

**INCARCERATED PARENTS SERVICES PROGRAM
WORK ORDER SOLICITATION PROPOSAL
(WOS #26-0023)**

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).

☐ 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