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September 18, 2026

To: Prospective Proposers and Interested Parties

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

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

Addendum Number Three 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.

This Addendum amends sections in the WOS 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 WOS. The Questions and Answers are provided in Attachment A.

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 A	Questions and Answers
Attachment B	Incarcerated Parents Services Program Work Order Solicitation, Attachment II, Proposal (Updated 9/18/2026)
Attachment C	Incarcerated Parents Services Program Work Order Solicitation, Attachment V, Request for Preference Consideration (Updated 9/18/2026)

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

1. WOS, Attachment I, Section 5.0, Submission Timeline and Instructions, Subsection 5.1, Preparation of the Proposal, has been added as follows:

5.1 Preparation of the Proposal

One proposal, comprised of four (4) electronic files in Portable Document Format (PDF) must be submitted, consisting of a Business Proposal and a Cost Proposal, via electronic mail (e-mail) to: IPSP@dcfs.lacounty.gov by the date and time listed in Section 5.0 (Submission Timeline and Instructions). All proposals must be submitted in the prescribed format. Any proposal that deviates from this format may be rejected as nonresponsive without review at the County's sole discretion.

5.1.1 Proposers must submit four (4) electronic PDF files in their proposal submission email as follows:

- Business Proposal (WOS, Attachment II, Work Order Solicitation Proposal)
- Cost Proposal (WOS, Attachment III, Price Sheet, Line-Item Budget, and Budget Narrative)
- Pending Litigations and Judgements (WOS, Attachment IV); and
- Request for Preference Consideration (WOS, Attachment V)

5.1.2 The electronic files must be titled as follows: IPSP WOS #26-0023, the organization's name, and identify the files listed in subsection 5.1.1, (i.e. IPSP WOS #26-0023, ABC Agency, Cost Proposal).

5.1.3 Each page must be clearly and consecutively numbered within each electronic file.

5.1.4 Proposers should plan for any delays or computer system failure and avoid submitting proposals at minimum 30 minutes before the deadline.

5.1.5 Proposers must set up a delivery receipt for each of their email submissions. Proposers must keep delivery receipts and acknowledgement email(s) from DCFS for their records.

2. WOS, Attachment I, Section 8.0, Preference Program, Subsection 8.2, Intentionally Omitted, is deleted in its entirety and replaced with Local Small Business Enterprise (LSBE) Preference Program as follows:

8.2 Local Small Business Enterprise (LSBE) Preference Program
Intentionally Omitted

8.2.1 The County will apply the LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with Chapter 2.204 of the Los Angeles County Code.

8.2.2 The business must be certified by the County prior to requesting the LSBE preference in a solicitation. To apply for certification as an LSBE, businesses should contact DEO at https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications.

8.2.3 Businesses requesting the LSBE preference must complete and submit Attachment V, Request for Preference Consideration and submit their LSBE certification approval letter ("Certification for Non-Federally Funded Solicitations") from the County with their proposal.

3. WOS, Attachment I, Section 8.0, Preference Program, Subsection 8.4, Intentionally Omitted, is deleted in its entirety and replaced with Disabled Veteran Business Enterprise (DVBE) Preference Program as follows:

8.4 Disabled Veteran Business Enterprise (DVBE) Preference Program
Intentionally Omitted

8.4.1 The County will apply the DVBE preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code.

8.4.2 The business must be certified by the County, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DEO at https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications.

8.4.3 Businesses requesting the DVBE preference must complete and submit Attachment V, Request for Preference Consideration and submit their DVBE certification approval letter from the County with their proposal.

4. WOS, Attachment I, Section 9.0, Review and Selection Process, Subsection 9.1.1.2, Adherence to the Minimum Mandatory Requirements (MMRs), has been revised as follows:

9.1.1.2 Adherence to the Minimum Mandatory Requirements (MMRs)

Whether the Proposer meets all MMRs outlined in **Attachment II, Work Order Solicitation Proposal, Section 3.1, MMRs**), including all requested details or supporting documents.

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The Proposer is responsible for performing all services and may not subcontract any part or all of the services.

5. WOS, Attachment I, Section 9.0, Review and Selection Process, Subsection 9.2, Financial Capability Requirements, has been revised as follows:

9.2 Financial Capability Requirements

Upon completion of the Review and Selection Process and/or after the County has awarded a Work Order, the County, at any time and at its sole and absolute discretion, will conduct a review of Proposer's or Contractor's (Organization) financial capability to fulfill the requirements of a Work Order for the duration of the Work Order term.

Organization must provide copies of the company's most current and prior **two (2) fiscal year, a total of three (3) years of financial**

statements (i.e. fiscal years ending 2025, 2024, and 2023) ~~three (3)~~ fiscal years financial statements. At least one (1) of the financial statements must be an audited financial statement within the last eighteen (18) months of the proposal submission for this WOS. 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. Upon the conclusion of its evaluation, the County will deem the financial capacity of the Organization as "Acceptable" or "Unacceptable."

In the event the County deems an Organization's Financial Capability to be "Unacceptable," the County reserves the right to ask the Organization to submit additional information or complete a Corrective Action Plan. In the event an Organization is unable to satisfy the County's request for additional information and/or successfully complete a Corrective Action Plan, the County may deem the Organization to be Non-Responsive or may rescind or terminate an awarded Work Order.

6. WOS, Attachment VI, Sample Work Order and Exhibits A-E, Exhibit A, Statement of Work, Section 7.0, Contractors General Responsibilities has been revised as follows:

7.0 Contractors General Responsibilities

- 7.1 Contractor must have a minimum of ~~two (2)~~ three (3) years of experience working with incarcerated parents (for example providing visitation or case management services or in-jail supportive services). One year of experience may be substituted by working with child welfare involved children and families or providing monitored visitation services and/or working in the criminal justice system.

7. WOS, Attachment VI, Sample Work Order and Exhibits A-E, Exhibit A, Statement of Work, Section 9.0, Scope of Work, 9.11 has been added as follows:

9.11 Contractor Staff Qualifications and Requirements

1. The Contractor shall be responsible for securing and maintaining staff that meet the minimum qualifications, experience and expertise as specified herein, to provide the services in accordance with this Statement of Work. Contractor shall secure and maintain staff in adequate numbers with sufficient qualifications, training and geographic flexibility to successfully provide IPSP services as needed throughout the County of Los Angeles jails.
2. Contractor shall ensure that all Contractor's staff have undergone complete criminal clearances and background checks with subsequent arrest notification.
3. Reporting of Subsequent Arrests or Convictions: The Contractor shall notify the County Program Manager in writing of any known arrest and/or subsequent conviction, other than for minor traffic offenses.
4. The contractor must maintain all records for all staff and it must be available to DCFS upon request.
5. Contractor's staff that do not pass background checks shall not be allowed to perform work under this Contract.
6. Contractor shall submit a separate clearance application to LASD to obtain access to service locations.

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

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

County of Los Angeles - Department of Children and Family Services

QUESTIONS AND ANSWERS

INCARCERATED PARENTS SERVICES PROGRAM

WORK ORDER SOLICITATION (WOS) # 26-0023



ATTACHMENT A

County of Los Angeles – Department of Children and Family Services
QUESTIONS AND ANSWERS for INCARCERATED PARENTS SERVICES PROGRAM
WORK ORDER SOLICITATION (WOS) # 26-0023

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CONTRACT QUESTIONS

1. **QUESTION:** Can an Agency apply as an LLC? Or do you have to be a nonprofit?

RESPONSE: The proposer must be a nonprofit organization with a 501(c)(3).

Please refer to WOS, Attachment II, Section 3.0 Proposal, Subsection 3.1, Proposer Minimum Mandatory Requirements (MMRs), Paragraph C.

2. **QUESTION:** Can an Agency be eligible to submit a proposal if it partners with, subcontracts with, or includes a qualified 501(c)(3) nonprofit organization as part of the proposed service delivery team?

RESPONSE: No, proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The proposer is responsible for performing all services and may not subcontract any part or all of the services.

Please refer to Addendum Three for updated language clarifying the Minimum Mandatory Requirements.

3. **QUESTION:** If an Agency holds the required JSSMA Master Agreement but the partnering 501(c)(3) organization does not independently hold a JSSMA Master Agreement, would that structure satisfy the WOS Minimum Mandatory Requirements?

RESPONSE: No, proposer must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD) and must be a nonprofit organization with a 501(c)(3).

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The proposer is responsible for performing all services and may not subcontract any part or all of the services.

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Please refer to Work Order Solicitation Proposal, Attachment II, Section 3.0, Proposal, Subsection 3.1, Proposer Minimum Mandatory Requirements (MMRs) and Addendum Three for updated language clarifying the Minimum Mandatory Requirements.

4. QUESTION: If not, is there any permissible structure under this WOS in which an agency may participate as the current JSSMA contractor while partnering with an eligible 501(c)(3) nonprofit organization? And which entity would be required to serve as the prime proposer and which entity must satisfy the JSSMA and 501(c)(3) requirements.

RESPONSE: Proposer must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD) and must be a nonprofit organization with a 501(c)(3).

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The proposer is responsible for performing all services and may not subcontract any part or all of the services.

Please refer to Work Order Solicitation Proposal, Attachment II, Section 3.0, Proposal, Subsection 3.1, Proposer Minimum Mandatory Requirements (MMRs) and Addendum Three for updated language clarifying the Minimum Mandatory Requirements.

5. QUESTION: Please also clarify which entity would be required to serve as the prime proposer and which entity must satisfy the JSSMA and 501(c)(3) requirements.

RESPONSE: Proposer submitting a proposal for this WOS must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD) and must be a nonprofit organization with a 501(c)(3).

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The proposer is responsible for performing all services and may not subcontract any part or all of the services.

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Please refer to Work Order Solicitation Proposal, Attachment II, Section 3.0, Proposal, Subsection 3.1, Proposer Minimum Mandatory Requirements (MMRs) and Addendum Three for updated language clarifying the Minimum Mandatory Requirements.

6. **QUESTION:** If we are not a non profit but have a JSSMA can we join with a partner that is non profit?

RESPONSE: No, if Proposer is not a non-profit but holds an active JSSMA, they cannot join with a partner to fulfill the non-profit Minimum Mandatory Requirement.

Proposer must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD) and must be a nonprofit organization with a 501(c)(3).

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The proposer is responsible for performing all services and may not subcontract any part or all of the services.

Please refer to Addendum Three for updated language clarifying the Minimum Mandatory Requirements.

7. **QUESTION:** Is subcontracting permitted under this Work Order Solicitation? If so, must subcontractors be identified in the proposal, is there a limit on the percentage of work that may be subcontracted, and are executed agreements or letters of intent required at the time of submission or only upon award?

RESPONSE: No, subcontracting is not permitted under this Work Order Solicitation. Proposer must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD) at the time of proposal submission deadline.

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The proposer is responsible for performing all services and

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may not subcontract any part or all of the services.

Please refer to Addendum Three for updated language clarifying the Minimum Mandatory Requirements.

8. **QUESTION:** If a proposer's JSSMA application is in process with JCOD but not yet finalized by the proposal deadline, does DCFS have any flexibility regarding this requirement?

RESPONSE: No, proposer must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD) at the time of proposal submission deadline.

Please refer to WOS, Attachment II, Work Order Solicitation Proposal, Section 3.0, Proposal, Paragraph A.

9. **QUESTION:** Is a JSSMA required before RFP submission or prior to inception of services if contract is awarded?

RESPONSE: A JSSMA is required before WOS submission.

Proposer must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD) at the time of proposal submission deadline.

Please refer to WOS, Attachment II, Work Order Solicitation Proposal, Section 3.0, Proposal, Paragraph A.

10. **QUESTION:** Are audited financial statements required, or will reviewed or internally prepared statements be accepted? If audited statements are required, what alternatives does the County accept from proposers whose operating history does not span the full period requested?

RESPONSE: Upon completion of the Review and Selection Process and/or after the County has awarded a Work Order, the County, at any time and at its sole and absolute discretion, will conduct a review of Proposer's or

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Contractor's (Organization) financial capability to fulfill the requirements of a Work Order for the duration of the Work Order term.

Organization must provide copies of the company's most current and prior two (2) fiscal year, a total of three (3) years of financial statements (i.e. fiscal years ending 2025, 2024, and 2023) three (3) fiscal years financial statements. At least one (1) of the financial statements must be an audited financial statement within the last eighteen (18) months of the proposal submission for this WOS. 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.

Please refer to Addendum Three for updated language clarifying the Financial Capability Requirements.

11. QUESTION: Where can I get more specifications for these grants?

RESPONSE: Assembly Bill 2994 (1982) established the County Children's Trust Fund for the purpose of funding child abuse and neglect prevention and intervention programs.

Please refer to WOS, Attachment VI, Sample Work Order and Exhibits A-E, Exhibit A, Statement of Work, Section 3.0, Background and California Code, Welfare and Institution Codes Sections 18965 – 18971.

12. QUESTION: Please review submission email packets.

RESPONSE: Please refer to Addendum Three for updated language clarifying the WOS submission instructions.

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PROGRAM SERVICE QUESTIONS

- 13. QUESTION:** In evaluating the Background and Experience criterion, will the County consider experience performed by a proposer's affiliated entities, predecessor organizations, or named subcontractors? If so, what documentation is required to substantiate that experience?

RESPONSE: No, the County will not consider experience performed by a proposer's affiliated entities, predecessor organizations, or named subcontractors.

Proposer may not use subcontractor's experience to meet the Minimum Mandatory Requirements. The proposer is responsible for performing all services and may not subcontract any part or all of the services.

Please refer to Addendum Three for updated language clarifying the Minimum Mandatory Requirements.

- 14. QUESTION:** Must the required experience have been obtained with the Department of Children and Family Services or within the dependency system specifically, or will experience serving justice-involved parents and their families be evaluated as equivalent or substantially similar?

RESPONSE: No, the required experience does not necessarily need to be with the Department of Children and Family Services or within the dependency system specifically.

The Proposer must have at least three (3) years of experience within the last five (5) years working with incarcerated parents. One year experience working with child welfare involved children and families or providing monitored visitation services and/or working in the criminal justice system may be substituted for one year of the required experience.

Please refer to WOS, Attachment II, Work Order Solicitation Proposal, Section 3.0, Proposal, Subsection 3.1, Proposer Minimum Mandatory Requirements (MMRs), Paragraph B.

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15. QUESTION: How is a billable unit of service defined, and is billing based on contact hours, participants served per month, or completed service episodes?

RESPONSE: No, billing is not based on billable units of service, contact hours, participants served per month, or completed service episodes. However, contractor is required to provide Attachment A-7, IPSP Monthly Summary Report along with the monthly invoice to CPM for review and approval.

16. QUESTION: Does the County have a projected referral volume, estimated annual caseload, or guaranteed minimum number of units for the initial contract term?

RESPONSE: Yes, the County has a projected referral volume, estimated annual caseload. There is no minimum number of units guaranteed for each annual contract term.

Please refer to the WOS, Attachment III, Cost Proposal.

Historical Annual Average Number of IPSP Cases (County-wide)	Maximum Annual Funding
912	\$244,357

17. QUESTION: How are participant no-shows, cancellations, and partially completed sessions treated for billing purposes?

RESPONSE: The participant no-shows, cancellations, and partially completed sessions and the monthly report(s) will be monitored by the CPM and be addressed with the contractor. The contractor is required to provide Attachment A-7, IPSP Monthly Summary Report along with the monthly invoice to CPM for review and approval.

This has no effect for billing purposes since this is a Firm Fixed Price contract. However, we will monitor these scenarios with the monthly reports to assess whether any barriers may exist.

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18. QUESTION: Is there an anticipated ramp-up or implementation period following award, and are startup costs allowable under the Cost Proposal?

RESPONSE: No, there is no anticipated ramp-up and startup costs allowed under the Cost Proposal.

Please refer to Attachment VI, Sample Work Order and Exhibits A-E.

19. QUESTION: Which correctional facilities or service locations are within the scope of this Work Order, and is the contractor or the County responsible for obtaining staff clearance and facility access for those sites?

RESPONSE: The contractor must provide services within Los Angeles County jail.

IPSP could receive referrals from all LASD's jail facilities: The Contractor must maintain the flexibility to work with expanding numbers of clients and jail locations.

Please refer to Attachment VI, Sample Work Order and Exhibits A-E, Exhibit A, Statement of Work, Section 9.8.4 and 9.10, Service Delivery Sites.

9.11 Contractor Staff Qualifications and Requirements

1. The Contractor shall be responsible for securing and maintaining staff that meet the minimum qualifications, experience and expertise as specified herein, to provide the services in accordance with this Statement of Work. Contractor shall secure and maintain staff in adequate numbers with sufficient qualifications, training and geographic flexibility to successfully provide IPSP services as needed throughout the County of Los Angeles jails.
2. Contractor shall ensure that all Contractor's staff have undergone complete criminal clearances and background checks with subsequent arrest notification.

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3. Reporting of Subsequent Arrests or Convictions: The Contractor shall notify the County Program Manager in writing of any known arrest and/or subsequent conviction, other than for minor traffic offenses.
4. The contractor must maintain all records for all staff and it must be available to DCFS upon request.
5. Contractor's staff that do not pass background checks shall not be allowed to perform work under this Contract.
6. Contractor shall submit a separate clearance application to LASD to obtain access to service locations.

Please refer to Addendum Three for updated language clarifying the Contractor Staff Qualifications and Requirements.

ATTACHMENT II

**INCARCERATED PARENTS SERVICES PROGRAM
WORK ORDER SOLICITATION PROPOSAL
(WOS #26-0023) (Updated 9/18/2026)**

1.0 INSTRUCTIONS

Please provide complete response to each question for your organization. For those questions that require a written narrative, please provide each response on a separate page. Each narrative to each question must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders. Only the limitation of one-page for each narrative to each question will be evaluated. Content exceeding the limitation of one-page will not be reviewed and evaluated.

Proposals should be no more than 12 pages total, not including Exhibits and Attachments.

2.0 PROPOSER CONTACT

Proposer must identify a primary point of contact as part of its Proposal as follows:

Organization Name: _____

Headquarters
Address: _____

Website: _____

Principal Point of Contact:

Name: _____

Title: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

3.0 PROPOSAL

3.1 Proposer Minimum Mandatory Requirements (MMRs)

Failure to substantiate all MMRs will immediately disqualify the Proposal from further review.

- A. Must have an active Justice Support Services Master Agreement (JSSMA), in good standing, with Justice, Care and Opportunities Department (JCOD). Does your organization meet this requirement?**

☐ Yes ☐ No

If Yes, please specify and provide the Master Agreement (MA) Number (include the entire MA number, including the letter that precedes the number: JSS-####)

Submission is not necessary. DCFS will verify this requirement.

Note - Proposers must have a JSSMA in place prior to proposal deadline. Direct JSSMA related questions to: IPSP@dcfs.lacounty.gov.

- B. Must have at least three (3) years of experience within the last five (5) years working with incarcerated parents. One year experience working with child welfare involved children and families or providing monitored visitation services and/or working in the criminal justice system may be substituted for one year of the required experience.**

Option 1: Contractor has three (3) years of experience within the last five (5) years working with incarcerated parents.

☐ Yes ☐ No

Option 2: Contractor has two (2) years of experience within the last five (5) years working with incarcerated parents and one (1) year of experience working with child welfare involved children and families or providing monitored visitation services and/or working in the

criminal justice system, plus one year of experience working with incarcerated parents.

☐ Yes ☐ No

Please provide a narrative of relevant experience and provide one (1) or more contracts or letters of reference that clearly substantiate three (3) years of experience within the last five (5) years working with incarcerated parents. Qualifying experience may include, but is not limited to, providing visitation services, case management, reunification support, family support services, parenting education, reentry support, or in-custody supportive services within jail or correctional settings. For example providing visitation or case management services or in-jail supportive services. One year of experience may be substituted by working with child welfare involved children and families or providing monitored visitation services and/or working in the criminal justice system.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- C. 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.**

☐ Yes ☐ No

- D. Must not have disallowed costs or unresolved questioned costs in an amount over \$100,000.**

If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department. Disallowed cost must not remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs. Proposer must also not have any substantiated

findings as determined by the County and/or any Auditor-Controller review of Proposer's current or prior financials, or other documentation.

Submission is not necessary. DCFS will verify this requirement.

E. Must not have current or uncured/outstanding items on CARD.

The Department will review the County's Contractor Alert Reporting Database (CARD), reflecting past performance history on County contracts. This review may result in disqualification if there are current, uncured/outstanding items on CARD as determined by the County.

Submission is not necessary. DCFS will verify this requirement.

F. Contract, Litigation, and Debarment History

The Proposer will be reviewed on their experience and capacity to perform the services based on a review of the Proposer's terminated contracts, prior and current litigation, and debarment history.

Proposer must include prior and current litigation within the last five (5) years, all debarment history, and contracts terminated within the past five (5) years with a reason for termination below. A terminated contract for any reason may result in the Proposer's disqualification at the County's sole and absolute discretion.

Narrative: Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.

If this does not apply, please type N/A in the box below.

3.2 Proposer's Background and Experience (Total of 30%)

- A.** Provide a narrative to describes the organization's experience working with incarcerated parents.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- B.** Provide a narrative to describe the organization's experience with providing family bonding time and case management or similar services to incarcerated parents.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- C.** Provide a narrative to describe the organization's two (2) years or more of experience working within the jail or criminal justice system, working with child welfare-involved children and families, and/or providing monitored visitation services.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

3.3 Proposer's Implementation Plan/ Proposer's Approach (30%)

- A.** Provide a narrative to describe the organization's relationship with or their ability to establish a relationship with the County of Los Angeles Sheriff's Department (LASD), with the Department of Children and Family Services (DCFS) and with the court system.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- B.** Provide a narrative to describe the organization's plan to provide in-jail family bonding and case management services in accordance with the Statement of Work requirements.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- C.** Provide a narrative to describe the organization's capacity to accept emailed referrals for family-bonding time and case management based on the criteria in the Statement of Work.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- D.** Provide a narrative to describe a detailed approach to provide the minimum of fifteen (15) visits per month and provide case management to thirty (30) unduplicated clients per month.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- E.** Provide a narrative to describe relevant training regarding the possible issues and reactions of children related to visiting the parents while they are incarcerated, in accordance with the Statement of Work.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

- F.** Provide a narrative to describe outreach and staffing plan to promote Incarcerated Parents Services Program, support DCFS engagement, and recruit qualified staff, interns, and volunteers in compliance with Statement of Work requirements.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

3.4 Data Collection Methodology and Reporting/Quality Assurance Plan (10%)

- A. Provide a narrative to describe your organization's Quality Assurance Plan (QAP). Describe the organization's protocol to ensure uninterrupted services to DCFS in the event of work stoppage or staffing shortage due to medical leaves, illness, vacation and absences, or recruitment issues.

Narrative: (Please provide your narrative on a separate page. Your narrative must not exceed one page using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders.)

3.5 Cost Proposal (30%)

- A. Using **Attachment III – Cost Proposal**, provide an estimated one-year budget and budget narrative for all services included in the **Exhibit A – Statement of Work – Incarcerated Parents Services Program**. Maximum possible points for the cost criteria will be awarded to the Proposer(s) with the lowest cost. All other proposals will be compared to the lowest cost and points awarded accordingly.

Proposers must demonstrate how they arrived at the final proposed annual cost to be submitted on page one, two and three of Attachment III, by providing a budget sheet, line-item budget and budget narrative (Attachment III).

Proposer's Declaration and Signature

Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Proposal are made, the Proposal may be rejected at the sole discretion of the Director of the Department of Children and Family Services, as authorized by the Board of Supervisors, whose decision shall be final.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

PROPOSER NAME:		COUNTY WEBVEN NUMBER:
ADDRESS:		
PHONE NUMBER:	E-MAIL:	
INTERNAL REVENUE SERVICE (IRS) EMPLOYER IDENTIFICATION NUMBER:		CALIFORNIA SECRETARY OF STATE (SOS) ENTITY NUMBER:
PROPOSER OFFICIAL NAME AND TITLE (PRINT):		
SIGNATURE		DATE

REQUEST FOR PREFERENCE CONSIDERATION**(Updated 9/18/2026)**

INSTRUCTIONS: Proposers requesting preference consideration must complete and include this form in their proposal. Proposers may request consideration for one or more preference programs. **In order to qualify for preference, firm must be certified by the County of Los Angeles Department of Consumer and Business Affairs (DCBA). Please reference your Certification Letter issued by DCBA to determine Federal/Non-Federal preference eligibility.**

☐ **PREFERENCE NOT REQUESTED**
OR
☐ **PREFERENCE REQUESTED (SELECT ALL THAT APPLY)**

Preference Program		Reference
☐	<u>Request for Local Small Business Enterprise (LSBE) Program Preference</u> ☐ <u>Certification for Non-Federally Funded County Solicitations</u> ☐ <u>Certification for Federally Funded County Solicitations</u>	<u>LACC 2.204</u>
☐	Request for Social Enterprise (SE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	<u>LACC 2.205</u>
☐	<u>Request for Disabled Veterans Business Enterprise (DVBE) Program Preference</u>	<u>LACC 2.211</u>

Note: In no instance should any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any County solicitation.