any increase in the Maximum Annual Contract Sum. Such requests to County must be addressed to the County Program Manager.

Section 5.5.3, contradicts the language in section 5.5.17. Can you confirm which section has the correct language?

A4. Language has been updated. Please refer to Addendum Number One.

Q5. For purposes of meeting the minimum mandatory requirement in section 4.2, will the county accept five years of experience providing hands on life skill, skills instruction, and coaching to Foster and transition age youth within residential transitional housing or other child welfare programs if the proposer has not previously operated a stand-alone community based ILP or ITSP contract.

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Exhibit I

A5. Yes, the experience you described meets the requirement provided that the Proposer has five (5) years' experience, within the last seven (7) years providing hands-on instruction or coaching services similar to the services as outlined in Exhibit A (SOW and Attachments) of Appendix A (Sample Contract).

Q6. Can we submit a proposal for North and South or only one or the other?

A6. Yes, you may submit a proposal for either North or South or both North and South.

Q7. Does the five-year experience requirement in section 4.2 apply to the proposal organization only or can the owner/principal's prior experience also count? Our business has been operating for three years, but the team has over 15 years of experience providing similar human services.

A7. The experience applies to the organization submitting the proposal.

Q8. There are no instructions in the RFP for submitting per North and South as separate contracts. I believe it is one.

A8. Please refer to Addendum Number One for updated instructions for submitting separate proposals.

Q9. Can you confirm if it's one contract for both North and South or is it 2 separate contracts?

A9. Two separate contracts will be awarded, one for the North area of the County and one for South area of the County.

Q10. Can a new nonprofit qualify if we were previously employed for over five years at a different nonprofit?

A10. The nonprofit or the organization that is applying for the RFP must meet the minimum mandatory requirements required through the solicitation.

Q11. Can we use current DCFS staff as a recommendation?

A11. No, the RFP clearly states that DCFS staff cannot be used as a reference.

Q12. For the stated \$3.1 million contract max, will that be for each of the two contracts or will that amount be split in among the two awards?

A12. The amount will be split among the two awards. In the current contract, the North is awarded \$1,486,689.00, while the South is awarded \$1,645,029.00.

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Questions and Answers

Exhibit I

Q13. Is the Max contract amount that total for the five years or for each contracted year five years?

A13. The Maximum Contract Amount provided in the RFP is the Maximum Annual Contract Amount.

Q14. Please clarify whether the redacted business proposal is 1/6 PDF file submitted separately or whether it should be included within one of the five required PDF files.

A14. Please refer to Addendum Number One. This requirement has been omitted.

Q15. Is the position in Section 9.7, page 108, for the Contract Program Director, expected to be 1.0 FTE at minimum?

A15. The Program Director should be one full-time equivalent or a designee, if the Program Director is out.

Q16. Is there a rate that budgets for submission will be based on? Usually when we do submissions, we are submitting a budget and we're developing the budget based on like a particular rate, like an hourly rate or a rate per person or participant. So, I was wondering if there's like a specific rate per participant that we're based on a budget on or how we would develop the budget?

A16. There is no rate that budgets for submission will be based on Budget should include all costs necessary to provide the required services.

Q17. Is the Director 100% full time mandatory?

A17. Yes, the director is mandatory 100% of the time.

Q18. What areas are considered North and South?

A18. Please see attached Exhibit II in Addendum One.

Q19. Should Proposers budget and price based on the maximum projected number of TAY, the expected average number of TAY, or another assumption?

A19. Yes, the maximum number of TAY to be served in the North is 369 and in the South is 431.

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Q20. Please clarify the payment structure. Will the contractor be paid based on a fixed monthly amount, actual session hours delivered, number of enrolled TAY served, completed deliverables or other, or another billing methodology? How is it being billed right now? Is it a set amount or is it per? Per deliverable.

A20. Please refer to Appendix A, Sample Contract Section 5.1 Total Contract Sum of the RFP.

Q21.If participants are enrolled for 24 months, is \$300.00 the total stipend for the entire 24 months?

A21. If TAY are meeting their objectives and their goals. Contractor shall award up to (4) \$75.00 incentives to be stretched across the TAY's participation in the program and as long as they are fulfilling objectives in their service plan/meeting goals. It doesn't have to be the entire 24 months during the enrollment time. If the youth are completing goals outlined in their Service plan contractor may provide/reward incentives.

Q22.Should participant incentives be included in the cost proposal or will incentives be refunded or handled separately by the county?

A22. The cost should already be budgeted into the cost proposal and included with the maximum amount of funds awarded per contract. It's not a separate amount that's handled by the County. All costs associated with the Program must be included in the budget.

Q23.I understand that Directors must be available at all times; but can they be allocated to the grant less than 100%?

A23.The Director must be dedicated full time to the ITSP contract.

Q24.Will we receive a list of these city's ZIP codes please?

A24. Please see attached Exhibit II in Addendum One.

Q25.Should proposers' budget for full stadium capacity within the first sixty days, even if referrals ramp up more slowly? Will start off, ramp up staffing costs be allowable prior to reaching full referral volume?

A25. Yes, the contractor that is awarded the contract must be ready to work at full staffing capacity within the first sixty days.

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Q26. Do we submit monthly reports with the invoices or are the reports submitted in an additional portal?

A26. The monthly reports are submitted in conjunction with the invoices.

Q27. What is the anticipated client served in the South and North on an annual basis?

A27. Approximately 800 youth, 369 in the North region and 431 in the South region.

Q28. Paragraph 5 page 9 - 5.5.19 County will provide the payment for ILP-THP participants that are served for less than a month full month. The pro rate will be calculated by multiplying the monthly rate by a fraction, where the number of days the ILP-THP participants were actually served is the numerator and the number of days in the invoiced month is the denominator. Payments must commence under the admission date and terminate on the effective termination date. This contract section seems unrelated to the SOW for this RFP. Can you explain why this section mentions THP payments and how it to relate to ITSP services?

A28. Please refer to Addendum Number One.

Q29. For budgeting and staffing purposes, should proposers assume the County expects approximately 1 FT TDS per 25 enroll TAY, or may proposes propose lower caseloads based on service intensity, geography and youth needs? Please clarify whether the County expects most ITSP services to be delivered in the youth's home/community, at the contractor's office, at Community base partner sites, or through a combination of these.

A29. Yes, the full-time equivalent should not exceed 25 cases. Please refer to section 9.20 of the SOW.

Q30. Can you use a subcontractor to fill some of the scope of the work for some of the services? Can some of this work be subcontracted or do you want it to be directly from the contractor itself?

A30. There is no subcontracting.

Q31. For section 11.4.2.6, page 113 for invoicing, are TDS that are in route to a participant's location from the office reimbursable?

A31. Mileage can be included in the budget, but it cannot be billed separately.

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Q32. Can the County clarify when virtual services may be approved, including youths relocation, transportation barriers, safety concerns, etc.

A32. Virtual services can be discussed on a case-by-case basis with the County Program Manager to explain the situation. The majority of services are meant to be face to face.

Q33. Could you please provide additional guidance on how the County envisions partnerships with community-based organizations under this contract? Specifically, can a prime contractor partner with CBOs to support service delivery across a different SPAs within a region, and may those CBOs serve as funded subcontractors with defined geographic areas, staffing, caseloads and program responsibilities?

A33. There is no subcontracting.

Q34. Paragraph 8, page 23 – 8.5.4 Proposer’s Approach to Providing Required Services (Section C) (40%) Describe how your organization will ensure that 85% of enrolled TAY have a continuum of services in accordance with section 10.4 and 10.9 of the SOW. Would you please define what a continuum of services is and provide an example.

A34. Providing a continuum of services for enrolled TAY includes but is not limited to assisting and coaching TAY on how to access various resources or services. For TAY who moves outside Los Angeles County and wishes to continue with ITSP support, Contractor will search possible resources in the TAY’s area and assist TAY to connect to these services.

Q35. Is it 800 Youth served total or each North and South?

A35. Yes, 800 for both the North and South County, 369 in the North region and 431 in the South region.

Q36. Can you clarify the budget allocation per contract so that we can begin our cost proposals? Is the amount split evenly?

A36. \$1,486,689.00 for the North Contract and \$1,645,029.00 for the South Contract.

Q37. Page 112, section 11.1.1. Are all 8-10 program outcomes required for all participants? Will participants be referred for certain programs?

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A37. Yes, the expectation is that TAY receive improved outcomes in all categories. If TAY enrolls and completes 24 months of services, the hope is the TAY will have measurable improvements in all goals/outcomes

Q38. Please confirm that the 10 business day engagement/enrollment timeline begins only once the contractor has received the complete referral packet.

A38. Yes, ten business days begin when the contractor receives the completed referral.

Q39. Section 9, page 10 of the SOW – 9.13 contractor shall notify the CPM of any anticipated or unanticipated disruption of services. Contractor shall provide written notification to the CPM and identified designee within 2 business days.

Section 9.14 - Contractor shall ensure that any disruption of services resumes within 24 hours of the disruption unless otherwise authorized by CPM.

Can you please provide an example of a qualifying disruption?

A39. A sample of a qualifying disruption would be, shutting down building due to broken water pipe and services cannot resume in 24 hours due to uncertainty of disruption.

Q40. Section 9. Page 10 of the SOW – 9.16 Contractor shall develop a mutual agreement form/document between the agency and the Referred TAY to reflect their intent to address the individual needs of the Referred TAY in accordance to Part C – Scope of Work sub. 11.0. The agreement form/document to be signed by the TAY or TAY and Resource Parent stating their willingness to participate in ITSP unless prevented by events beyond the control of Contractor, including but not limited to pandemic, natural disaster, or civil unrest. In this case electronic Addendum Number One signatures are acceptable. This mutual agreement is between the TDS and TAY shall be maintained in the TAY's ITSP case file. Electronic signature is acceptable. There is no Addendum One for this RFP. What is this referencing?

A40. Please refer to Addendum Number One.

Q41. Are you allowed to pay your rent through this contract? Sometimes contracts don't allow for us to pay rent. We do have our own facility but may often have

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Exhibit I

office areas that may need to be rented out. Is that possible through this contract?

A41. Yes, that amount must be factored into your budget.

Q42. So if we had to, let's just let's just say they were at a staffing capacity and we had to find another space to provide the services within LA County. Is that allowable?

A42. Yes

Q43. Should proposers budget for full staffing capacity within the first sixty days, even if referrals ramp up more slowly? Will start up, ramp up staffing costs be allowable prior to reaching full referral volume.

A43. Yes, the contractor that is awarded the contract must be ready to work at full staffing capacity within the first sixty days

Q44. Section 10, page 12 of the S.O.W.

10.3 Contractor shall ensure that service delivery sites are located within Los Angeles County and are accessible/serve marginalized and underserved communities. Sessions located outside of Los Angeles County shall require prior CPM approval.

10.4 Contractor shall provide a continuum of services to enrolled TAY that relocate outside of Los Angeles County if relocation of TAY home is practical to continue ITSP services.

10.4.1 Contractor shall submit a request to obtain a waiver of the continuation of enrolled TAY with their assigned TDS, if relocation or distance of TAY's residence is not practical to continue services. Contractor shall submit this request to the CPM for review and approval. Contractor may submit a request to continue services virtually if relocation or distance of TAY's residence is not practical to continue services.

I believe sections 10.3 and 10.4 contradict each other. This is outside the scope of an LA County Contract. How can a LA County contract ask an agency to provide services outside of LA County where its contracted? We are to ask for CPM approval to conduct sessions outside of LA County and also ask for approval to not continue services outside of LA County?

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Can you please confirm the correct proposal?

A44. All services shall be initiated while TAY resides in Los Angeles County. If a TAY moves and relocates to outside of LA County, ITSP services may continue however on a virtual platform or with phone calls and emails and only if TAY requests continuing with the program.

Q45. Can you please confirm the correct proposal submission email address is:
ITSP-RFP25-0042@dcfs.lacounty.gov

A45. Yes, that's correct.

Q46. Can an agency apply for the North and South regions?

A46. Yes, you may apply for one or both.

Q47. Section 10, page 12 of the SOW - 10.10 Contractor shall provide direct services to TAY face-to-face unless prevented by events beyond the control of Contractor, including but not limited to pandemic, natural disaster, or civil unrest. Contractor shall obtain written approval from CPM or designee, before invoicing County for direct services provided to TAY that is not conducted face-to-face.

11.4 A maximum of 2.5 hours per month may be billed for time that is not spent face-to-face with the TAY.

Conflicting instructions. Section 11.4 states that not all hours must be face-to-face. How are we to invoice for all allowable non-face-to-face time?

A47. Please refer to Section 11.4 of the SOW.

Q48. How many youth are to be served year to year under each contract? Is there a number of you that must be served for each contract?

A48. A total of 800 youth, 369 in the North region and 431 in the South region.

Q49. Just confirming, we e-mail question to the same submission e-mail, that is correct.

A49. All questions should be submitted to the e-mail that's included in the RFP. Please submit them by 4:00 PM on August 20, 2026.

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Exhibit I

Q50. When was the last time that the exhibit A was updated for where the TAY reside?

A50. Exhibit A-6 of the SOW was updated in June 2026.

Q51. Will we receive a recording and transcript of this webinar?

A51. No, this proposer's conference will not be available. Please refer to the RFP and Addendums for information regarding this solicitation.

Q52. Can we apply for only the North Region instead of the entire county? If Yes, what is the award amount?

A52. Yes, Proposers can apply for only one Region or both. The current contract in the North is awarded \$1,486,689.00 while the South contract is awarded \$ 1,645,029.00.

Q53. According to the Price Sheet (Exhibit 12) wording, is the award amount equal to \$3.1M? Does the contractor receive this amount regardless of their expenses? *"Contractor is to be paid a firm-fixed price, not to exceed the maximum annual contract sum of \$3,131,719.00 for each year."* (pg 281)

A53. The current contract North is awarded \$1,486,689.00 while the South contract is awarded \$ 1,645,029.00 expenses not to exceed the maximum annual contract sum.

Q54. The Invoice Template on Exhibit A-10 requests for monthly invoices. Do we submit monthly reports with the invoices or are the reports submitted in an additional portal?

A54. Monthly reports should accompany the monthly invoice.

Q55. According to page 112 section 11.4 in the ITSP Service Plan, providers are invoicing the county based on number of service hours or is the provider going to invoice the county according to Exhibit A-10 based on expenditures? *"A minimum of 2.5 hours invoiced per month per TAY should be for face-to-face interaction."*

A55. Invoice based on Exhibit A-10 and the monthly report shall include an accounting of hours of services performed per month per TAY.

Q56. Elaborate what section 11.4.2.6 means in terms of invoicing for TDS that are enroute to a participants' location from the office?

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Exhibit I

A56. Please refer to Addendum One

Q57. How many TDS does DCFS foresee, the provider needs to hire to serve all the participants, assuming 800 participants (pg. 155) will be served? Is it DCFS' expectation that the contractor is to serve 800 clients each month?

A57. 15-18 full-time TDS per contract.

Q58. What is considered completion of a goal for the participant stipends? If they are enrolled for 24 months is \$300 the total stipend for the entire 24 months?

A58. If TAY are meeting their objectives and their goals. Contractor shall award up to (4) \$75.00 incentives to be stretched across the TAY's participation in the program and as long as they are fulfilling objectives in their service plan/meeting goals. It doesn't have to be the entire 24 months during the enrollment time. If the youth are completing goals outlined in their Service plan contractor may provide/reward incentives.

Q59. Section 9, page 11 of the SOW – Section 9.22 Contractor shall make available the required number of TDS to train up to the number of TAY to be served identified in the (SOW Exhibit A-6) 60 days after the contract is executed. Unclear instructions. Can you explain what you mean by “to train up to the number of TAY to be served”? The TDS trains the TAY to serve who?

A59. Please refer to the SOW or all training requirements for the TAY. The TDS train and serve the TAY.

Q60. Section 10, page 12 of the SOW - 10.5 Contractor shall use sites for Group Activity (e.g. Independent City, employment workshops, financial aid workshops, and DCFS/YDSD sponsored and hosted events) for enrolled TAY and their Resource Family to enhance the peer social networking skills of enrolled TAY approved by the CPM. What types of sites and are these group activities mandatory for the contract?

A60. All these particular events are not mandatory but is a way to provide resources and Relationship/Connection to other TAY with similar lived experience. These events are voluntary, however if a TAY wants to attend and cannot get support from caregiver or Children's Social Worker, a TDS may be requested to make arrangements for TAY to attend.

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Q61. Section 10, page 12 of the SOW - 10.9 Contractor shall ensure TDS provides a continuum of services and support to the enrolled TAY throughout the TAY's participation in ITSP. Would you please define what a continuum of service is and provide an example?

A61. Providing a continuum of services for enrolled TAY includes but is not limited to assisting and coaching TAY on how to access various resources or services. For TAY who moves outside Los Angeles County and wishes to continue with ITSP support, Contractor will search possible resources in the TAY's area and assist TAY to connect to these services.

Q62. Section 11, page 13 of the SOW - 11.3 Contractor shall provide to CPM their specific two-year ITSP plan that is tailored to each TAY to meet the eight Chafee Outcomes as referenced in Subsection 11.1.1 of SOW within 30 days of execution of the contract. Directly provide all 2 year plans to CPM that are tailored to each TAY withing 30 days? How is this possible when we don't have the referrals yet? If we don't know the TAY to be served, how do we submit their tailored a plan within 30 days?

A62. The request for a general plan of action that may span 24 months for TAY who enrolls into ITSP. This plan will of course vary depending on the TAY's specific needs which will be discovered during initial assessment. Requesting a general outline of how Contractor plans to work with TAY in the next 24 months or until the TAY drops or pauses due to school or other life events.

Q63. Section 11, page 13 of the SOW - 11.3.1 The enrolled TAY ITSP service plan should be based on his/her/their outcome of the initial life skill assessment. TAY shall receive the maximum number of service hours allowed in the SOW allowing TAY to achieve their ITSP goals. What are the max service hours?

A63. Each TAY may qualify for up to 24 months of services from ITSP and each month TAY may be provided up to 5 hours. 24 months X 5 hours = 120 Hours.

Q64. Section 11, page 13 & 14 of the SOW - 11.4 Contractors shall provide each enrolled TAY a minimum of four hours to a maximum of five hours of billable services to achieve their established service plan each month. If additional service hours are needed for an enrolled TAY within the same month, Contractor shall request prior written approval from the CPM or designee. A minimum of 2.5 hours invoiced per month per TAY should be for face to-

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face interaction. Unless circumstances as indicated in 10.10 are present such as a pandemic, natural disaster, or civil unrest, which are events beyond the control of the Contractor. A maximum of 2.5 hours per month may be billed for time that is not spent face-to-face with the TAY. A maximum of one hour may be billed for preparation time spent on behalf of the TAY. If additional service hours are needed for an enrolled TAY within the same month, Contractor shall request prior written approval from the CPM or designee. (Reference Sample Contract Exhibit B Line Item Budget and Budget Narrative) This section contradicts section 10.10. Which section is correct?

A64. Contractors shall provide services up to 2.5 hours spent face-to-face and up to 2.5 hours billed non-face-to-face. If circumstances such as a pandemic, natural disaster, or civil unrest are present, which are events beyond the control of the Contractor non face to face hours may be increased. If there is a request for non-face-to-face services to be increased beyond 2.5 hours due to TAY residing outside the boundaries of Los Angeles County, CPM must provide written approval.

Q65 - Section 16, page 17 of the SOW - 16.1 Contractor shall use a County approved Nationally recognized life skills assessment tool (such as the Ansell-Casey Life Skills Assessment Form – TAY Level 4) as shown in (SOW Exhibit A-5) and also available on the Casey Family Programs' website at the following link: <https://www.casey.org/casey-life-skills/> to conduct a baseline assessment (initial life skills assessment) of each enrolled TAY to determine his/her/their knowledge in relation to the eight Chafee Outcomes. County, at its sole discretion, can request Contractor to utilize a different life skills assessment tool, if the current County approved life skills assessment tool has been determined to be insufficient at any time throughout the term of the Contract. This reference is outdated. The ansell casey no longer exists for this version or level. Also, casey.org no longer supports scoring the assessment on their site. Please advise on how we are to execute this deliverable.

A65. Scoring can be done automatically using the Excel version provided in the toolkit or calculated manually. Scoring can be done outside of the Casey site and recorded by the contractor or Contractor may present another recognized life skills

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Questions and Answers

Exhibit I

assessment tool for review by the County Program manager to approve and used for this contract.

Q66. Section 17, page 18 of the SOW - 17.4 Have sufficient economic resources to meet daily needs including completing high school graduation. Please define economic resources and provide an example of what is expected.

A66. Working alongside TAY to have conversations about economic independency and formulate a plan of how to manage finances to appropriately plan for daily living expenses. Planning ahead for the future rather than surviving day to day. Financial Literacy, budgeting, etc.

Q67. Section 26, page 23 of the SOW - 26.0 HOMELESSNESS 26.1 Contractor shall ensure enrolled TAY receive knowledge of how to avoid homelessness and acquire permanent housing, such as providing information to TAY about LAHSA's Coordinated Entry System (CES) , Los Angeles County Department of Homeless Services and Housing, and Supportive Housing Division (SHD). What should be linked in place of LAHSA?

A67. Los Angeles County Department of Homeless Services and Housing.

Q68. Section 27, page 23 & 24 of the SOW - 27.3.1 Time spent in all group activities will constitute up to a maximum of three hours of billable session hours for each enrolled TAY. The allowable services invoiced for each enrolled TAY shall be invoiced accordingly. If any group activity is expected to exceed the maximum of three hours, preapproval from the CPM must be obtained. Is the limit of 3 hours per year, per activity, or per month?

A68. Every quarter 3 hours per TAY, additional hours may be requested.

Q69. Section 29, page 25 of the SOW - 29.4.2 Contractor shall keep on file a copy of all records including semi-annual reports, transcript of services provided to enrolled TAY including dates of contacts, status of ITSP goals, dates and amounts of incentive payments issued, as well as enrolled TAY signatures for validation of receipt. The need for semi-annual reports was removed from this contract a few versions ago.

A69. Refer to Addendum One

Q70. In Exhibit A-6, p. 155 of the RFP, it states that the TAY served are ages 16-20. Walden Family Services provides programs and services to youth ages

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18-25. Based on the RFP's guidelines, would our organization be able to assist the 18–20-year-old population only?

A70. The ITSP Program serves TAY ages 16-20

Q71. If the contract is \$3,100,000 split between two contracts (north and south), is the operating budget for each contract roughly \$1,550,000 each year or spread across a 5 year contract roughly \$310,000/year?

A71. The amount will be split among the two awards. In the current contract, the North is awarded \$1,486,689.00, while the South is awarded \$1,645,029.00.

Q72. If each contract will serve around 400 TAY, would Agencies need to hire 16 case managers to serve that amount of TAY?

A72. Each TDS may serve a maximum of 25 TAY.

Q73. What guarantees can the Agency expect regarding the 400 TAY enrollment volume, given that this number is critical for securing the staffing levels required to fulfill the contract?

A73. County does not guarantee that the number of referred TAY requiring services will be the number of ITSP TAY identified in SOW Exhibit A-6 per month. To increase TAY participation, Contractor shall participate in recruitment efforts at various TAY events and placements (i.e. college, ILP events, youth employment fairs, resource fairs and STRTPs) to introduce ITSP services to eligible TAY and/or Resource Family.

Q74. SOW – Part C, 13.1 (page 15), and Appendix C– Statement of Work Exhibits, “Exhibit A-6 – Number of TAY To Be Served” (page 19) : Contractor shall provide ITSP services up to the maximum number of referred TAY served for ITSP referenced per month in SOW Exhibit A-6. County does not guarantee that the number of referred TAY requiring services will be the number of ITSP TAY identified in SOW Exhibit A-6 per month. The number of referred TAY requiring services will vary on a month-to-month basis due to ILP eligibility. Does the projected number of TAY participants identified in Column B of Exhibit A-6 represent the total number of TAY participants projected to be served during one (1) contract year?

A74. The maximum number of TAY to be served in the North is 369 and in the South is 431.

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Questions and Answers

Exhibit I

Q75. RE: SOW – Part C, 28.2 (page 24): To enhance and motivate enrolled TAY participation, Contractor shall provide enrolled TAY with monetary incentives of \$75.00 each to reward the enrolled TAY upon completion of an ITSP goal or completion of a sixth month assessment, for a maximum of \$300.00 during the time an enrolled TAY is participating in the program. Contractor shall award enrolled TAY when he/she/they achieves his/her/their goal that is aligned with one of the eight Chafee Outcomes. Incentives are to be disbursed when enrolled TAY achieves an ITSP goal anytime, as defined in the (SOW, Part B, and Section 3.0 Program Goals). Should contractors include the monetary incentives as a line-item expense in their proposed budget, or will the County reimburse contractors separately for these incentive payments outside of the contracted budget?

A75. This should be budgeted into the proposal as a line item budget TAY Incentives.

Q76. SOW – Appendix C – Statement of Work Exhibits, “Exhibit B - Sample Line Item Budget Sheet” (no page number): GENERAL INSTRUCTIONS FOR COMPLETING YOUR BUDGET NARRATIVE (See SAMPLE Budget Narrative Below) All proposals must have a narrative attached to the budget providing a thorough and clear explanation of all projected line item budget costs. The narrative must follow the same sequence as the line item budget, and include an explanation of the method of allocating costs for any joint or shared budget item. All figures and compilations must be clearly explained. Is it required that proposers use the Exhibit B – Sample Line Item Budget Sheet to submit their proposed budget, or may contractors use their own budget form, provided that it includes all information and explanations required in the General Instructions for Completing Your Budget Narrative?

A76. The sample Line-item budget is SAMPLE and does not have to be exact.



Los Angeles County Department Children & Family Services

Regional Office Service Areas & Service Planning Areas (SPA)

Effective June 29, 2026

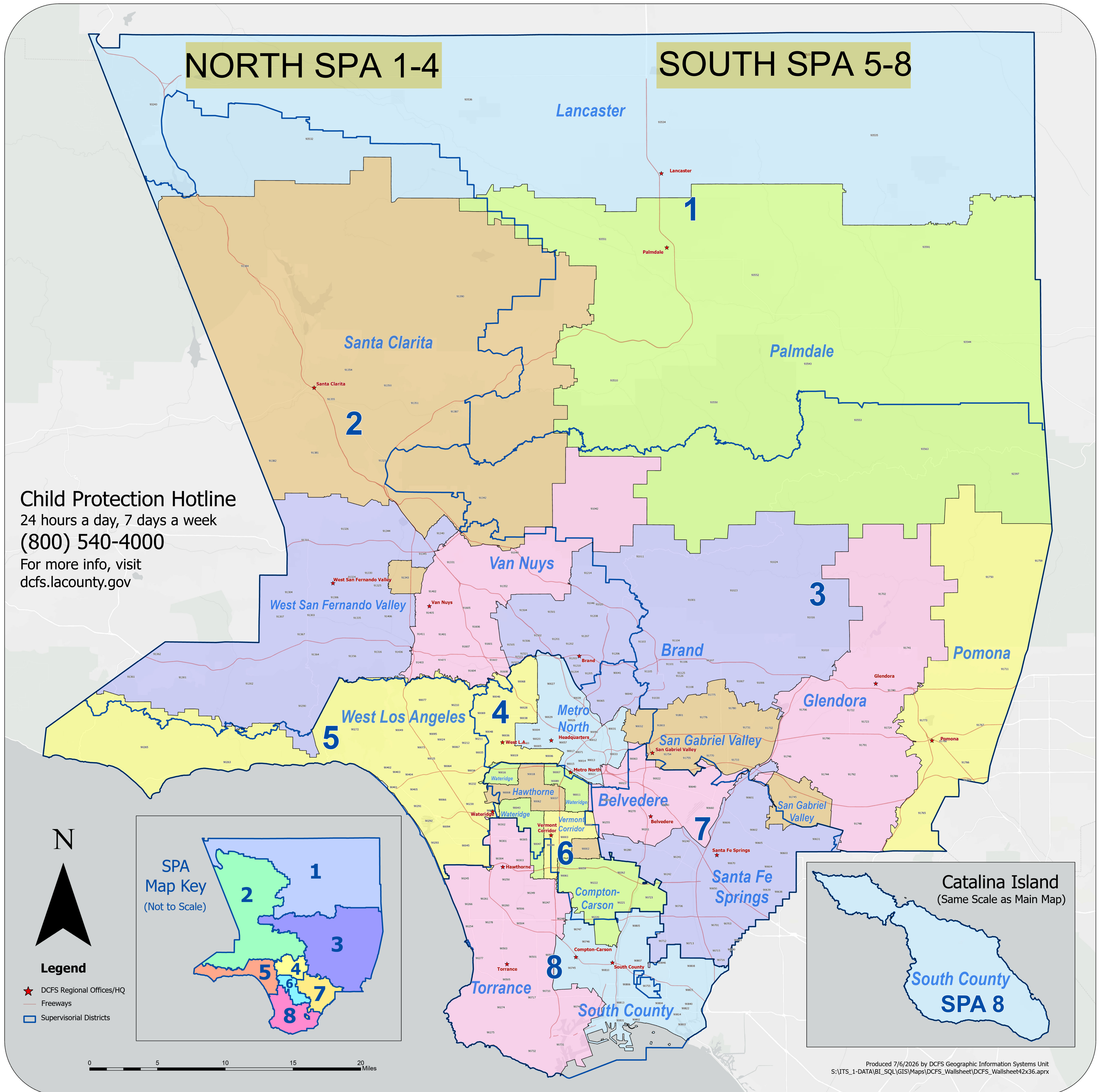


Exhibit II

NORTH YELLOW

SPA	ZIP_NUMBER	LOCATIONSNAME	CITY_COMMUNITY
SPA 1	93243	Lancaster	Lebec
	93510	Palmdale	Acton
	93523	Lancaster	Edwards AFB
	93532	Lancaster	Elizabeth Lake/Lake Hughes
	93534	Lancaster	Lancaster
	93535	Lancaster	Hi Vista
	93536	Lancaster	Lancaster/Quartz Hill
	93543	Palmdale	Little Rock/Juniper Hills
	93544	Palmdale	Llano
	93550	Palmdale	Palmdale/Lake Los Angeles
	93551	Palmdale	Palmdale
	93552	Palmdale	Palmdale
	93553	Palmdale	Pearblossom
	93563	Palmdale	Valyermo
	93591	Palmdale	Palmdale/Lake Los Angeles
SPA 2	90290	West San Fernando Valley	Topanga
	91020	Pasadena	Montrose
	91040	San Fernando Valley	Sunland (City of LA)/Shadow Hills (City of LA)
	91042	San Fernando Valley	Tujunga (City of LA)
	91201	Pasadena	Glendale
	91202	Pasadena	Glendale
	91203	Pasadena	Glendale
	91204	Pasadena	Glendale (Tropico)
	91205	Pasadena	Glendale (Tropico)
	91206	Pasadena	Glendale
	91207	Pasadena	Glendale
	91208	Pasadena	Glendale
	91210	Pasadena	Galleria (Glendale)
	91214	Pasadena	La Crescenta
	91301	W San Fernando Valley	Agoura/Oak Park
	91302	W San Fernando Valley	Calabasas/Hidden Hills
	91303	W San Fernando Valley	Canoga Park (City of LA)
	91304	W San Fernando Valley	Canoga Park (City of LA)
	91306	W San Fernando Valley	Winnetka (City of LA)
	91307	W San Fernando Valley	West Hills (City of LA)
	91311	W San Fernando Valley	Chatsworth (City of LA)
	91316	W San Fernando Valley	Encino (City of LA)
	91321	Santa Clarita	Santa Clarita (Newhall)
	91324	W San Fernando Valley	Northridge (City of LA)
	91325	W San Fernando Valley	Northridge (City of LA)
	91326	W San Fernando Valley	Porter Ranch (City of LA)
	91330	W San Fernando Valley	Northridge (City of LA), California State Universi
	91331	Van Nuys	Arleta (City of LA)/Pacoima (City of LA)
	91335	W San Fernando Valley	Reseda (City of LA)

Exhibit II

	91340	W San Fernando Valley	San Fernando
	91342	Santa Clarita	Lake View Terrace (City of LA)/Sylmar (City of LA)
	91343	Santa Clarita	North Hills (City of LA)
	91344	W San Fernando Valley	Granada Hills (City of LA)
	91345	W San Fernando Valley	Mission Hills (City of LA)
	91350	Santa Clarita	Agua Dulce/Saugus
	91351	Santa Clarita	Santa Clarita (Canyon Country)
	91352	Van Nuys	Sun Valley (City of LA)
	91354	Santa Clarita	Santa Clarita (Valencia)
	91355	Santa Clarita	Santa Clarita (Valencia)
	91356	W San Fernando Valley	Tarzana (City of LA)
	91361	W San Fernando Valley	Westlake Village
	91362	W San Fernando Valley	Westlake Village
	91364	W San Fernando Valley	Woodland Hills (City of LA)
	91367	W San Fernando Valley	Woodland Hills (City of LA)
	91381	Santa Clarita	Stevenson Ranch
	91382	Santa Clarita	Santa Clarita
	91384	Santa Clarita	Castaic
	91387	Santa Clarita	Canyon Country
	91390	Santa Clarita	Santa Clarita
	91401	Van Nuys	Van Nuys (City of LA)
	91402	Van Nuys	Panorama City (City of LA)
	91403	Van Nuys	Sherman Oaks (City of LA)/Van Nuys (City of LA)
	91405	Van Nuys	Van Nuys (City of LA)
	91406	W San Fernando Valley	Van Nuys (City of LA)
	91411	Van Nuys	Van Nuys (City of LA)
	91423	Van Nuys	Sherman Oaks (City of LA)/Van Nuys (City of LA)
	91436	W San Fernando Valley	Encino (City of LA)
	91501	Pasadena	Burbank
	91502	Pasadena	Burbank
	91504	Pasadena	Burbank (Glenoaks)
	91505	Pasadena	Burbank
	91506	Pasadena	Burbank
	91521	Pasadena	Burbank
	91522	Pasadena	Burbank
	91523	Pasadena	Burbank
	91601	Van Nuys	North Hollywood (City of LA)
	91602	Van Nuys	North Hollywood (City of LA)/Toluca Lake (City of LA)
	91604	Van Nuys	North Hollywood (City of LA)/Studio City (City of LA)
	91605	Van Nuys	North Hollywood
	91606	Van Nuys	North Hollywood
	91607	Van Nuys	North Hollywood (City of LA)/Valley Village (City of LA)
	91608	Van Nuys	Universal City
SPA 3	91001	Pasadena	Altadena
	91006	Pasadena	Arcadia

Exhibit II

	91007	Pasadena	Arcadia
	91008	Pasadena	Duarte
	91010	Pasadena	Bradbury
	91011	Pasadena	La Canada-Flintridge
	91016	Pasadena	Monrovia
	91023	Pasadena	Mount Wilson
	91024	Pasadena	Sierra Madre
	91030	Pasadena	South Pasadena
	91101	Pasadena	Pasadena
	91103	Pasadena	Pasadena
	91104	Pasadena	Pasadena
	91105	Pasadena	Pasadena
	91106	Pasadena	Pasadena
	91107	Pasadena	Pasadena
	91108	Pasadena	San Marino
	91125	Pasadena	Pasadena (California Institute of Technology)
	91126	Pasadena	Pasadena (California Institute of Technology)
	91702	Glendora	Azusa
	91706	Glendora	Baldwin Park/Irwindale
	91711	Pomona	Claremont
	91722	Glendora	Covina
	91723	Glendora	Covina
	91724	Glendora	Covina
	91731	El Monte	El Monte
	91732	El Monte	El Monte
	91733	El Monte	South El Monte
	91740	Glendora	Glendora
	91741	Glendora	Glendora
	91744	Glendora	City of Industry/La Puente/Valinda
	91745	El Monte	La Puente (Hacienda Heights)
	91746	Glendora	Bassett/City of Industry/La Puente
	91748	Glendora	Rowland Heights
	91750	Pomona	La Verne
	91754	Pasadena	Monterey Park
	91755	Pasadena	Monterey Park
	91765	Pomona	Diamond Bar
	91766	Pomona	Phillips Ranch/Pomona
	91767	Pomona	Pomona
	91768	Pomona	Pomona
	91770	Pasadena	Rosemead
	91773	Pomona	San Dimas
	91775	Pasadena	San Gabriel
	91776	Pasadena	San Gabriel
	91780	Pasadena	Temple City
	91789	Glendora	Diamond Bar/City of Industry/Walnut

Exhibit II

	91790	Glendora	West Covina
	91791	Glendora	West Covina
	91792	Glendora	West Covina
	91801	Pasadena	Alhambra
	91803	Pasadena	Alhambra
SPA 4	90004	Metro North	Hancock Park (City of LA)
	90005	Metro North	Koreatown (City of LA)
	90006	Metro North	Pico Heights (City of LA)
	90010	Metro North	Wilshire Blvd (City of LA)
	90012	Metro North	Civic Center (City of LA)/Chinatown (City of LA)
	90013	Metro North	Downtown Los Angeles (City of LA)
	90014	Metro North	Los Angeles
	90015	Metro North	Downtown Los Angeles (City of LA)
	90017	Metro North	Downtown Los Angeles (City of LA)
	90019	West Los Angeles	Country Club Park (City of LA)/Mid City (City of LA)
	90020	Metro North	Hancock Park (City of LA)
	90021	Metro North	Downtown Los Angeles (City of LA)
	90026	Metro North	Echo Park/Silverlake (City of LA)
	90027	Metro North	Griffith Park (City of LA)/Los Feliz (City of LA)
	90028	Metro North	Hollywood (City of LA)
	90029	Metro North	Downtown Los Angeles (City of LA)
	90031	Metro North	Montecito Heights (City of LA)
	90032	Pasadena	El Sereno (City of LA)/Monterey Hills (City of LA)
	90033	Metro North	Boyle Heights (City of LA)
	90036	West Los Angeles	Park La Brea (City of LA)
	90038	Metro North	Hollywood (City of LA)
	90039	Pasadena	Eagle Rock (City of LA)
	90041	Pasadena	Eagle Rock (City of LA)
	90042	Pasadena	Highland Park (City of LA)
	90046	West Los Angeles	Mount Olympus (City of LA)
	90048	West Los Angeles	West Beverly (City of LA)
	90057	Metro North	Westlake (City of LA)
	90065	Pasadena	Cypress Park (City of LA)/Glassell Park (City of LA)
	90068	Metro North	Hollywood (City of LA)
	90069	West Los Angeles	West Hollywood
	90071	Metro North	ARCO Towers (City of LA)
SPA 5	90024	West Los Angeles	Westwood (City of LA)
	90025	West Los Angeles	Sawtelle (City of LA)/West Los Angeles (City of LA)
	90034	West Los Angeles	Palms (City of LA)
	90035	West Los Angeles	West Fairfax (City of LA)
	90045	West Los Angeles	LAX Area (City of LA)/Westchester (City of LA)
	90049	West Los Angeles	Bel Air Estates (City of LA)/Brentwood (City of LA)
	90056	West Los Angeles	Ladera Heights (City of LA)
	90064	West Los Angeles	Cheviot Hills (City of LA)/Rancho Park (City of LA)
	90066	West Los Angeles	Mar Vista (City of LA)

SOUTH BLUE

Exhibit II

	90067	West Los Angeles	Century City (City of LA)
	90073	West Los Angeles	VA Hospital (Sawtelle)
	90077	West Los Angeles	Bel Air Estates & Beverly Glen (City of LA)
	90094	West Los Angeles	Playa Vista
	90095	West Los Angeles	Los Angeles (UCLA)
	90210	West Los Angeles	Beverly Hills/Beverly Glen (City of LA)
	90211	West Los Angeles	Beverly Hills
	90212	West Los Angeles	Beverly Hills
	90230	West Los Angeles	Culver City
	90232	West Los Angeles	Culver City
	90263	West Los Angeles	Pepperdine University (Malibu)
	90265	West Los Angeles	Malibu
	90272	West Los Angeles	Castellamare (City of LA)/Pacific Highlands
	90291	West Los Angeles	Venice (City of LA)
	90292	West Los Angeles	Marina del Rey
	90293	West Los Angeles	Playa del Rey (City of LA)
	90401	West Los Angeles	Santa Monica
	90402	West Los Angeles	Santa Monica
	90403	West Los Angeles	Santa Monica
	90404	West Los Angeles	Santa Monica
	90405	West Los Angeles	Santa Monica
SPA 6	90001	Wateridge	Florence/South Central (City of LA)
	90002	Wateridge	Watts (City of LA)
	90003	Wateridge	South Central (City of LA)
	90007	Vermont Corridor	South Central (City of LA)
	90008	Vermont Corridor	Baldwin Hills/Crenshaw (City of LA)/Leimert Park
	90011	Wateridge	South Central (City of LA)
	90016	Vermont Corridor	West Adams (City of LA)
	90018	Vermont Corridor	Jefferson Park (City of LA)
	90037	Wateridge	South Central (City of LA)
	90043	Vermont Corridor	Hyde Park (City of LA)/View Park/Windsor Hills
	90044	Vermont Corridor	Athens
	90047	Wateridge	South Central (City of LA)
	90059	Compton	Watts (City of LA)/Willowbrook
	90061	Compton	South Central (City of LA)
	90062	Vermont Corridor	South Central (City of LA)
	90089	Vermont Corridor	USC (City of LA)
	90220	Compton	Compton/Rancho Dominguez
	90221	Compton	East Rancho Dominguez
	90222	Compton	Compton/Rosewood/Willowbrook
	90262	Compton	Lynwood
	90723	Compton	Paramount
SPA 7	90022	Belvedere	East Los Angeles
	90023	Belvedere	East Los Angeles (City of LA)

Exhibit II

	90040	Belvedere	Commerce, City of LA
	90058	Belvedere	Vernon
	90063	Compton	Watts (City of LA)/Willowbrook
	90201	Belvedere	Bell/Bell Gardens/Cudahy
	90240	Santa Fe Springs	Downey
	90241	Santa Fe Springs	Downey
	90242	Santa Fe Springs	Downey
	90255	Belvedere	Huntington Park/Walnut Park
	90270	Belvedere	Maywood
	90280	Santa Fe Springs	South Gate
	90601	Santa Fe Springs	Whittier
	90602	Santa Fe Springs	Whittier
	90603	Santa Fe Springs	Whittier
	90604	Santa Fe Springs	Whittier
	90605	Santa Fe Springs	Whittier/South Whittier
	90606	Santa Fe Springs	Los Nietos
	90631	Santa Fe Springs	La Habra Heights
	90638	Santa Fe Springs	La Mirada
	90639	Santa Fe Springs	La Mirada (Biola Univ.)
	90640	Belvedere	Montebello
	90650	Santa Fe Springs	Norwalk
	90660	Belvedere	Pico Rivera
	90670	Santa Fe Springs	Santa Fe Springs
	90701	Santa Fe Springs	Cerritos
	90703	Santa Fe Springs	Cerritos
	90706	Santa Fe Springs	Bellflower
	90712	South County	Lakewood
	90713	South County	Lakewood
	90715	South County	Lakewood
	90716	Santa Fe Springs	Hawaiian Gardens
	90755	South County	Signal Hill
SPA 8	90704	South County	Avalon
	90745	South County	Carson
	90746	South County	Carson
	90747	South County	Carson (Cal State Univ. Dominguez Hills)
	90755	South County	Signal Hill
	90802	South County	Long Beach
	90803	South County	Long Beach
	90804	South County	Long Beach
	90805	South County	North Long Beach (Long Beach)
	90806	South County	Long Beach
	90807	South County	Long Beach
	90808	South County	Long Beach
	90810	South County	Carson/Long Beach

Exhibit II

	90813	South County	Long Beach
	90814	South County	Long Beach
	90815	South County	Long Beach
	90822	South County	Long Beach
	90831	South County	Long Beach (World Trade Center)
	90840	South County	Long Beach (Cal State University Long Beach)
	90846	South County	Long Beach (Boeing)
LEGEND:		NORTH	
		SOUTH	