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August 27, 2026

Dear Prospective Proposers and Interested Parties:

**ADDENDUM NUMBER ONE TO INCARCERATED PARENTS SERVICES PROGRAM
WORK ORDER SOLICITATION #26-0023**

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 Incarcerated Parents Services Program (IPSP) Work Order Solicitation (WOS) #26-0023, released on August 19, 2026 is amended as follows. Changes in WOS sections in this Addendum Number One include both deletions and additions. Deletions are indicated by strikethrough (~~strikethrough~~) and additions are underlined (underlined).

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 in the sole discretion of the County.

The following changes are being made to the IPSP WOS #26-0023:

- I. WOS, Section 5.0, SUBMISSION TIMELINE AND INSTRUCTIONS is updated as follows:

5.0 SUBMISSION TIMELINE AND INSTRUCTIONS

Timeline

- Work Order Solicitation Release: **Wednesday, August 19, 2026**
- Questions Due by Email: ~~Thursday, September 3, 2026~~
Wednesday, September 2, 2026
by 5:00 p.m. PDT
- Optional Virtual Proposers Conference ~~Thursday, September 3, 2026~~
Wednesday, September 2, 2026
at 10:00 a.m. PDT
- Questions and Answers Posted around: **Friday, September 11, 2026**

"To Enrich Lives Through Effective and Caring Service"

- Proposals Due:

**Friday, September 25, 2026
by 12:00 p.m. PDT**

Submission Instructions

Proposers are **prohibited** from contacting or communicating by any means with County employees, contracted staff, consultants, or elected officials of the County concerning this WOS. **All contact regarding this WOS or any matter relating thereto must be in writing and e-mailed to: IPSP@dcfs.lacounty.gov.** Failure to comply with this WOS requirement could result in immediate disqualification from the Solicitation Process. **The deadline for questions by email will be ~~Thursday, September 3, 2026~~ Wednesday, September 2, 2026 by 5:00 p.m. PDT.**

The Proposal must be emailed in Portable Document File (PDF), or other appropriate attachments, and **timestamped on or before 12:00 p.m. PDT on Friday, September 25, 2026.** Any submissions received after the Proposals Due deadline above will be deemed Non-Responsive and eliminated from further consideration by DCFS.

All email submissions must be submitted to the email address listed below and include appropriate directions to access the documents, if necessary.

**Department of Children and Family Services
Contracts Administration Division
Attention: Tanya Gharibian, Contract Analyst
Email: IPSP@dcfs.lacounty.gov**

All Proposers must provide the name of their Organization and the Title and WOS Number of the WOS on the subject line.

False, misleading, incomplete, or deceptively unresponsive statements in connection with any submitted proposal or its supporting documents will be sufficient cause for rejection of the proposal. The review and determination in this area will be at the sole and absolute discretion of the Director of DCFS, or designee, as authorized by the Board of Supervisors, whose decision will be final.

A Proposer, or a Contractor, including but not limited to, its employees, contracted staff, subsidiaries or subcontractors ("Proposer/Contractor"), is prohibited from submitting a proposal in a County solicitation if the Proposer/Contractor has provided and/or received advice or consultation for

the solicitation. A Proposer/Contractor is also prohibited from submitting a proposal in a County solicitation if the Proposer/Contractor has developed and/or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Proposer/Contractor from participation in the County solicitation or the termination or cancellation of any resultant County Contract or Work Order.

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

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

Sincerely,

Jina Song, Section Manager
Contracts Administration Division