



JUSTICE SUPPORT SERVICES MASTER AGREEMENT

**WORK ORDER SOLICITATION
[WOS #26-0023]**

INCARCERATED PARENTS SERVICES PROGRAM

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

August 19, 2026

**JUSTICE SUPPORT SERVICES MASTER AGREEMENT (JSSMA)
WORK ORDER SOLICITATION (WOS)
INCARCERATED PARENTS SERVICES PROGRAM**

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Work Order Solicitation Attachments:

ATTACHMENT I: WORK ORDER SOLICITATION

ATTACHMENT II: WORK ORDER SOLICITATION PROPOSAL

ATTACHMENT III: COST PROPOSAL

ATTACHMENT IV: PENDING LITIGATIONS AND JUDGEMENTS

ATTACHMENT V: REQUEST FOR PREFERENCE CONSIDERATION

ATTACHMENT VI: SAMPLE WORK ORDER

Work Order Exhibits:

EXHIBIT A: STATEMENT OF WORK

EXHIBIT B: PRICE SHEET

EXHIBIT C: LINE-ITEM BUDGET AND BUDGET NARRATIVE

EXHIBIT D: WORK ORDER ADMINISTRATION

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**JUSTICE SUPPORT SERVICES MASTER AGREEMENT (JSSMA)
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1.0 INTRODUCTION

The County of Los Angeles (County) Department of Children and Family Services (DCFS/Department) is issuing this Work Order Solicitation (WOS) to solicit proposals for a contract with an organization that can provide services for the Incarcerated Parents Services Program. One (1) contract will be awarded.

2.0 DEFINITIONS

2.1 Throughout this WOS, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Section 5.0 Definitions of the Statement of Work (SOW).

2.2 State: The State of California.

3.0 SCOPE OF SERVICES

DCFS seeks to contract with organizations to provide services for Incarcerated Parents Services Program to promote and monitor continued contact by facilitating family bonding time between children and parents or legal guardians, in conjunction with the DCFS case plan and/or Dependency Court orders. The primary focus of IPSP is to facilitate family bonding time. Case management services are provided in order to coordinate family bonding time. The purpose of this WOS is to solicit proposals from organizations who are willing and able to provide the full scope of services listed in **Exhibit A – Statement of Work**.

As result of this WOS, the Department may negotiate and enter into an agreement with one (1) Proposer, based upon the proposals and additional information that the Department may choose to gather from qualified Proposer(s) in accordance with this WOS.

4.0 WORK ORDER TERM

The term of the Work Order will be for one (1) year, which will commence on July 1, 2027 through June 30, 2028, unless sooner terminated or extended, in whole or in part, as provided under the Work Order, or until County no longer requires Contractor's Services.

County will have the sole power to exercise any option to extend this Work Order term for up to **four (4) additional one (1) year extension periods**. Each such

extension option may be exercised at the sole discretion of the Director of DCFS or designee, as authorized by the Board of Supervisors, provided that existing budgeted resources are utilized and sufficient funding is available for any exercise option.

5.0 SUBMISSION TIMELINE AND INSTRUCTIONS

Timeline

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

6.0 OPTIONAL VIRTUAL PROPOSERS CONFERENCE

The County will host a virtual Proposers Conference via Microsoft Teams at the date and time indicated in Section 5.0 – Submission Timeline and Instructions. During the Proposers Conference, DCFS will discuss the Work Order Solicitation and respond to questions from potential Proposers.

Attendance of the Conference is **not** mandatory. Prospective Proposers are encouraged to attend the Conference, but if they do not, they will still be able to submit proposals and will not be otherwise disadvantaged. Attendance of the Conference is **not** a guarantee or promise of an agreement with the County.

Proposers interested in attending the Conference must contact DCFS via email at IPSP@dcfs.lacounty.gov and provide the agency name, name, title, email address, and phone number of any representative who will be attending the Conference to receive the URL.

7.0 QUESTIONS AND ANSWERS

Proposers must submit all questions to the email address by the deadline identified in Section 5.0, Submission Timeline and Instructions. DCFS will compile all questions without identifying the submitting Proposers and provide the appropriate answers. DCFS will issue the Questions and Answers in an Addendum to the WOS on the Los Angeles County Solicitations webpage, <https://camisvr.co.la.ca.us/LACoBids/>. Proposers can access the WOS by clicking

on the “Open Solicitations” link and searching for WOS #26-0023 Proposers that submitted questions on or before the deadline will also receive the Questions and Answers Addendum via email as well.

When submitting questions, please be as specific as possible, indicating the section of the WOS that prompted the question. Any questions submitted after the deadline above will not be accepted or receive a response. The County reserves the right to group similar questions when providing answers.

8.0 COUNTY’S PREFERENCE PROGRAMS

8.1 Overview of County’s Preference Programs

8.1.1 The County has three preference programs: the Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board encourages business participation in the County’s contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities. Only SE is applicable for this solicitation.

8.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 8.2, 8.3, and 8.4 of this Work Order Solicitation. Additional information on the County’s preference programs is also available on the Department of Consumer and Business Affairs (DCBA) website at: <http://dcba.lacounty.gov>.

8.1.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.

8.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

8.2 Intentionally Omitted

8.3 Social Enterprise (SE) Preference Program

8.3.1 The County will apply the SE preference during the solicitation process to businesses that meet the definition of an SE for

solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).

8.3.2 The business must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.

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

8.4 Intentionally Omitted

8.5 Preference Program Enterprises (PPEs) - Prompt Payment Program

It is the intent of the County that Certified Preference Program Enterprises (PPEs) receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

9.0 PROPOSAL REVIEW AND SELECTION PROCESS

DCFS reserves the right to exercise its sole discretion and judgment during and throughout the Proposal Review and Selection Process. Each proposal, including but not limited to, its contents and supporting documents, will be reviewed in accordance with the requirements of this WOS to determine which Proposers may be selected to provide the full scope of services listed in **Exhibit A – Statement of Work**.

It is DCFS' intent to select, award, and enter into Work Orders with the highest-ranking Proposers, and DCFS will enter into good faith negotiations with the selected Proposers as a result of this Word Order Solicitation. However, DCFS reserves the right to award any Work Order to a lower ranking Proposer if contract negotiations are unsuccessful with a selected Proposer or if deemed to be in the best interest of the County by the Director of DCFS, or designee, as authorized by the Board of Supervisors.

As a result of this Word Order Solicitation, DCFS may request further information, documents, presentations, conference calls, and/or in-person interviews to further

substantiate any Proposer's qualifications, experience, and readiness to provide the services described in **Exhibit A – Statement of Work** and throughout this Word Order Solicitation.

DCFS, at its sole discretion, may choose to award a Work Order to one or more Proposers or may elect to take no further action.

9.1 Review and Selection Process

The Review and Selection process will begin with receipt of those proposals that have met the submission requirements as outlined above in Section 5.0, Submission Timeline and Instructions. Review of the proposals will be conducted in two phases.

9.1.1 Phase One (Pass/Fail)

During Phase One, a pass/fail review will be conducted of each proposal based on the criteria stated below. Any proposal which does not meet all of these criteria will be deemed Non-Responsive and eliminated from further consideration.

9.1.1.1 Complete and Timely Submission

Whether the proposal, including supporting documents or revised submission(s), was submitted and received by the Proposals Due deadline listed in **Section 5.0, Submission Timeline and Instructions**.

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.

9.1.1.3 Verification Process

A review will be conducted of the Proposer's business status by checking with all applicable databases and references. The review may include, but not be limited to, databases available with the California Secretary of State – Business Programs, California State's Suspended and Ineligible Provider List for Medi-Cal, and the federal System for Award Management (SAM.gov). The review may also include a

review of the County of Los Angeles Auditor Controller's Intranet website; the County's Contractor Alert Reporting Database, which reflects past performance on County contracts; and the information provided by the Proposer on **Attachment IV, Pending Litigations and Judgements.**

9.1.2 Phase Two – Evaluation of Proposal

Proposers that pass Phase One of the Review and Selection Process will proceed to Phase Two, which will be conducted by an Evaluation Review Committee selected by DCFS. All proposals will be evaluated utilizing the Informed Averaging methodology based on the criteria listed below:

9.1.2.1 Proposer's Background and Experience (Subsection 3.2 of Proposal) **(30%)**

9.1.2.2 Proposer's Implementation Plan/ Proposer's Approach (Subsection 3.3 of Proposal) **(30%)**

9.1.2.3 Data Collection Methodology and Reporting/Quality Assurance Plan (Subsection 3.4 of Proposal) **(10%)**

9.1.2.4 Cost Proposal (Subsection 3.5 of Proposal) **(30%)**

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 three (3) fiscal years financial statements. 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.

10.0 DEBRIEFING AND PROTEST PROCESS

10.1 Debriefing Process

10.1.1 Notification

Once the County has concluded the Review and Selection Process, the County will notify each Proposer via email as to whether its Proposal was Selected, Not Selected, or deemed to be Non-Responsive. Proposers whose proposals were Not Selected or deemed to be Non-Responsive will be provided an opportunity to request a Debriefing.

10.1.2 Request for Debriefing

Upon receipt of the email notification, any Proposer whose proposal was Not Selected or was deemed to be Non-Responsive may submit a written request via email for a Debriefing within **three (3) business days** of the Department's email notification to the email address below:

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

Debriefing requests may, in DCFS's sole and absolute discretion, be denied if the request is not received within the specified timeframe.

10.1.3 Debriefing Process

During the Debriefing, the Department will discuss its determination based on the Proposer's submitted proposal and/or the Evaluation Review Committee's scores, if applicable.

Because negotiations with selected Proposer(s) will be ongoing, the County will only Debrief the requesting Proposer on its proposal, and the County will not discuss any other proposals received from other Proposers.

10.2 Protest Process

- 10.2.1** If the requesting Proposer is not satisfied with the Debriefing, a Protest may be submitted to the email address above within **three (3) business days** after the Debriefing.
- 10.2.2** Only Protests submitted from Debriefed Proposers will be considered. The Department will only consider Protests satisfying the criteria set forth below and received via email by the deadline set forth above. Any Protest received after such deadline will be denied. Timely protests must assert, in appropriate detail with factual reasons, one or more of the following grounds for review:
 - 10.2.2.1** DCFS materially failed to follow procedures specified in its WOS.
 - 10.2.2.2** DCFS made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected.
 - 10.2.2.3** A member of the Evaluation Review Committee demonstrated bias during the Review and Selection Process.
 - 10.2.2.4** Any other basis for review as provided by State or federal law.
- 10.2.3** DCFS will notify the Proposers of the decision on any Protest received in a timely manner. DCFS's decision will be final and will explain the basis for the decision.
- 10.2.4** Throughout the Protest process, DCFS will have no obligation to delay or otherwise postpone the award of any Work Order because of any Proposer's Protest. In all cases, the Department reserves the right to move forward with awarding a Work Order when it is determined to be in the best interest of the County.

11.0 WORK ORDER

A Work Order will be executed with Selected Proposer(s) as authorized under the authority delegated by the County's Board of Supervisors.

12.0 NOTICE TO PROPOSERS REGARDING THE PUBLIC RECORDS ACT

Submitted Proposals to this Solicitation will become the exclusive property of the County. Exceptions to disclosure are those parts or portions of all Proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

The County will not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential will not be deemed sufficient notice of exception. The Proposer must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secrets," "Confidential," or "Proprietary," the Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

13.0 CONFLICT OF INTEREST

Proposers must comply with all applicable federal, State, and local laws and regulations governing conflict of interest including, but not limited to, 2 CFR Part 200, Section 200.112 and 24 CFR Section 570.611. Proposer represents and warrants that no County employee whose position enables him/her to influence this solicitation, and no spouse or economic dependent of such employee, is or will be employed in any capacity by Proposer, or will have any direct or indirect financial interest in this solicitation. Proposer represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code Chapter 2.180 entitled "Contracting With Current or Former County Employees," and that submission of a proposal or execution of any Work Order will not violate those provisions. Anyone who is a former employee of County at the time of execution of a Work Order or who subsequently becomes affiliated with Proposer in any capacity, will not participate in the provision of services or performance provided under a Work Order or share in the profits of Proposer earned for a period of one year from the date he/she separated from County

employment. Proposers will immediately notify County in writing any potential conflict of interest affecting the awarded funds in accordance with 2 CFR Section 200.112.

14.0 COUNTY RIGHTS AND RESPONSIBILITIES

The County has the right to amend, re-issue, or cancel this solicitation by written addendum. The County is responsible only for that which is expressly stated in this Work Order Solicitation document and any authorized written addenda thereto.

Such addenda will be made available via the Doing Business with Los Angeles County (Open Solicitations) webpage, <https://doingbusiness.lacounty.gov/open-solicitations/>. Should an addendum require additional information not previously requested, Proposer's failure to address the requirements of any such addendum may result in the proposal not being considered or being deemed non-responsive, as determined in the sole and absolute discretion of the County.

The County reserves the right to reject any and all responses and submissions and/or waive any irregularities or informalities. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.