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February 27, 2017

ADDENDUM FOUR  
TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR COMMUNITY SERVICES BLOCK GRANT PROGRAM  
RFSQ #CMD 12-03

This is Addendum Four to the Community Services Block Grant Program Request for Statement of Qualifications (RFSQ #CMD 12-03), which was released on September 20, 2012. **The information contained in this Addendum Four supersedes any related information previously provided.**

The Addendum contains an updated version of the RFSQ (Page 2 through 42) labeled as Attachment I. The Addendum also contains an updated Appendix A – Statement of Work labeled as Attachment II and updated exhibits in Appendix C – SOQ Checklist and Required Exhibits (Pages 69 through 98) labeled as Attachment III. All updates and changes are highlighted in bold red font.

**The RFSQ is open continuous throughout the term of the Master Agreement. The Master Agreement term has been extended until June 30, 2021.**

**With the release of this addendum all Core Service Categories in all Supervisorial Districts identified in Attachment I Subsection 2.4 are now open. To be considered for Calendar Year 2018 funding in the newly opened categories, all interested agencies, current and new, must submit a Statement of Qualifications by April 19, 2017 at 5 p.m., local time.**

**Please continue to access the websites below for updates.**

The Addendum will be posted on the following websites:

<http://dpss.lacounty.gov/wps/portal/dpss/main/business/contract-opportunities>

and

[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)

The RFSQ application forms are available in Word format at:

<http://dpss.lacounty.gov/wps/portal/dpss/main/business/contract-opportunities>

***"To Enrich Lives Through Effective And Caring Service"***



**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)**  
**FOR THE**  
**COMMUNITY SERVICES BLOCK GRANT PROGRAM**

Prepared By  
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RFSQ CMD-12-03

*"To Enrich Lives Through Effective and Caring Service"*

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
COMMUNITY SERVICES BLOCK GRANT PROGRAM**

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## 1.0 INTRODUCTION AND OVERVIEW

This Request for Statement of Qualifications (RFSQ) is a legal document and begins the process of identifying qualified proposers who are interested in providing services under the Community Services Block Grant (CSBG) program. The Los Angeles County Department of Public Social Services (DPSS) administers the CSBG Program.

This RFSQ process seeks applications from qualified non-profit community-based and faith-based organizations **and public entities** to enter into a Master Agreement with DPSS to provide CSBG services to families and individuals throughout the County. If you think your organization may be interested in participating, please take the time to follow the following steps:

1. Are you ready and able to participate?
  - a. Read this RFSQ carefully and completely;
  - b. Assess your organization's ability to meet the minimum qualifications;
  - c. Determine your organization's interest in making a long-term commitment to the CSBG program;
  - d. Evaluate your organization's access to low-income families and individuals who may qualify for CSBG services.
2. Prepare your "Statement of Qualifications" (SOQ) (your agency's application to participate).
- 3. Intentionally Omitted.**
- 4. Intentionally Omitted.**
- 5. To be considered for funding for Calendar Year 2018 in the newly opened categories, submit your Statement of Qualifications before the deadline of April 19, 2017 at 5:00 p.m., local time.**
6. Respond to Requests for Clarification from DPSS within specified timeframe.

DPSS will evaluate all SOQ's submitted and make recommendations to the County Board of Supervisors to enter into Master Agreements, (also referred herein as "Agreements"), with organizations from each of the five Supervisorial Districts.

Contracting with the government, including Los Angeles County, can be intimidating. We have tried to make the process as simple as possible.

However, there are laws, regulations and rules that govern government contracts and requirements that cannot be avoided. For example:

- Registering on the County's WebVen - an automated tracking system which is the first step in the process of seeking contract opportunities with the County;
- Understanding and accepting the County's Standard Terms & Conditions – The Board of Supervisors' required provisions for all County Contracts;
- Complying with the contractor selection process - State, federal and County rules define how contractors are selected;
- Receiving approval from the Board of Supervisors - the Board has ultimate authority to approve or deny a proposed contract;
- Complying with client confidentiality - contractors are obligated to maintain the confidentiality of all client information;
- Maintaining client and financial records - submitting periodic progress reports and invoices; and
- Monitoring - the County assesses contractor's progress and compliance with contract requirements.

Selected Proposers will be offered a Master Agreement. The Master Agreement qualifies a proposer to bid for services in specific Core Service Categories and Supervisorial Districts. The Master Agreement guarantees no minimum amount of work.

## **1.1 Overview of the CSBG Program**

The CSBG Program is designed to provide a range of services to assist low-income individuals and families attain the skills, knowledge and motivation necessary to achieve self-sufficiency.

The purpose of the CSBG Program is aligned with the Los Angeles County Community Action Board's (CAB) three-part mission: 1) Empower the poor to become self-sufficient, 2) Alleviate the immediate challenges of poverty, and 3) Address the underlying causes of poverty through community action and advocacy.

Direct delivery of services to qualified clients that are being solicited under this RFSQ will include programs and services that fall under the following Core Service Categories:

1. Employment Partnership
2. Employment and Employment Support
- 3. Intentionally Omitted**
4. Services for Seniors and Disabled Adults
5. Child and Family Development
6. Emergency Services
7. Legal Services

## 8. Domestic Violence

Prospective Contractors must demonstrate proven ability to provide services under their selected Core Service Category and have assisted low-income clients in achieving measurable results in at least one of the two goals listed below:

1. Low-income individuals and families become more self-sufficient;
2. Low-income individuals and families achieve their potential by strengthening family and other supportive systems.

### 1.2 Overview of Solicitation Document

This RFSQ describes specific services, minimum Statement of Qualifications (SOQ) requirements, SOQ instructions, and SOQ evaluation methodology required by the County of Los Angeles, DPSS. This RFSQ is composed of six parts:

- 1.0 Introduction and Overview – This section gives an overview of the RFSQ process and the CSBG Program.
- 2.0 CSBG Program- This section gives detailed information regarding the CSBG program, requirements, eligibility, funding, and Core Services Categories.
- 3.0 Required Terms & Conditions – This section describes certain legal requirements applicable to the RFSQ process.
- 4.0 Instructions to Agencies – This section describes the process of preparing the SOQ.
- 5.0 SOQ Review/Selection/Qualification Process – This section describes how DPSS will review the SOQs submitted and the selection process. This section also describes the Master Agreement award process.

Appendices – Appendices A through L include various forms used in the RFSQ process, a sample Master Agreement and other important information.

Proposers are encouraged to read this RFSQ carefully and follow all instructions when preparing and submitting their SOQs to ensure proper consideration is given to the submitted SOQs.

### 1.3 Terms and Definitions

Throughout this RFSQ, references are made to certain terms, persons, groups, or departments/agencies. For convenience, a description of



specific definitions can be found in Appendix D, Sample Master Agreement, Paragraph 2.0, Definitions.

#### **1.4 Proposer's Minimum Qualifications**

- A. Interested and qualified Proposers that meet the Minimum Qualifications stated below are invited to submit an SOQ:
1. Proposer must be a non-profit corporation qualified to do business in the State of California (this includes faith-based organizations **or a public entity**);
  2. Have a minimum of three (3) years' experience within the last five (5) years providing the same or similar services as the Core Service Category;
  3. The Proposer's Contract Manager must have two (2) years' experience within the last five (5) years providing the same or similar services;
  4. The Proposer must have two years' experience within the last five (5) years providing health and/or human services in the designated Supervisorial District;
  5. Proposer must have two years' experience within the last five (5) providing services to low-income clients;
  6. Provide at least five (5) references that are familiar with the job performance and scope of work completed by the Proposer within the last five (5) years in the selected Core Service Category. One reference must be from a public entity;
  7. Proposer must have the financial capacity to provide services throughout the term of the Agreement.
  8. Proposer must designate the Core Service Category and the Supervisorial District to be served;
  9. Complete and submit all of the required SOQ Exhibits (See Appendix C) and Attachments (See Subsection 4.7 herein) in the proper format as specified in Section 4.7 and 4.8;
  10. Has no record of unsatisfactory performance, lack of integrity or poor business ethics; and
  11. Proposer must register on the County's WebVen and provide their registration number.
- B. Interested and qualified Proposers that meet the Minimum Qualifications listed above must also meet the Category-Specific

minimum requirements specified in the Statement of Work (Appendix A). The following Core Service Categories have Category-Specific minimum requirements:

1. Employment Partnership
2. Employment Support
3. **Intentionally Omitted**
4. Legal Services
5. Domestic Violence

## **1.5 Master Agreement Process**

The objective of this RFSQ process is to secure a pool of Proposers qualified to provide Core Services in each of the five Supervisorial Districts.

- 1.5.1 Master Agreements will be executed with Proposers determined to be qualified, based on designated Supervisorial District and Core Service Category.
- 1.5.2 The Master Agreement will specify the Core Services and Supervisorial Districts in which Proposers are qualified.
- 1.5.3 Upon the County's execution of these Master Agreements, the qualified Proposers will become County Contractors. Thereafter, they may be solicited under a Request for Service (RFS) process, to provide services.
- 1.5.4 DPSS shall solicit bids from Master Agreement Agencies for services in selected Core Service Category and Supervisorial Districts. This is called the Request for Service process. DPSS may select one or more such Contractors to perform the desired service using a pre-determined set of evaluation criteria, resulting in the award of a Service Requisition to selected Contractor(s).
- 1.5.5 Service Requisitions shall then be issued by DPSS with the selected Contractor(s) to perform such services. Service Requisitions shall specify: a) the services to be provided; b) the outcomes to be achieved; c) the Supervisorial District where services are to be provided; d) the rate and method of compensation; e) the number of persons to be served; and f) the maximum amount payable under the Service Requisition. No services shall begin until a Service Requisition has been issued by DPSS to the Contractor.
- 1.5.6 Service Requisitions shall include a Statement of Work which shall describe in detail the particular service and the work required for the performance thereof. Payment for all services shall be subject to the maximum amount specified in the Service Requisition.

**1.5.7** The execution of a Master Agreement does not guarantee a Contractor a Service Requisition.

## **1.6 Agreement Term**

**1.6.1** The term of the Master Agreement shall be effective upon the date of its execution by the Director of DPSS or designee and will expire on June 30, **2021**.

**1.6.2** County will continuously accept SOQs throughout the duration of the Master Agreement to qualify Proposers, if funding is available. However, the RFSQ may be closed at the County's sole discretion at any time.

**1.6.3** In order to be considered for a Service Requisition for **Calendar Year 2018**, Proposers must submit SOQs by the deadline specified in Section 4.3, RFSQ Timetable.

**1.6.4** SOQs submitted thereafter will be evaluated and a determination made whether to award a Master Agreement within 60 days from the date the SOQ is received by DPSS.

## **1.7 County Rights & Responsibilities**

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be posted on the DPSS website at:

**<http://dpss.lacounty.gov/wps/portal/dpss/main/business/contract-opportunities>**

and the County's **Doing Business with Us website at:**

**[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)**

Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

## **1.8 Contact with County Personnel**

Any contact regarding this RFSQ or any matter relating thereto must be in writing via e-mail to the designated staff person listed below:

**Lisa Aubrey, Administrative Services Manager I**  
**E-mail Address: [LisaAubrey@dpss.lacounty.gov](mailto:LisaAubrey@dpss.lacounty.gov)**

If it is discovered that a Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

## **1.9 Mandatory Requirement to Register on County's WebVen**

Prior to submitting an SOQ, all Proposers must register in the County's WebVen. The WebVen contains the Proposer's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at:

[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)

Proposers are required to provide their WebVen registration number in the SOQ. (See Appendix C, SOQ checklist and Required Exhibits to SOQ, Exhibit 1).

## **1.10 County Option to Reject SOQs**

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County shall not be liable for any cost incurred by Proposers in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

## **1.11 Protest Process**

**1.11.1** Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.11.3 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described in the Sections below. Under any such review, it is the responsibility of the Proposer challenging the decision of the County to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a solicitation or a proposed contract award, as the case may be.

**1.11.2** Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer's protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

### 1.11.3 Grounds for Review

Unless State or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination shall be limited to the following:

- Review of Solicitation Requirements Review (See Section 4.6 herein)
- Review of a Disqualified SOQ (See Section 5.2 herein)

## 1.12 Notice to Proposers Regarding Public Records Act

**1.12.1** Responses to this RFSQ shall become the exclusive property of the County. At such time as when Department recommends the qualified Proposers to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all SOQ's submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Proposer as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

**1.12.2** All future SOQs submitted to this RFSQ subsequent to the Board's initial approval, shall become a matter of public record at the time of Proposer's submission, with the exception of those parts of each SOQ which are justifiably defined and identified by the Proposer as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

**1.12.3** The County shall 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 SOQ as confidential shall not be deemed sufficient notice of exception. The Potential Partner must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

## 2.0 CSBG Program

The purpose of the Los Angeles County CSBG Program is to assist low-income families and individuals achieve economic self-sufficiency through a variety of programs and services. This program was originally part of the War on Poverty under the Economic Opportunity Act of 1964 and has been traditionally seen as a "hand up" rather than a "hand out" for low-income persons.

## 2.1 Community Action Agency

The State of California, Department of Community Services and Development (CSD) receives CSBG funding from the Federal Office of Community Services (OCS). CSD awards funds to approved Community Action Agency (CAA) entities throughout California. In Los Angeles County, there are four State-approved CAA entities: 1) the City of Los Angeles, 2) the City of Long Beach, 3) Foothill Unity Center, Inc., which serves Pasadena, South Pasadena, Arcadia, Duarte, Sierra Madre, Monrovia, and the unincorporated area of Altadena, and 4) Los Angeles County, which serves all other areas within the County (Los Angeles County CAA).

This RFSQ seeks qualified agencies to provide services to residents of the Los Angeles County CAA. The Los Angeles County CAA service area includes all of Los Angeles County except the following:

- City of Los Angeles
- Long Beach
- Pasadena
- South Pasadena
- Arcadia
- Duarte
- Sierra Madre
- Monrovia
- The unincorporated area of Altadena

A comprehensive description of the Los Angeles County CAA Service area is provided in the Statement of Work (Appendix A).

## 2.2 Community Action Board

CAAs are federally mandated to work with a Community Action Board (CAB), which is tasked with overseeing the implementation of the CSBG funded programs. The CAB members consist of five (5) representatives from each of the following sectors: public, private, and low-income. The CAB, in collaboration with Los Angeles County CAA, conducts monthly public meetings to discuss issues concerning the CSBG Program. The CAB also periodically conducts public hearings to gather input on the needs and priorities of the low-income individuals and families in the community. The dates and locations of the monthly CAB meetings and public hearing are announced on CSBG website:

**<http://dpss.lacounty.gov/wps/portal/dpss/main/business/community-services-block-grant/community-action-board-cab>**

During the public hearings, the CAB conducts needs assessments. Input from the community is obtained through five (5) public hearings, one in

each Supervisorial District, and through community surveys. The results from the hearings and surveys identified the Core Service Categories.

## **2.3 CSBG Target Population**

**Individuals and families who receive Los Angeles County CSBG services must meet the following mandated eligibility requirements:**

**Income:** Applicant/households that do not receive CalWORKs must be at or below 100% of the United States Department of Health and Human Services income poverty guidelines. Applicants/households that receive CalWORKs, but do not exceed 125% of the Federal Poverty Level (FPL) may also be eligible for CSBG funded services. Families or individuals receiving CalWORKs, SSI or GR meet the income requirements.

**Residence:** Reside in Los Angeles County CAA service area. A listing of the cities and unincorporated areas included in the Los Angeles County CAA service area may be found in Appendix A, Statement of Work.

**Potential clients must be screened to ensure eligibility in accordance with the above requirements. Tangible sources of documentation must be obtained to verify: 1) the participants' income to ensure participants are within the income poverty guidelines, and 2) the participants' address to ensure participants reside within the Los Angeles County CAA service area as described in Statement of Work, Section 4.0.**

## **2.4 Core Services**

The purpose of this RFSQ is to pre-qualify community based organizations to provide services under each of the Core Service Categories. Proposers will pre-qualify to provide the services in a specified Supervisorial District.

The following chart provides the estimated need for Core Services, identified with an X, in each Supervisorial District.

Core Service Categories	Supervisory Districts				
	1	2	3	4	5
Employment Partnership	X	X	X	X	X
Employment and Employment Support	X	X	X	X	X
Seniors/Disabled Adults	X	X	X	X	X
Emergency Services	X	X	X	X	X
Legal Services	X	X	X	X	X
Domestic Violence	X	X	X	X	X
Child and Family Development (Youth)	X	X	X	X	X

The Core Service Categories are:

- A) Employment Partnership- Partner with one or more employers to place low-income individuals into jobs. In order to qualify, agencies must have a written commitment from an employer to employ a specified number of participants.
- B) Employment and Employment Support Services- Provide employment services (such as resume writing, interview skills, job search, overcoming barriers to employment, and job placement), job training, or employment support services (such as professional clothing, transportation or child care assistance). There are 3 Sub-Services, Employment, Job Training, and Remove Barriers.

**C) Intentionally Omitted**



D) Services for Seniors and Disabled Adults- Provide one or more services which assist adults over the age of 55 or adults (age 18 or over) with disabilities to maintain independent living. There are 9 Sub-Services under this Core Service Category (as described in Appendix A, Statement of Work, Section 2.0 Core Service Categories and Sub-Services, Sub-Section 2.4). Examples of Sub-Services include:

- Home-delivered or congregate meals
- Recreational, social, physical exercise, support groups
- Transportation or transportation assistance
- Legal services
- In-home assistance such as cleaning and home maintenance
- Respite Care
- Kinship Caregivers

E) Emergency Services- Provide assistance with food, housing or related emergency needs to low-income persons. There are 8 Sub-Services under this Core Service Category (as described in Appendix A, Statement of Work, Section 2.0 Core Service Categories and Sub-Services, Sub-Section 2.5). Examples of the Sub-Services include:

- Food banks or meals
- Rent/mortgage assistance
- Temporary or transitional shelter
- Emergency transportation
- Utility payments
- Clothing
- Urgent or unmet needed medical/dental/mental health, crisis intervention, and substance abuse treatment

F) Legal Services- Provide legal assistance including family protection from domestic violence, restraining orders, child support, custody and visitation, eviction, immigration services, and kinship-related legal assistance.

G) Domestic Violence- Provide domestic violence prevention, intervention, remediation, and/or emergency protection from violence.

H) Child and Family Development (Youth)- Provide one or more services that improve health and physical development, social and emotional development, or increase school readiness and academic achievement. There are 13 Sub-Services under this Core Service Category (as described in Appendix A, Statement of Work, Section 2.0 Core Service Categories and Sub-Services, Sub-Section 2.8). Examples of Sub-Services include:

- Immunizations for infants and children
- Pre-school activities
- Mentoring programs for at-risk youth
- Prevention of risk-taking behaviors (drug abuse, teen pregnancy)
- Enrichment programs for school-aged youth
- Summer Youth programs
- Parenting workshops to improve family functioning
- Services to support Kinship families

Detailed information on the Core Service Categories, the Sub-Services, and outcomes is included in Statement of Work (Appendix A).

Proposer will be required to designate a Core Service Category and provide a detailed description of how the selected service, has been and/or is currently being provided by the Proposer. The program description must convey an understanding of the CSBG mission and how the Proposer's services will contribute to meeting the specific measurable outcomes for the Core Service Category, and Sub-Service, as applicable.

The pre-qualified agencies will be recommended for award of a Master Agreement. The Master Agreement does not guarantee any work will be authorized. Services will be requested and funded through the Request for Services process. (See Appendix B, Request for Service Process).

## **2.5 Funding**

The CSBG funding is allocated by Supervisorial District and further allocated by Core Service Category based on the service needs of the Supervisorial District. Not all Core Service Categories will be funded in all Supervisorial Districts.

The following chart is an estimate of the CSBG eligible population in the Los Angeles County CAA by Supervisorial District. These estimates are based on the 2010 Census and the Supervisorial District boundaries that are effective as of the November 2012 elections.

<b>Supervisory District</b>	<b>LA County CAA Population</b>	<b>Population Below Poverty Level</b>	<b>Percentage of Each Supervisory District Poverty Population to Total Poverty Population</b>
First	1,408,887	229,419	34.47%
Second	832,625	146,866	22.06%
Third	269,172	25,380	3.81%
Fourth	1,317,901	108,416	16.29%
Fifth	1,404,432	155,536	23.37%
<b>Total</b>	<b>5,233,017</b>	<b>665,617</b>	<b>100%</b>

**The CSBG funding allocation for each Calendar Year is subject to change contingent upon several factors including, but not limited to, federal and state allocations to the Los Angeles County CAA.**

### **3.0 STANDARD TERMS & CONDITIONS**

#### **3.1 Indemnification and Insurance**

Contractors shall be required to comply with the indemnification and insurance provisions contained in Appendix D, Master Agreement, Sub-paragraphs 8.22, 8.23, and 8.24. Contractors shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified.

#### **3.2 Intentionally Omitted**

#### **3.3 Injury & Illness Prevention Program (IIPP)**

Contractors shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

#### **3.4 Background and Security Investigations**

Background and security investigations of Contractors' staff providing CSBG services, may be required at the discretion of the County as a condition of beginning and continuing any Contract. The cost of background checks shall be the responsibility of the Contractor.

### **3.5 Confidentiality and Independent Contractor Status**

As appropriate, Contractor shall be required to comply with the Confidentiality provision contained in Sub-paragraph 7.6 and the Independent Contractor Status provision contained in Sub-paragraph 8.21 in Appendix D, Master Agreement.

### **3.6 Conflict of Interest**

No County employee whose position in the County enables him/her to influence the selection of a contractor for this RFSQ, or any competing RFSQ, nor any spouse or economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix C, SOQ Application, Exhibit 8, Certification of No Conflict of Interest.

### **3.7 Determination of Contractor Responsibility**

**3.7.1** A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

**3.7.2** Contractors are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Contractor is responsible, based on a review of the Contractor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Contractor against public entities. Labor law violations which are the fault of the subcontractors and of which the Contractor had no knowledge shall not be the basis of a determination that the Contractor is not responsible.

**3.7.3** The County may declare a Contractor to be non-responsible for purposes of this Contract, if the Board of Supervisors, in its discretion, finds that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

- 3.7.4** If there is evidence that the Contractor may not be responsible, the Department shall notify the Contractor in writing of the evidence relating to the Contractor's responsibility, and its intention to recommend to the Board of Supervisors that the Contractor be found not responsible. The Department shall provide the Contractor's representative with an opportunity to present evidence as to why the Contractor should be found to be responsible and to rebut evidence, which is the basis for the Department's recommendation.
- 3.7.5** If the Contractor presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Contractor shall reside with the Board of Supervisors.
- 3.7.6** These terms shall also apply to proposed subcontractors of Contractors on County contracts.

### **3.8 Contractor Debarment**

- 3.8.1** The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Contractor's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 3.8.2** If there is evidence that the apparent highest ranked Contractor may be subject to debarment, the Department shall notify the Contractor in writing of the evidence which is the basis for the proposed debarment, and shall advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

- 3.8.3** The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 3.8.4** After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 3.8.5** If a Contractor has been debarred for a period longer than five (5) years, that Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 3.8.6** The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 3.8.7** The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of

Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

**3.8.8** These terms shall also apply to proposed subcontractors of Contractors on County contracts.

**3.8.9** Appendix G provides a link to the County's website where there is a listing of contractors that are currently on the Debarment List for Los Angeles County.

### **3.9 Contractor's Adherence to County Child Support Compliance Program**

Contractors shall 1) fully comply with all applicable State and federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Contractor initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

### **3.10 Gratuities**

#### **3.10.1 Attempt to Secure Favorable Treatment**

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of a contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the Proposer's submission. A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a contract.

#### **3.10.2 Proposer Notification to County**

A Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

### **3.10.3 Form of Improper Consideration**

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

### **3.11 Notice to Proposers Regarding the County Lobbyist Ordinance**

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix C, SOQ Application, Exhibit 10, as part of their SOQ.

### **3.12 Federal Earned Income Credit**

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the Internal Revenue Service Notice No. 1015, Appendix H.

### **3.13 Consideration of GAIN/GROW Participants for Employment**

**As a threshold requirement for consideration of a Master Agreement, Contractors shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Contractors shall attest to a willingness to provide employed GAIN/GROW participants access to the Contractor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Contractors who are unable to**



meet this requirement shall not be considered for a Master Agreement. Contractors shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix C, SOQ Application, Exhibit 11, as part of their SOQ.

### **3.14 County's Quality Assurance Plan**

After award of a Master Agreement and subsequent Service Requisition(s) the County or its agent will evaluate the Contractor's performance under the Master Agreement on an annual basis. Such evaluation will include assessing Contractor's compliance with all terms in the Master Agreement and performance standards identified in the Service Requisition. Contractor's deficiencies which the County determines are severe or continuing and that may jeopardize performance of this Master Agreement and subsequent Service Requisition(s) will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Agreement in whole or in part, or impose other penalties as specified in the Master Agreement or Service Requisition.

### **3.15 Recycled Bond Paper**

Contractor shall be required to comply with the County's policy on recycled bond paper as specified in Appendix D, Sample Master Agreement, Sub-paragraph 8.38.

### **3.16 Safely Surrendered Baby Law**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix I of this solicitation document and is available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **3.17 Child/Elder Abuse/Fraud Reporting**

**3.17.1** Contractor staff working on this Master Agreement and subsequent Service Requisition(s) shall comply with California Penal Code (hereinafter "PC") Section 11164 et seq. and shall report all known and suspected instances of child abuse to an appropriate child protective agency, as mandated by these code sections. Child abuse reports shall be made by telephone to the Department of Children and Family Services hotline at (800) 540-4000 within three (3) business days and shall submit all required information, in accordance with the PC Code Sections 11166 and 11167.

**3.17.2** Contractor staff working on this Master Agreement and subsequent Service Requisition(s) shall comply with California Welfare and Institutions Code (WIC), Section 15600 et seq. and shall report all known or suspected instances of physical abuse of elders and dependent adults either to an appropriate County adult protective services agency or to a local law enforcement agency, as mandated by these code sections. The Contractor staff working on this Master Agreement shall make the report on such abuse, and shall submit all required information, in accordance with the WIC Sections 15630, 15633 and 15633.5.

**3.17.3** Contractor staff working on this Master Agreement and subsequent Service Requisition(s) shall also immediately report all suspected or actual welfare fraud situations to the County.

### **3.18 Jury Service Program**

The prospective Master Agreement is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Proposers should carefully read the Jury Service Ordinance, Appendix F, and the pertinent jury service provisions of the Appendix D – Sample Master Agreement, Sub-paragraph 8.7, both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both contractors and their subcontractors. SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

**3.18.1** The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

**3.18.2** There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than \$500,000, and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

**3.18.3** If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Contractor Employee Jury Service Program Certification Form and Application for Exception, as set forth in Appendix C, SOQ Application, Exhibit 12, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

### **3.19 Notification to County of Pending Acquisitions/Mergers by Proposing Company**

The Proposer shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Proposer on Appendix C, SOQ Application, Exhibit 1, Proposer's Organization Questionnaire/Affidavit. Failure of the Proposer to provide this information may eliminate its SOQ from any further consideration.

### **3.20 Social Enterprise (SE) Preference Program**

**3.20.1** In reviewing Request for Service Bids, the County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:

- 1) A business that qualifies as a SE and has been in operation for at least one year (1) providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and**
- 2) A business certified by the Department of Consumer and Business Affairs (DCBA) as a SE.**

**3.20.2** The DCBA shall certify that a SE meets the criteria set forth in Section 3.20.1.

**3.20.3** Certified SEs may only request the preference in each of their Request for Service Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Request for Service Order Bid response and submit a letter of certification from the DCBA with their bid.

**3.20.4** Further information on SEs is also available on the DCBA's website at: <http://dcba.lacounty.gov>.

### **3.21 Proposer's Charitable Contributions Compliance**

**3.21.1** California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Proposers should carefully read the Background and Resources: California Charities Regulations, Appendix J. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

**3.21.2** All Proposers must determine if they receive or raise charitable contributions, which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, as set forth in Appendix C, SOW Application, Exhibit 13. A completed Charitable Contributions Certification is a required part of any agreement with the County.

**3.21.3** In Exhibit 13, Charitable Contributions Certification, Proposers certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,
- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

**3.21.4** Proposers that do not complete Exhibit 13 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

**3.22 Proposer's Adherence to County's Defaulted Property Tax Reduction Program**

**3.22.1** The Master Agreement is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Proposers should carefully read the Defaulted Tax Program Ordinance, Appendix K, and the pertinent provisions of the Sample Master Agreement, Appendix D, Sub-paragraph 8.50 and 8.51, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

**3.22.2** Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing the Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Appendix C, SOQ Application, Exhibit 14. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of

debarment proceedings against the non-compliant Contractor (Los Angeles County Code, Chapter 2.202).

- 3.22.3** Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

### **3.23 County Policy on Doing Business with Small Business**

- 3.23.1** The County has multiple programs that address small businesses. The Board encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- 3.23.2** The Local Small Business Enterprise (LSBE) Preference Program requires the Company to complete a certification process; however, the LSBE Preference is not applicable.
- 3.23.3** The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in Subsection 3.18.
- 3.23.4** The County also has a Policy on Doing Business with Small Business that is stated in Appendix L.

### **3.24 Disabled Veteran Business Enterprise (DVBE) Preference Program**

- 3.24.1** In reviewing Request for Service Bids, the County will give 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.

**A DVBE vendor is defined as:**

- 1) A business which is certified by the State of California as a DVBE; or**
- 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.**
- 3) A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.**

**3.24.2** The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA's inclusion policy that meets the criteria set forth by the agencies in Section 3.24.1, 1 or 2 above.

**3.24.3** Certified DVBEs may only request the preference in each of their Request for Service Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Request for Service Bid response and submit a letter of certification from the DCBA with their bid.

**3.24.4** Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.dgs.ca.gov/pd/Home.aspx>

**3.24.5** Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov/>

### **3.25 Time Off for Voting**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 (ten) days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

### **3.26 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking**

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits Proposers engaged in human trafficking from receiving contract awards or performing services under a County contract.

**Proposers are required to complete Exhibit 15 (Proposer's Acknowledgement of Compliance with County's Zero Tolerance Policy on Human Trafficking Certification) in Appendix C (Required Exhibits), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision. Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.**

## **4.0 INSTRUCTIONS TO PROPOSERS**

This Section contains key project dates and activities as well as instructions to Proposers on how to prepare and submit their Statement of Qualifications (SOQ).

### **4.1 County Responsibility**

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

### **4.2 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

### **4.3 RFSQ Timetable**

**The timetable for this RFSQ is as follows:**

**In order to be eligible for Service Requisition(s) for Calendar Year 2018, SOQs must be received by April 19, 2017 at 5:00 p.m., local time.**

SOQs will be accepted after the due date. SOQs submitted after the due date will be reviewed solely at the County's discretion for future consideration.

### **4.4 Proposers' Questions**

**Proposers may submit written questions regarding this RFSQ by e-mail to the individual identified below.**

When submitting questions please specify the RFSQ section number, paragraph number and page number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.



Questions should be sent to:

**Lisa Aubrey, Administrative Services Manager I**  
Department of Public Social Services  
**e-mail address: [LisaAubrey@dpss.lacounty.gov](mailto:LisaAubrey@dpss.lacounty.gov)**

#### **4.5 Intentionally Omitted**

#### **4.6 Solicitation Requirements Review**

A person or entity may seek a Solicitation Requirements Review by submitting Appendix E – Transmittal Form to Request a Solicitation Requirements Review to DPSS as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the RFSQ;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a SOQ;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
  - a. application of the minimum requirements, review criteria and/or business requirements unfairly disadvantage the Proposer; or,
  - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from the Proposers.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the Proposer, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Review shall be submitted to:

**Aileen Nuñez-Castillo, Administrative Services Manager III**  
**Department of Public Social Services**  
**Contract Management Division**  
12900 Crossroads Pkwy. South, 2<sup>nd</sup> Floor  
City of Industry, CA 91746

## **4.7 Preparation and Format of the SOQ**

All SOQs must be typewritten using Century Gothic, size 11 font on 8 ½ x 11” white paper, double-sided with 1 inch margins, and submitted in a three-ring binder using the forms and format prescribed below. Note that no erasures are permitted. Mistakes shall be crossed out and corrections typed, dated, and initialed. Any SOQ that deviates from this format may be rejected without review at the County’s sole discretion.

The content and sequence of the SOQ must be as follows:

Part I – Core Service Category, Sub-Service, and Supervisorial District Specific Requirements:

- SOQ Checklist (See Appendix C)
- Exhibits 1-6 (See Appendix C)
- Attachments 1-3 (See Subsection 4.7.1 C herein)

Part II – General Requirements:

- Exhibits 7-**15**
- Attachments 4-10

### **4.7.1 Part I- Core Service Category, Sub-Service, and Supervisorial District Specific Requirements**

Proposers shall complete and submit the SOQ Checklist, Exhibits 1 through 6 and Attachments 1 through 3 for each Core Service Category, and Supervisorial District for which they are proposing to qualify.

#### **A. SOQ Checklist**

The SOQ Checklist is a comprehensive listing of material to be included in the SOQ. It will also serve as the Table of Contents for your SOQ. After compiling all of the Exhibits and Attachments in order, number each page of the SOQ and indicate the page numbers for each Exhibit and Attachment on the Checklist.

#### **B. Exhibits 1-6**

Proposers are to complete Exhibits 1 through 6 and include them in the SOQ for each Core Service Category and Supervisorial District where they are proposing to pre-qualify. For example, if a Proposer wants to qualify to provide Senior Services in District 1 and District 5, Proposer shall submit two separate SOQs. Similarly, if a Proposer wants to qualify to provide Legal Services and Employment Services in District 2, Proposer shall submit two separate SOQs.

These required forms (Exhibit 1-6) are included in Appendix C. You may use additional pages, if necessary. If additional pages are included, please label each page with the Proposer's name, the Exhibit number and the question or item(s) number(s) discussed. The information provided in the Exhibits, together with the Attachments, should demonstrate that the Proposer meets the minimum qualifications to perform the services in the Core Service Category and in the designated Supervisorial District. For Proposers submitting SOQs under the following Core Service Categories the information provided in the Exhibits 1-6 and Attachments 1-3 should also demonstrate that Proposer meets the Category-Specific minimum requirements:

1. Employment Partnerships
2. Employment Support
- 3. Intentionally Omitted**
4. Legal Services
5. Domestic Violence

The following Exhibits must be included:

Exhibit 1- Proposer's Organization Questionnaire/Affidavit **and CBE Information**

Exhibit 2- Description of Proposer's Current Operations

- Geographic region/community served;
- Demographic description of the service population (clientele, economic status, ethnicity, languages spoken, special circumstances and/or barriers and challenges faced by service population);
- Description of the agency's mission;
- Description of the services currently provided by agency;
- Experience of the agency and/or key staff providing services in the selected Core Service Category; and
- Experience of the Agency and/or key staff working with low-income families and individuals.

Exhibit 3- Description of agency's plan to provide Core Services

- Identifying selected Core Service Category & proposed Supervisorial District where services will be provided

- Description of specific Core Services and Sub-Services if applicable, to be provided and plan to meet the measurable outcome(s)
- Key staff
- Use of volunteers
- Identifying & outreaching to low-income families and individuals
- Record keeping
- Oversight & Quality Assurance
- Estimated number of persons to be assisted within a twelve-month period
- Performance Measures
- Define the unit of service
- Provide per unit cost/price

Exhibit 4- Proposers References<sup>1</sup> - Proposer shall provide up to 10 references, but no less than 5. References should be from Organizations familiar with the operations of the agency. One reference shall be from a public agency. More weight shall be given to references where the same or similar scope of services was provided. A photocopy of this form may be used if necessary.

Exhibit 5- Proposers List of Contracts<sup>1</sup> – The listing must include all contracts involving the Proposer's selected Core Service for the last five (5) years. A photocopy of this form may be used if necessary.

Exhibit 6- Proposers Contractor's List of Terminated Contracts – Listing must include contracts terminated within the past 10 years with a reason for termination.

<sup>1</sup> It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. The same references may be listed on both forms – Exhibits 4 and 5. County may disqualify a Proposer if (a) references fail to substantiate Proposer's description of the services provided; (b) references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or (c) the Department is unable to reach the point of contact with reasonable effort during normal working hours. It is the Proposer's responsibility to inform the point of contact for all references and contracts that they may be contacted by County to obtain reference information.

### **C. Attachments 1-3**

Proposers must include the following documentation as Attachments 1 through 3 to the SOQ as follows:

Attachment 1 Copy of the minutes of the Organization's governing body (e.g.; Board of Directors) meeting or resolution, granting authority to submit the SOQ specifying the Core Service Category(s), Supervisorial District(s), and to execute the Master Agreement, to the person signing.

Attachment 2 Proof of Insurance or Insurability. A copy of Insurance Certificates showing that agency currently has the required coverage is necessary upon award of contract. See Sample Master Agreement, Appendix D, for Insurance Coverage requirements. Insurance coverage requirements may differ depending on the Core Service Category and/or specific service.

If a Proposer does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the contract be selected, may be submitted with the SOQ.

Attachment 3 List of all licenses held by the Proposer required to provide the Core Services (e.g. accreditations, certifications, business license). Proposer must furnish a copy of all applicable licenses.

### **4.7.2 Part II – General Requirements**

Proposers shall complete and submit Exhibits 7 through **15** and Attachments 4 through 10 as Part II. Part II shall be submitted only once per agency. The original and two copies of Part II are to be submitted per agency.

#### **A. Exhibits 7-15**

Proposers are to complete Exhibits 7 through **15** and include them in a separate 3 ring binder. These forms are included in Appendix C. You may use additional pages, if necessary. If additional pages are included, please label each page with the Proposer's name, the Exhibit number and the question or item(s) number(s) discussed. The following Exhibits must be included in Part II:

- Exhibit 7- Signature Page of Master Agreement
- Exhibit 8- Certification of No Conflict of Interest
- Exhibit 9- EEO Certification
- Exhibit 10- Familiarity With County Lobbyist Ordinance
- Exhibit 11- Attestation of Willingness to Consider GAIN/GROW Participants.
- Exhibit 12- L.A. County Contractor Employee Jury Service Program– Certification Form & Application for Exception
- Exhibit 13- Charitable Contribution Certification
- Exhibit 14- Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 15 Zero Tolerance Policy on Human Trafficking Policy Certification**

#### **B. Attachments 4-10**

**Non-Profit** Proposers must include the following documentation as Attachments 4 through 10 to Part II of the SOQ as follows.  
**Public Entity Proposers must include Attachments 8 and 10. The attachments are the following:**

- Attachment 4 Articles of Incorporation as filed with the California Secretary of State (or State of Incorporation). The document may be a photocopy, but shall be a photocopy of the certified articles.
- Attachment 5 Certificate of Good Standing with State of California or State of Incorporation.
- Attachment 6 Most recent Statement of Domestic (or foreign) Stock Corporation as filed with the California Secretary of State. If most recent statement does not include all officers, Organization must also include the most recent Statement that includes those officers.
- Attachment 7 A copy of the IRS Letter granting tax exempt status to the Organization.

Attachment 8 Copies of the company's three most current fiscal years (for example 2011, 2010, and 2009) 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. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. 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. Failure to meet this requirement will, at minimum, result in minimal evaluation points, and may, at County discretion, result in determination of non-responsiveness.

Attachment 9 Copy of most recent filing under Registry of Charitable Trusts.

Attachment 10 Pending Litigation & Judgments. Identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

#### **4.8 SOQ Submission**

The original SOQ and two numbered copies shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Contractor and bear the words:

**“SOQ FOR COMMUNITY SERVICES BLOCK GRANT”**

Proposers desiring to qualify for more than one Core Service Category in one Supervisorial District must submit **a separate SOQ, Part I** for each Core Service Category and each Supervisorial District. Please clearly indicate the selected Core Service Category, Sub-Service(s), and Supervisorial District(s). Proposers need to submit Part II only once per Proposer.

The SOQ and any related information shall be delivered or mailed to:

Department of Public Social Services  
Contract Management Division  
12900 Crossroads Pkwy., 2<sup>nd</sup> Floor  
City of Industry, CA 91746

**Attention: Lisa Aubrey, Administrative Services Manager I**

**Submission Deadline is April 19, 2017, 5:00 p.m., local time in order to be considered for Calendar Year 2018 funding.**

**It is the sole responsibility of the Proposer to ensure that its SOQ is received before the submission deadline identified in Sub-paragraph 4.3. Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

**SOQs may be accepted after the deadline for future consideration, if funding is available.**

#### **4.9 Acceptance of Terms and Conditions of Agreement**

By signing the Execution Page of the Master Agreement, the Proposer understands and agrees that submission of the SOQ and the signed signature page of the Master Agreement constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix D, Sample Master Agreement.

#### **4.10 SOQ Withdrawals**

The Proposer may withdraw its SOQ at any time, upon written request for same to:

Department of Public Social Services  
Contract Management Division  
12900 Crossroads Pkwy., 2<sup>nd</sup> Floor  
City of Industry, CA 91746

**Attn: Lisa Aubrey, Administrative Services Manager I**

### **5.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS**

#### **5.1 Review Process**

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

##### **5.1.1 Adherence to Minimum Qualifications**

The SOQ will be reviewed to determine whether the Proposer meets the minimum qualifications specified in Section 1.4.



Agencies, whose SOQ fails to meet the minimum qualifications will be disqualified and will receive notification from DPSS. The notice shall identify which of the qualifications the agency failed to meet. DPSS reserves the right to seek clarification from agencies submitting the SOQ.

In addition to the factors listed above, the review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts. This review may result in the disqualification of a Proposer's SOQ. Additionally, a review of terminated contracts will be conducted, which may result in a Master Agreement not being awarded.

### **5.1.2 Proposers' Qualifications for Core Service Categories**

County will also review and evaluate Proposers based on the following factors:

1. The Proposer's references, contracts, current operations, reflect experience and capacity to provide services in the chosen Core Service Category.
2. The Proposer's plan to provide specified services within the Core Service Category demonstrates an appropriate and achievable plan to meet the stated measurable outcomes.
3. The Proposer's references, contracts, current operations reflect presence in the selected Supervisorial District.
4. The Proposer demonstrates that it meets the Category-Specific minimum qualifications.

## **5.2 Disqualification Review**

An SOQ may be disqualified from consideration because the County determined it was non-responsive at any time during the review/evaluation process. If the County determines that an SOQ is disqualified due to non-responsiveness, the County shall notify the Proposer in writing.

Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- A. The person or entity requesting a Disqualification Review is a Proposer;

- B. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and,
- C. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the Department's determination shall be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

### **5.3 Master Agreement Award**

Proposers that are notified by the Department that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the Department's satisfaction can a Proposer, which is otherwise deemed qualified, be considered for recommendation of a Master Agreement. All Proposers will be informed of the final selections.

## **APPENDIX A**

### **STATEMENT OF WORK**

#### **PREAMBLE**

- 1.0 SCOPE OF WORK**
- 2.0 CORE SERVICE CATEGORIES AND SUB-SERVICES**
- 3.0 LOS ANGELES COUNTY COMMUNITY ACTION AGENCY SERVICE AREA**
- 4.0 CSBG CLIENT ELIGIBILITY REQUIREMENTS**
- 5.0 QUALITY CONTROL AND QUALITY ASSURANCE**
- 6.0 PERSONNEL**
- 7.0 COUNTY FURNISHED ITEMS**
- 8.0 RECORD KEEPING**
- 9.0 CIVIL RIGHTS**
- 10.0 OUTCOME MEASURES**

## PREAMBLE

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan Mission, Values, Goals and performance outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: 1) Accountability; 2) A Can-Do-Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity; and 9) Responsiveness.

These shared values are encompassed in the County Strategic Plan's Goal 3) Integrated Service Delivery – maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services. This requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

## STATEMENT OF WORK

### 1.0 SCOPE OF WORK

- 1.1 The RFSQ will be used to pre-qualify community based organizations to provide services under each of the Core Service Categories. Proposers will pre-qualify to provide the services in specified Supervisorial Districts, by submitting a Statement of Qualifications (SOQ).

Proposers may submit SOQs to be prequalified on an ongoing basis. However, in order to be considered for Calendar Year **2018** funding, agencies shall submit SOQ(s) no later than due date indicated in RFSQ.

- 1.2 The Core Service Categories are:

A) Employment Partnership- Contractor will partner with one or more employers to place low-income individuals into jobs. In order to qualify, agencies must have a written commitment from an employer to employ a specified number of participants.

B) Employment and Employment Support Services- Contractor will provide employment services (such as resume writing, interview skills, job search, overcoming barriers to employment, and job placement), and job training or employment support services (such as professional clothing, transportation or child care assistance). There are 3 Sub-Services, Employment, Job Training and Remove Barriers to Employment.

#### **C) Intentionally Omitted**

D) Services for Seniors and Disabled Adults- Contractor will provide one or more Sub-Services which assist adults over the age of 55 or adults with disabilities to maintain independent living. There are 9 Sub-Services. Examples of Sub-Services include:

- Home-delivered or congregate meals
- Recreational, social, physical exercise, support groups
- Transportation or transportation assistance
- Legal Services
- In-Home assistance such as cleaning and home maintenance
- Respite Care
- Kinship Caregivers

E) Emergency Services- Contractor will provide assistance with food, housing or related emergency needs to low-income persons. There are 8 Sub-Services. Examples include:

- Food banks or meals
- Rent/mortgage assistance
- Temporary or transitional shelter
- Emergency transportation
- Utility payments
- Clothing
- Urgent or unmet needed medical/dental/mental health, crisis intervention, and substance abuse treatment

F) Legal Services- Contractor will provide legal assistance including family protection from domestic violence, restraining orders, child support, custody and visitation, eviction, immigration services, and kinship-related legal assistance.

G) Domestic Violence- Contractors will provide domestic violence prevention, intervention, remediation, and/or emergency protection from violence.

H) Child and Family Development (Youth)- Contractor will provide one or more Sub-Services that improve health and physical development, social and emotional development, increase school readiness, and academic achievement. There are 13 Sub-Services. Examples of Sub-Services include:

- Immunizations for infants and children
- Pre-school activities
- Mentoring programs for at-risk youth
- Prevention of risk-taking behaviors (drug abuse, teen pregnancy)
- Enrichment programs for school-aged youth
- Summer Youth programs
- Parenting workshops to improve family functioning
- Services to support kinship families

More specific information on the Core Services and Sub-Services is provided below in Section 2.0.

### **1.3 Sub-Services**

Four Core Service Categories have Sub-Services. They are Employment Support, Senior and Disabled Adults, Emergency Services, and Child and Family Development. Proposers wishing to qualify under one of these Core Service Categories must also designate which Sub-Service(s) they propose to provide. Proposers may designate one or more Sub-Services in the same Core Service Category. In addition, Proposers must describe their experience with the Sub-Service(s) and their plan to provide the Sub-Service in the SOQ.

### **1.4 The pre-qualified agencies will be recommended for award of a Master Agreement. The Master Agreement does not guarantee any work will be**

authorized. Services will be requested and funded through the Request for Services (RFS) process. See Appendix B, Request for Service Process. The County will determine which Core Service Categories and Sub-Services are to be funded in the 5 Supervisorial Districts for the year. DPSS will identify the Master Agreement Agencies that are qualified to provide services in the Core Service Category and Sub-Services in the Districts. DPSS will then send a Request for Services (RFS) to such Master Agreement Agencies. The RFS will include a Statement of Work (SOW) under a particular Core Service Category and if applicable, Sub-Service. The SOW will describe the requested service in detail, including the scope, required skills, funding availability and reporting requirements. Agencies will usually be given two to three weeks after the issue date of the RFS to submit proposals.

DPSS will evaluate and score the proposals based on factors that may include:

- Work plan quality
- Specific and Measurable outcomes
- Experience of personnel and the agency
- Program cost and budget

DPSS will issue a Service Requisition for the Master Agreement agencies that are selected to provide services for the year, setting the annual contract amount, and the number of persons to be served.

## **2.0 CORE SERVICE CATEGORIES AND SUB-SERVICES**

CSBG is a federally funded national program. The CSBG program rules contain defined goals, called National Performance Indicators (NPI). CSBG Program rules define the services that may be provided and the measurable outcomes which are reported by DPSS to the State.

The following includes specific information pertaining to each of the Core Service Categories.

## 2.1 EMPLOYMENT PARTNERSHIP

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
<b>NPI 1.1</b> Employment: Low-Income People Become More Self Sufficient	Contractor provides all of the following: 1.1 Obtain written commitment from one or more employers to employ a specified number of qualified low-income individuals referred by Contractor (Partnership Employers). 1.2 Screen and pre-qualify low-income individuals for placement with Partnership Employers. 1.3 Refer low-income individuals to Partnership Employers for job placement. 1.4 Provide support and guidance to placed employees for job retention. 1.5 Act as coordinator or liaison with employee and employer.	1.1.a Unemployed and obtained job. b Individual retains employment for at least 90 days. c Individuals or families obtain an increase in employment income and/or benefits. d Individuals achieve a “living wage” employment and benefits.

### Employment Partnership Minimum Requirements:

- Must provide written commitment from one or more employers to employ a specified number of low-income individuals referred by agency.



## 2.2 EMPLOYMENT AND EMPLOYMENT SUPPORT SERVICES

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
<b>NPI 1.1</b> Employment: Low-Income People Become More Self Sufficient	Sub-Service- Employment (1.1): Contractor provides all of the following services: 1.1.1 Assistance to low-income individuals without a history of employment to enter the workforce by providing workshops such as resume writing, job interviewing skills, soft employment skills, and job readiness 1.1.2 Support to individuals with a history of employment to re-enter the workforce 1.1.3 Individual guidance, assess employment barriers, and develop employment plans 1.1.4 Job search activities 1.1.5 Job placement services	1.1.a Unemployed and obtained job. b Individual retains employment for at least 90 days. c Individuals or families obtain an increase in employment income and/or benefits. d Individuals achieve a “living wage” employment and benefits.
<b>NPI 1.2.1</b> Job Training	Sub-Service- Job Training (1.2.1): 1.2.1 Contractor provides skill training that prepares people for jobs and leads to employment.	1.2.1 Participants obtain skills/competences required for employment.
<b>NPI 1.2.2</b> Employment Support: Barriers to initial or continuous employment are reduced or eliminated	Sub-Service- Remove Barriers to Employment (1.2.2): 1.2.2.1 Contractor assists individuals to obtain access to reliable transportation and/or driver's license. Contractor will partner with agencies that provide employment services to low-income individuals and families. 1.2.2.2 Contractor provides individuals with professional clothing. Contractor will partner with agencies that provide employment services to low-income individuals and families. 1.2.2.3 Contractor assists individuals to obtain childcare. Contractor will partner with agencies that provide employment services to low-income individuals and families.	1.2.2 Participants obtain services to support employment.

### Employment Support Additional Minimum Requirements:

- Agency must have documented partnerships and/or existing working relationships with other agencies that provide employment and/or job training services.

Sub-Services are Employment (1.1), Job Training (1.2.1), and Remove Barriers to Employment (1.2.2). Proposers shall indicate one or more Sub-Services in Exhibit 3 of the SOQ. Proposers are to describe their plan for providing the Sub-Service(s).

## 2.3 Intentionally Omitted

## 2.4 SERVICES FOR SENIORS AND DISABLED ADULTS

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
<b>NPI 6.1:</b> Low Income Seniors and Disabled Individuals can live Independently	6.1.1 Contractor provides assistance for home delivered (meals on wheels) or congregate meals	6.1 Senior citizens (55 and over) or adults with disabilities will maintain an independent living situation outside of an assisted care facility/institution or nursing home facility.
	6.1.2 Contractor provides recreational or social activities, physical exercise, support groups	
	6.1.3 Contractor provides transportation and/or assistance for transportation services including van or bus services	
	6.1.4 Contractor provides legal services, governmental benefits assistance, and counseling regarding health care directives, disability, other legal issues affecting older adults, disabled adults, caregivers, and kinship caregivers.	
	6.1.5 Contractor provides assistance for home management assistance, including cleaning and property maintenance services	
	6.1.6 Contractor provides rent or mortgage assistance	
	6.1.7 Contractor provides respite care	
	6.1.8 Contractor provides case management services	

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
	6.1.9 Other Service- Contractor must describe the service and explain how the service will assist older adults, disabled adults to maintain an independent living situation outside of an assisted care facility, institution, or nursing home facility	
	6.1.10 Contractor provides services that support kinship caregivers.	

Sub-Services are 6.1.1 through 6.1.10. Proposers shall indicate one or more Sub-Services in Exhibit 3 of the SOQ. Proposers are to describe their plan for providing the Sub-Service(s).

## 2.5 EMERGENCY SERVICES

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
<b>NPI 6.2</b> Emergency Services Will be Available for Low-Income Individuals and Families (Food, Housing, and related emergency needs)	6.2.1 Contractor provides emergency food distribution, which may include pantries, soup kitchens, food cupboards, meals.	6.2 The number of low-income individuals served who sought and received emergency assistance.
	6.2.2 Contractor provides rent or mortgage assistance.	
	6.2.3 Contractor provides emergency temporary shelter.	
	6.2.4 Contractor provides transitional shelter.	
	6.2.5 Contractor provides emergency transportation.	
	6.2.6 Contractor provides emergency clothing.	
	6.2.7 Contractor provides emergency utility payments.	
	6.2.8 Contractor provides assistance for urgent and/or unmet needed medical care including dental care, mental health, drug abuse treatment or crisis intervention.	

Sub-Services are 6.2.1 through 6.2.8. Proposers shall indicate one or more Sub-Services in Exhibit 3 of the SOQ. Proposers are to describe their plan for providing the Sub-Service(s).

## 2.6 LEGAL SERVICES

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
<b>NPI 6.2</b> Emergency Services Will be Available for Low-Income Individuals and Families	6.2.9 Contractor provides legal assistance including family protection from domestic or other forms of violence, restraining orders, child support orders, custody and visitation orders, immigration services, eviction services, and kinship-related legal assistance.	6.2.9 The number of low-income individuals who sought and received emergency legal assistance.

### Legal Services Minimum Requirements:

- Proposer must have attorneys licensed to practice in California.

## 2.7 DOMESTIC VIOLENCE

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
<b>NPI 6.2</b> Emergency Services Will be Available for Low-Income Individuals and Families	6.2.10.1 Contractor provides emergency protection from violence. 6.2.10.2 Contractor provides domestic violence prevention, intervention, and/or remediation programs	6.2.10 Individuals/families receive immediate safety from domestic violence.

### Domestic Violence Minimum Requirements:

- Proposer shall have Domestic Violence Counselors who have at least 40 hours of domestic violence training; and
- Proposer shall have at least one (1) Domestic Violence Counselor with a minimum of one (1) year experience counseling victims of domestic violence.

## 2.8 CHILD AND FAMILY DEVELOPMENT SERVICES

Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
<b>NPI 6.3</b> Child & Family Development: Low-Income People Achieve Their Potential by Strengthening Family Health, Education, and Support Systems (Youth)	6.3.1.1 Contractor provides age appropriate immunizations, medical, and dental care to infants, children, and/or youth.	6.3.1.a Infants and children obtain age appropriate immunization, medical and dental care  b Youth improve health and physical development
	6.3.1.2 Children and/or youth will be provided with food and nutrition assistance programs	
	6.3.2 Contractor provides pre-school activities to develop school readiness skills	6.3.2 Children participate in pre-school activities to develop school readiness skills
	6.3.4.1 Contractor provides mentoring programs for at-risk youth	6.3.4 Youth improve social/emotional development
	6.3.4.2 Contractor provides counseling and peer support group activities for youth	
	6.3.4.3 Contractor provides family counseling for youth and parents	
	6.3.5.1 Contractor provides substance abuse prevention programs for youth	6.3.5 Youth avoid risk taking behavior
	6.3.5.2 Contractor provides teen pregnancy and STD prevention programs for youth	
	6.3.6.1 Contractor shall provide recreational or enrichment programs to school-aged youth	6.3.6 Youth increases academic, athletic, or social skills for school success
	6.3.6.2 Contractor provides summer youth programs for school-aged youth	
	6.3.6.3 Contractor provides before or after-school programs.	



Goals (National Performance Indicator)	Services Provided	Measurable Outcomes
	6.3.7 Contractor provides parenting skills enhancement programs for parents and other adults, including kinship caregivers	6.3.7 Parents and other adults learn and exhibit improved parenting skills
	6.3.8 Contractor provides family functioning skills enhancement programs, including but not limit to communications, conflict resolution, supportive relationship building, including kinship families	6.3.8 Parents and other adults learn and exhibit improved family functioning skills
	6.3.9 Contractor provides other services needed to support kinship families.	

Sub-Services are listed under 6.3.1 through 6.3.9. Proposers shall indicate one or more Sub-Services in Exhibit 3 of the SOQ. Proposers are to describe their plan for providing the Sub-Service(s).

### 3.0 LOS ANGELES COUNTY COMMUNITY ACTION AGENCY SERVICE AREA

- 3.1 The Los Angeles County Community Action Agency (CAA) includes the following cities:

Cities	Cities
Agoura Hills	La Verne
Alhambra	Lakewood
Artesia	Lancaster
Avalon	Lawndale
Azusa	Lomita
Baldwin Park	Lynwood
Bell	Malibu
Bellflower	Manhattan Beach
Bell Gardens	Maywood
Beverly Hills	Montebello
Bradbury	Monterey Park
Burbank	Norwalk
Calabasas	Palmdale
Carson	Palos Verdes Estates
Cerritos	Paramount
Claremont	Pico Rivera
Commerce	Pomona
Compton	Rancho Palos Verdes
Covina	Redondo Beach
Cudahy	Rolling Hills
Culver City	Rolling Hills Estates
Diamond Bar	Rosemead
Downey	San Dimas
El Monte	San Fernando
El Segundo	San Gabriel
Gardena	San Marino
Glendora, <b>Glendale</b>	Santa Clarita
Hawaiian Gardens	Santa Fe Springs
Hawthorne	Santa Monica
Hermosa Beach	Signal Hill
Hawthorne	South El Monte
Hermosa Beach	South Gate
Hidden Hills	Temple City
Huntington Park	Torrance
Industry	Vernon
Inglewood	Walnut
Irwindale	West Covina
La Cañada Flintridge	West Hollywood
La Habra Heights	Westlake Village
La Mirada	Whittier
La Puente	

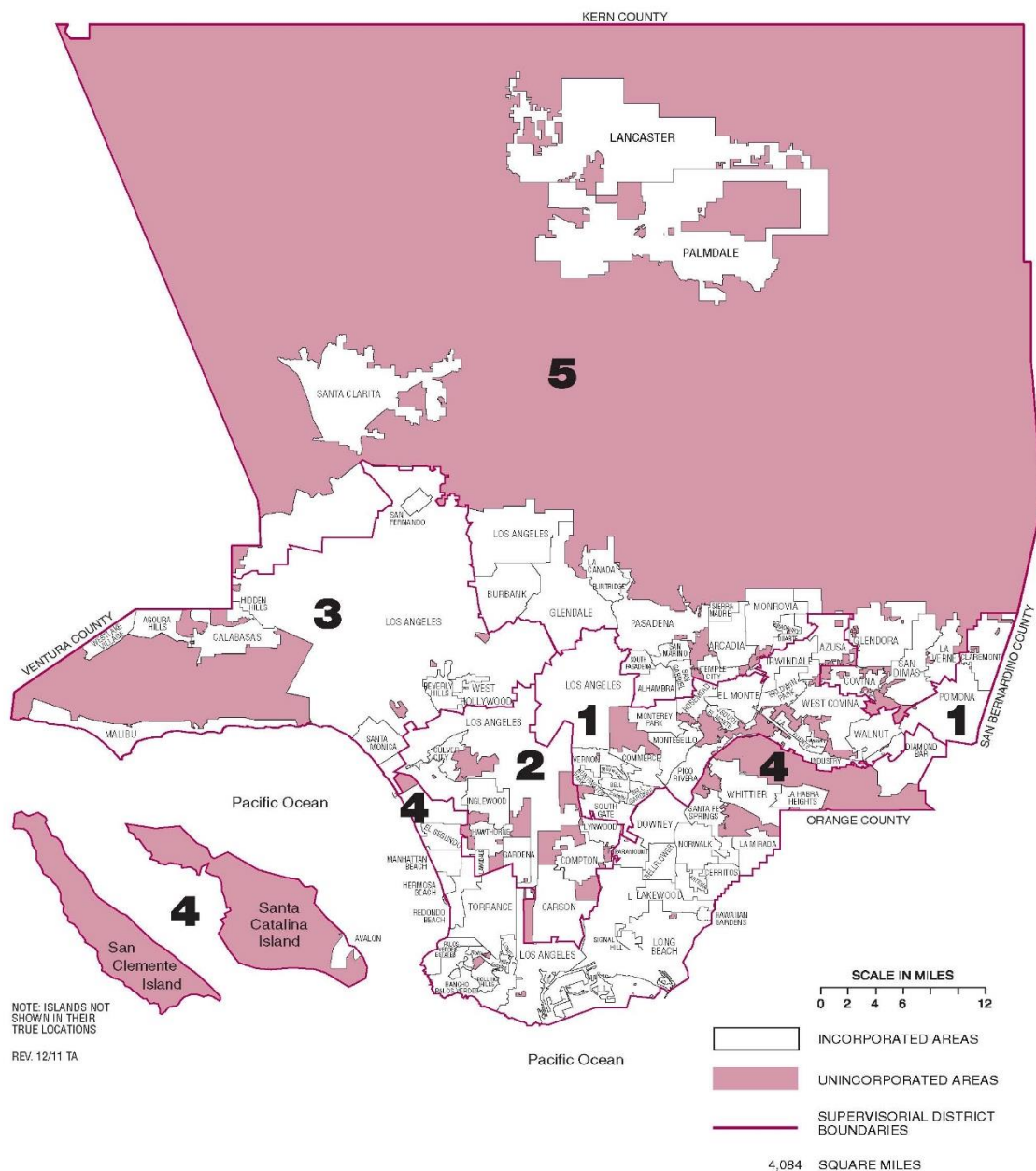
Source: California Department of Finance, January 2010

**3.2** The Los Angeles County CAA Service Area also includes all of the unincorporated area of Los Angeles County except the unincorporated area known as Altadena and the Monrovia/Arcadia/Duarte islands. The following chart lists the unincorporated areas included in the Los Angeles County CAA:

**Unincorporated Areas  
within the County of Los Angeles**

Unincorp. Area	Supervisory District	Unincorp. Area	Supervisory District	Unincorp. Area	Supervisory District
Acton	5	La Rambla	4	Rowland Heights	1, 4
Agoura	3	Ladera Heights	2	San Clemente Island	4
Agua Dulce	5	Lake Hughes	5	San Pasqual	5
Alpine	5	Lake Los Angeles	5	Santa Catalina Island	4
		Lakeview	5	Saugus	5
Antelope Acres	5	Lang	5	Soledad	5
Athens (or West Athens)	2	Lennox	2	South San Gabriel	1
Avocado Heights	1	Leona Valley	5	South San Jose Hills	1
Baldwin Hills	2	Littlerock	5	South Whittier	1, 4
Bandini (islands)	1	Llano	5	Stevenson Ranch	5
Bassett	1	Long Beach (islands)	4	Sulphur Springs	5
Big Pines	5	Longview	5	Sun Village	5
Bouquet Canyon	5	Los Cerritos Wetlands	4	Sunland/Sylmar/Tujunga	
Calabasas (adjacent)	3	Los Nietos	1, 4	(adjacent)	5
Calabasas Highlands	3	Malibu Vista	3	Sunshine Acres	1
Canyon Country	5	Marina del Rey	2, 4	Three Points	5
Castaic	5	Mint Canyon	5	Topanga Canyon	3
Castaic Junction	5			Fernwood	
Charter Oak (islands)	5			Glenview	
Citrus (Covina islands)	1, 5	Monte Nido	3	Sylvia Park	
Crystallaire	5	Montrose	5	Topanga	
Deer Lake Highlands	5	Mulholland Corridor	3	Twin Lakes	5
Del Aire	2	Cornell		Universal City	3
Del Sur	5	Las Virgenes/Malibu		Val Verde	5
East Azusa (islands)	1, 5	Canyon		Valencia	5
East Rancho Dominguez	2	Malibu Lake		Valinda	1
East Los Angeles	1	Malibu Bowl		Valyermo	5
Belvedere Gardens		Malibu Highlands		Vasquez Rocks	5
City Terrace		Malibu/Sycamore		Veterans Administration	
Eastmont		Canyon		Center	3
East Pasadena	5	Monte Nido		View Park	2
East San Gabriel	5	Seminole Hot Springs		Walnut Park	1
East Whittier	4	Sunset Mesa		West Arcadia (islands)	5
El Camino Village	2	Trifun Canyon		West Carson	2, 4
El Dorado	5	Neenach	5	West Chatsworth	3, 5
Elizabeth Lake	5	Newhall	5	West Pomona (islands)	5
Fairmont	5	North Claremont (islands)		West Puente Valley	1
Firestone	1, 2		1, 5	West Rancho Dominguez/	
Florence	1, 2	Northeast San Dimas		Victoria	2
Forrest Park	5	(islands)	5	West Whittier	1, 4
Franklin Canyon	3	Northeast Whittier (island)		Westfield	4
Glendora (islands)	5		4	Westmont	2
Gorman	5	Northwest Whittier	4	White Fence Farms	5
Graham	1, 2	Norwalk/Cerritos (islands)	4	Whittier Narrows	1
Green Valley	5	Oat Mountain	5	Willowbrook	2
Hacienda Heights	1, 4	Pearblossom	5	Wilsona Gardens	5
Hi Vista	5	Placerita Canyon	5	Windsor Hills	2
Juniper Hills	5	Quartz Hill	5	Wiseburn	2
Kagel Canyon	5	Rancho Dominguez	2	Wrightwood	5
Kinneola Mesa	5	Redman	5		
La Crescenta	5	Roosevelt	5		

The following map shows the unincorporated portions of Los Angeles County:



### 3.3 The Los Angeles County CAA Service Area does not include the following cities:

- City of Los Angeles
- Long Beach
- Pasadena
- South Pasadena
- Arcadia
- Duarte
- Sierra Madre
- Monrovia
- The unincorporated area of Altadena

In order to be eligible for CSBG services funded by the Los Angeles County CAA, clients must live in the Los Angeles County CAA Service area.

#### 4.0 CSBG CLIENT ELIGIBILITY REQUIREMENTS

4.1 In order to be eligible for services, clients must meet the following requirements:

**4.1.1 Income: Applicants/households that do not receive CalWORKs must be at or below 100% of the United States Department of Health and Human Services income poverty guidelines.**

**Applicants/households that receive CalWORKs, but do not exceed 125% of the Federal Poverty Level (FPL) may also be eligible for CSBG funded services. Please refer to the Calendar Year 2017 income limits in the table below.**

**2017 CSBG Federal Poverty Level (FPL) Guidelines**

<b>Size of Family Unit or Number in Household</b>	<b>Monthly Income Limit at 100% FPL</b>	<b>Annual Income Limit at 100% FPL</b>	<b>CalWORKs Individual(s) Monthly Income Limit at 125% FPL</b>	<b>CalWORKs Individual(s) Annual Income Limit at 125% FPL</b>
<b>1</b>	<b>\$1,005</b>	<b>\$12,060</b>	<b>\$1,256.25</b>	<b>\$15,075</b>
<b>2</b>	<b>\$1,353.33</b>	<b>\$16,240</b>	<b>\$1,691.67</b>	<b>\$20,300</b>
<b>3</b>	<b>\$1,701.67</b>	<b>\$20,420</b>	<b>\$2,127.08</b>	<b>\$25,525</b>
<b>4</b>	<b>\$2,050</b>	<b>\$24,600</b>	<b>\$2,562.50</b>	<b>\$30,750</b>
<b>5</b>	<b>\$2,398.33</b>	<b>\$28,780</b>	<b>\$2,997.92</b>	<b>\$35,975</b>
<b>6</b>	<b>\$2,746.67</b>	<b>\$32,960</b>	<b>\$3,433.33</b>	<b>\$41,200</b>
<b>7</b>	<b>\$3,095</b>	<b>\$37,140</b>	<b>\$3,868.75</b>	<b>\$46,425</b>
<b>8</b>	<b>\$3,443.33</b>	<b>\$41,320</b>	<b>\$4,304.17</b>	<b>\$51,650</b>
<p><b>For Family units with more than 8 members, add \$4,180 for each additional member at 100% FPL and \$5,225 for each additional member at 125% FPL.</b></p> <p><b>The increase on Income Limit eligibility of 125% FPL is limited to applicants/households who are CalWORKs participants. Participants in other federally or state funded programs such as SSI, CalFresh, or Head Start, must qualify at the 100% FPL to be eligible for CSBG-funded services.</b></p>				

4.1.2 Reside in Los Angeles County CAA Service Area as described in Statement of Work, Section 3.0, Los Angeles County CAA Service Area, herein. To determine whether a potential client resides within the Los Angeles County CAA Service Area may perform an address search on the County of Los Angeles website at <http://rrcc.lacounty.gov/OnlineDistrictmapApp/>.

4.1.3 The following documents will be acceptable to verify eligibility requirements for the program.

1) Income

- Copy of three months of pay stubs for earned income;
- Eligibility letter for CalWORKs, SSI, or GR;
- Award letter for Social Security retirement or disability income;
- Unemployment Insurance Benefits (UIB) check stubs; and
- Self-declaration form, not to exceed 10% of caseload unless granted prior approval from the County Contract Administrator.

2) Residence

- Mortgage, Rent/Lease agreement with client name and address;
- Gas or Electric bill with client name and address. If client is a minor, the parent or responsible guardian name and address must appear on the documentation.
- Self-declaration form, not to exceed 10% of caseload unless granted prior approval from the County Contract Administrator.

3) Any other documentation used for verification of residence or income must have prior written approval from the County Contract Administrator.

## **5.0 Quality Control and Quality Assurance**

### **5.1 Contractor's Quality Control Plan**

If awarded a Master Agreement, the Contractor shall establish a comprehensive Quality Control Plan to assure County that the Contractor meets all requirements and provides consistently high quality services under the Service Requisition.

The Contractor's Quality Control Plan, which is subject to approval or rejection by County, shall be submitted to the County Contract Administrator (CCA) on the service start date. Revisions to the Plan shall be submitted as changes occur during the term of the Master Agreement.

The Plan shall include, but not be limited to, the following:

- 5.1.1 Method of monitoring to ensure that all Master Agreement and Service Requisition requirements are being met;
- 5.1.2 Method for identifying, preventing and correcting deficiencies in the quality of service before the level of performance becomes unacceptable;
- 5.1.3 Method for assuring that all clients meet the CSBG eligibility requirements;
- 5.1.4 Data collection and monitoring systems to ensure that services are equitable for all CSBG applicants, including those who are immigrants, refugee and limited-English proficient;
- 5.1.5 Method for assuring that all professional staff rendering services under the Master Agreement and Service Requisition has the necessary prerequisites.

## **5.2 County's Quality Assurance Plan**

The County or its agent will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in the Master Agreement and Service Requisition.

The County or its agent will evaluate the Contractor's performance at least annually or as often as quarterly. Such evaluation will include assessing the Contractor's compliance with all Master Agreement terms and performance standards. Contractor's deficiencies, which County determines are severe or continuing and may place performance of the Master Agreement in jeopardy if not corrected, will be reported to the Board of Supervisors.

The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Agreement or impose other penalties as specified in the Master Agreement or Service Requisition.

### **5.2.1 Performance Evaluation Meetings**

County and the Contract Manager shall jointly hold Performance Evaluation Meetings as often as deemed necessary. However, if a Contract Discrepancy Report (CDR) is issued, at the discretion of the CCA, a meeting shall be held within five (5) days, at a mutually agreed upon time and place to discuss the problem.

### **5.2.2 Contract Discrepancy Reports (CDR's)**

Verbal notification of a contract discrepancy will be made to the Contract Manager or designee as soon as possible whenever a contract discrepancy is identified. The Contract Manager shall resolve the problem

within a reasonable time period mutually agreed upon by the County and the Contractor.

The CCA will determine whether a formal CDR shall be issued. Upon receipt of this document, Contractor is required to respond in writing to the CCA within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan, including a timetable for correction of all deficiencies identified in the CDR, shall be submitted to the CCA within ten (10) business days.

### **5.2.3 Government Observations**

Federal, State and/or County personnel, in addition to County contract staff, may observe performance activities, or review documents required by this Agreement at any time during normal working hours. However, these personnel may not unreasonably interfere with Contractor performance.

## **6.0 PERSONNEL**

### **6.1 County Contract Administrator (CCA)**

County will designate one person who will act as the CCA on all matters pertaining to this Contract. Specifically, the CCA or alternate shall:

- 6.1.1 Provide direction to the Contractor in areas relating to policy, procedural requirements, service performance requirements, and information pertaining to the Contract.
- 6.1.2 Monitor the Contractor's service performance in daily operations of this Contract.
- 6.1.3 Negotiate with Contractor on changes in service requirements pursuant to the Contract.
- 6.1.4 Not be authorized to make any changes in the Standard Terms and Conditions of this Contract and is not authorized to obligate the County in any way.
- 6.1.5 Inform the Contractor of the name, address and telephone number of the CCA, in writing, at the time the Contract is awarded, and at any time thereafter a change of CCA is made.

### **6.2 Contractor Personnel**

In the event that Proposer is awarded a Master Agreement and a Service Requisition (see Appendix B, Request For Services), Proposer will be responsible for providing staff, including but not limited, to the following:



### **6.2.1 Contract Manager**

Contractor shall provide a Contract Manager, who shall be responsible for the overall management and coordination of the Master Agreement, Service Requisition(s) and act as liaison with County. The Contract Manager and a designated alternate shall be identified in writing prior to the Master Agreement award and at any time thereafter a change of Contract Manager or alternate is made.

Specifically, the Contract Manager and alternate shall:

- 6.2.1.1 Have passed a criminal background check (See Appendix D, Sample Master Agreement, Section 7.5, Background and Security Investigations).
- 6.2.1.2 Have full authority to act for the Contractor on all Master Agreement matters relating to the daily operations of related Service Requisitions.
- 6.2.1.3 Be responsible for planning, coordinating, and implementing service delivery systems for CSBG Services and the overall management of the Contract.
- 6.2.1.4 Meet the minimum requirements included in RFSQ Section 1.4 A (3).

### **6.2.2 Other Contractor Staff**

Contractor shall provide supervisory, administrative and direct services personnel to accomplish the services required under the Master Agreement. Contractor staff/personnel includes employees, independent contractors and volunteers.

Contractor shall ensure all Contractor personnel, including volunteers, providing Contract services have:

- a. Passed a criminal background (See Appendix D, Sample Master Agreement, Section 7.5, Background and Security Investigations).
- b. Been qualified in accordance with all federal, State and local laws, ordinances, regulations and requirements applicable hereto.
- c. Present themselves in a neat, businesslike appearance and behave in a professional manner;
- d. Handle sensitive materials and perform confidential duties and are able to communicate effectively using good judgment and diplomacy.

## **7.0 COUNTY FURNISHED ITEMS**

### **7.1 Training**

County will provide training services for up to two Contractor employees who work directly with CSBG clients on CSBG Services, prior to start date of any Service Requisition, and periodically throughout the contract term, as required by County. Contractor requests for training of additional staff may be granted at the sole discretion of County.

County shall provide training to Contractor staff in the following:

- 7.1.1 CSBG Services (Train-the-Trainer);
- 7.1.2 Overview of CSBG eligibility and documentation requirements;
- 7.1.3 Civil Rights;
- 7.1.4 CSBG – Contract Invoicing System training; and

The County may add mandatory trainings of all contractor staff, as deemed necessary by the County.

### **7.2 Materials**

County shall supply the following materials to Contractor prior to start date, and periodically throughout the contract term:

- 7.2.1 All mandated pamphlets and posters;
- 7.2.2 A supply of civil rights complaint forms; and
- 7.2.3 A list of County-observed holidays.

## **8.0 RECORD KEEPING**

### **8.1 Client Records/Files**

Contractor shall maintain a physical case record file for each client who receives CSBG Services in locked drawers and cabinets at the Contractor's office. Contractor shall limit access to these files to Contractor's designated staff. These files are subject to audit, and shall be accessible to County upon request during any business day. The records shall be kept in a folder, identifiable by the CSBG client's name. These records shall include, but are not limited to, the following:

- a. Client's Name;
- b. Primary Language;
- c. Birth date;
- d. Residence Address;

- e. Residence Phone Number;
- f. Message Number;
- g. Intake Form signed and dated by Client/Legal Guardian and Staff;
- h. Case notes including time, date, and type of service with signature of staff;
- i. Service unit tracking logs;
- j. Documentation of outcomes achieved by Client and supporting documentation;
- k. Date of termination, discharge, or completion of service; and
- l. Verification of income and residency.

- 8.2** Contractor must complete a new intake form and obtain updated verification of residence and income for all participants at least annually and whenever a participant begins a new service or after a lapse in service.
- 8.3** Contractor shall maintain all records at a central facility for five (5) years after the termination of this Contract or until all audits started during the Contract period, or within five (5) years of termination of the Contract are completed and settled, whichever is later.
- 8.4** Contractor shall maintain the confidentiality of CSBG client records.
- 8.5** Contractor shall maintain the confidentiality of its employees' records, including the Employee Confidentiality Agreement, by maintaining files in locked drawers and cabinets at the Contractor's headquarters. The Contractor shall limit access to these files to Contractor's designated staff. These files are subject to audit, and shall be accessible to County upon request during any business day.

## **9.0 CIVIL RIGHTS**

Contractor shall not refuse to provide CSGB Services to any person, based on age, color, disability, marital status, national origin, limited-English proficiency (LEP), political affiliation, race, religion or sex.

Contractor shall:

- 9.1** Ensure public contact staff attends Civil Rights training.
- 9.2** Ensure notices and correspondences sent to participants are in their respective primary language and provide interpreters to ensure meaningful access to services to all applicants.
- 9.3** Maintain a record of all Civil Rights materials provided by County and ensure all applicants are provided with the Civil Rights materials.
- 9.4** Develop, and operate procedures for receiving and forwarding civil rights complaints as follows:
  - Provide and assist CSBG clients with completing a PA 607, Complaint of Discriminatory Treatment in the applicant's primary language.

- Maintain a log of civil rights complaints. Contractor shall maintain the confidentiality of the log by maintaining it in locked drawers and cabinets at Contractor's sites and at the Contractor's headquarters.
- Contractor's Contract Manager shall act as the Civil Rights Liaison (CRL) between the contracted agency and the CCA and the Civil Rights Section (CR Section).
- Forward all PA 607s to the CCA within two (2) business days and maintain a copy.
- CRL shall not attempt to investigate Civil Right complaints. All investigations are handled by the CR Section.

## **10.0 OUTCOME MEASURES**

- 10.1** Service Requisitions will include Outcome Measures which are consistent with the National Performance Indicators. The Contractor shall ensure that the services provided under any Service Requisition contribute to meeting the State-required outcome measures. The County will utilize the measurable outcomes to monitor and calculate the Contractor's performance (See Section 2.0).

The Contractor shall provide additional outcome data as required by the Service Requisition. Should there be a change in federal, State and/or County policies/regulations, the County may revise these Outcome Measures.

The Contractor's performance will be monitored semi-annually.

**APPENDIX C**

**SOQ CHECKLIST**

**AND**

**REQUIRED EXHIBITS TO SOQ**

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PROPOSER'S NAME

## SOQ CHECKLIST

Core Service Category: \_\_\_\_\_ Supervisorial District: \_\_\_\_\_

### Part I

EXHIBIT		PAGE
1.	PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT <b>AND CBE INFORMATION</b>	___ to ___
2.	DESCRIPTION OF CURRENT OPERATIONS	___ to ___
3.	PLAN TO PROVIDE CORE SERVICES	___ to ___
4.	PROPOSER'S REFERENCES	___ to ___
5.	PROPOSER'S LIST OF CONTRACTS	___ to ___
6.	PROPOSER'S LIST OF TERMINATED CONTRACTS	___ to ___

ATTACHMENTS		PAGE
1.	COPY OF MINUTES OF BOARD OF DIRECTORS MEETING OR RESOLUTION GRANTING AUTHORITY TO SUBMIT THE SOQ AND EXECUTE THE <b>MASTER</b> AGREEMENT TO THE PERSON SIGNING	___ to ___
2.	PROOF OF INSURANCE OR INSURABILITY	___ to ___
3.	LICENSES HELD BY PROPOSER	___ to ___

## SOQ CHECKLIST (CONTINUED)

### Part II

The Proposer's Part II Exhibits and Attachments are incorporated herein and are a part of the Proposer's SOQ for \_\_\_\_\_ Core Service Category in \_\_\_\_\_ Supervisorial District as follows:

EXHIBIT		PAGE
7.	SIGNATURE PAGE OF MASTER AGREEMENT	___ to ___
8.	CERTIFICATION OF NO CONFLICT OF INTEREST	___ to ___
9.	PROPOSER'S EEO CERTIFICATION	___ to ___
10.	FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION	___ to ___
11.	ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS	___ to ___
12.	LOS ANGELES COUNTY CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM – CERTIFICATION FORM & APPLICATION FOR EXCEPTION	___ to ___
13.	CHARITABLE CONTRIBUTIONS CERTIFICATION	___ to ___
14.	CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM	___ to ___
15.	<b>ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING POLICY CERTIFICATION</b>	___ to ___

ATTACHMENTS		PAGE
4.	ARTICLES OF INCORPORATION AS FILED WITH SECRETARY OF STATE*	___ to ___
5.	CERTIFICATE OF GOOD STANDING WITH STATE OF CALIFORNIA OR STATE OF INCORPORATION*	___ to ___
6.	STATEMENT OF DOMESTIC (OR FOREIGN) STOCK CORPORATION AS FILED WITH CALIFORNIA SECRETARY OF STATE, AND STATEMENT WHICH INCLUDES THE NAMES OF CORPORATE OFFICERS*	___ to ___
7.	IRS LETTER GIVING TAX EXEMPT STATUS*	___ to ___
8.	COPIES OF THREE MOST RECENT YEARS' FINANCIAL STATEMENTS	___ to ___
9.	COPY OF MOST RECENT FILING UNDER REGISTRY OF CHARITABLE TRUSTS*	___ to ___
10.	PENDING LITIGATION AND JUDGMENTS	___ to ___

**\*Not required for Public Entities**

## Exhibit 1

### PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT **AND CBE INFORMATION**

Please complete, date and sign this form and include it in Part I of the SOQ. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Master Agreement.

**1. Is your firm a corporation or limited liability company (LLC)?** ☐ Yes ☐ No

**If yes, complete:**

**Legal Name (found in Articles of Incorporation)** \_\_\_\_\_

**State:** \_\_\_\_\_ **Year Inc.** \_\_\_\_\_

☐ **Non-Profit Corporation**

☐ **Public Entity**

**2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:**

\_\_\_\_\_

**3. A. Check the Core Service Category for this SOQ (select only one Category)**

☐ Employment Partnership

☐ Emergency Services  
(Housing/Food & Related Services)

☐ Employment and Employment Support

☐ Legal Services

☐ **Intentionally Omitted**

☐ Domestic Violence

☐ Senior and Disabled Adults

☐ Child and Family Development (Youth)

**B. Check the Supervisorial District to be served (Select only one District)**

☐ First

☐ Fourth

☐ Second

☐ Fifth

☐ Third

**4. Is your firm doing business under one or more DBA's?** ☐ Yes ☐ No

**If yes, complete:**

**Name**

**County of Registration**

**Year became DBA**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Is your firm wholly/majority owned by, or a subsidiary of another firm?** ☐ Yes ☐ No

**If yes, complete:**

**Name of parent firm:** \_\_\_\_\_

**State of incorporation or registration of parent firm:** \_\_\_\_\_



6. Has your firm done business as other names within last five (5) years? ☐ Yes ☐ No

If yes, complete:

Name \_\_\_\_\_ Year of Name Change \_\_\_\_\_

Name \_\_\_\_\_ Year of Name Change \_\_\_\_\_

7. Is your firm involved in any pending acquisition or mergers, including the associated company name?

☐ Yes ☐ No If yes, provide information:

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Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Qualifications listed in *Paragraph 1.4 - Minimum Qualifications*, of this Request for Statement of Qualifications (RFSQ), as listed below.

1. Proposer is a 501(c)(3) non-profit corporation; **or a public entity**;
2. Proposer has a minimum of three (3) years' experience within the last five (5) years providing services described under the selected Core Service Category;
3. The Proposer's Contract Manager has two (2) years' experience within the last five (5) years providing similar services;
4. The Proposer has two (2) years' experience within the last five (5) providing health and/or human services in the designated Supervisorial District;
5. The Proposer has two (2) years' experience within the last five (5) providing services to low-income clients;
6. Proposer provided at least five (5) references that are familiar with the job performance and scope of work completed by the Proposer within the last five (5) years in the selected Core Service Category. One reference is from a public entity;
7. Proposer must have the financial capacity to provide services throughout the term of the Agreement.
8. If Proposer selected either Employment Partnership, Employment Support, Legal Services, or Domestic Violence, Proposer meets the Core-Specific minimum requirements specified for that Core Service Category;
9. Completed and submitted all of the required Exhibits and Attachments in the proper format as specified in Section 4.7 and 4.8;
10. Has no record of unsatisfactory performance, lack of integrity or poor business ethics;
11. Proposer is registered on the County's WebVen and provided their registration number below.

## EXHIBIT 1

### PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

- I. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Specify) _____						
Total Number of Employees (including owners): _____						
Race/Ethnic Composition of Firm. Distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

- II. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

- III. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:**  
If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Other

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment 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:	FAX #:
INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:		CALIFORNIA BUSINESS LICENSE NUMBER:
PROPOSER OFFICIAL NAME AND TITLE (PRINT):		
SIGNATURE		DATE

**Exhibit 2**

**PROPOSER'S DESCRIPTION OF CURRENT OPERATIONS**

**PROPOSER'S NAME**

**Core Service Category:** \_\_\_\_\_ **Supervisorial District:** \_\_\_\_\_

Briefly describe the items below as they pertain to the Proposer's current operations. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

1. The geographic region and community served:

2. A demographic description of the population served by the Proposer (such as ethnicity, languages spoken, economic status and special circumstances and/or barriers and challenges faced by the service population).

## DESCRIPTION OF CURRENT OPERATIONS

---

### PROPOSER'S NAME

Briefly describe the items below as they pertain to the Proposer's current operations. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

3. The Proposer's mission and a description of the services currently provided by the Proposer:

## DESCRIPTION OF CURRENT OPERATIONS

---

### PROPOSER'S NAME

Briefly describe the items below as they pertain to the Proposer's current operations. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

4. Describe the services provided by the Proposer during the last five years that are the same or similar to the designated Core Service Category. If applicable, designate the Sub-Service(s) (from list of Sub-Services for the Core Service Category) that Proposer will provide.

## DESCRIPTION OF CURRENT OPERATIONS

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### PROPOSER'S NAME

Briefly describe the items below as they pertain to the Proposer's current operations. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

5. Describe Proposer's experience providing services in the selected Core Service Category. Provide relevant background information to demonstrate that the Proposer has the required experience.
6. If the selected Core Service Category is 1) Employment Partnership, 2) Employment Support, **3) Intentionally Omitted**, 4) Legal Services, or 5) Domestic Violence, please explain how Proposer meets the Category-Specific minimum requirements. If necessary, include documentation that demonstrates the Proposers qualifications.

## DESCRIPTION OF CURRENT OPERATIONS

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### PROPOSER'S NAME

Briefly describe the items below as they pertain to the Proposer's current operations. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

7. Describe Proposer's experience in working with low-income families and individuals.

8. Describe the Proposer's experience providing health and/or human services in the Supervisorial District.

**Exhibit 3**  
**PROPOSER'S PLAN TO PROVIDE  
CORE SERVICES**

\_\_\_\_\_  
**PROPOSER'S NAME**

**Core Service Category:** \_\_\_\_\_ **Supervisorial District:** \_\_\_\_\_

Describe the Proposer's plan to provide CSBG Services by addressing each of the following. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

1. Key Staff – Provide Names, relevant experience and education, for Proposer's staff that meet the minimum requirements:



**PROPOSER'S PLAN TO PROVIDE  
CORE SERVICES**

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**PROPOSER'S NAME**

Describe the Proposer's plan to provide CSBG Services by addressing each of the following. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

2. Explain how the Proposer plans to provide services in the selected Core Service Category and proposed Supervisorial District where services will be provided.

**PROPOSER'S PLAN TO PROVIDE  
CORE SERVICES**

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**PROPOSER'S NAME**

Describe the Proposer's plan to provide CSBG Services by addressing each of the following. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

3. If the selected Core Service Category is 1) Employment and Employment Support, 2) Child and Family Development, 3) Services for Seniors and Disabled Adults, or 4) Emergency Services, please identify the Sub-Service(s) and describe how Proposer plans to provide the Sub-Service(s).

**PROPOSER'S PLAN TO PROVIDE  
CORE SERVICES**

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**PROPOSER'S NAME**

Describe the Proposer's plan to provide CSBG Services by addressing each of the following. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

4. Identifying and outreaching to potential CSBG participants – What approach will be used to outreach to potential clients?

5. Record Keeping – Describe the Proposer's record keeping system, and means to maintain confidentiality of client information.

**PROPOSERS PLAN TO PROVIDE  
CORE SERVICES**

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**PROPOSER'S NAME**

Describe the Proposer's plan to provide CSBG Services by addressing each of the following. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

6. Quality Control – Explain by whom and how the Proposer's quality control procedures will ensure high quality services will be provided.

7. Estimated number of client's that Proposer has the capacity to serve in a twelve (12) month period.

**PROPOSERS PLAN TO PROVIDE  
CORE SERVICES**

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**PROPOSER'S NAME**

Describe the Proposer's plan to provide CSBG Services by addressing each of the following. Please attach additional pages if more space is needed. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

8. Provide specific Performance Measures for each of the services identified in questions 2 and 3 above.

## PROPOSERS PLAN TO PROVIDE CORE SERVICES

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### PROPOSER'S NAME

The following information will not be used to qualify Proposer. The information is for DPSS' use for planning purposes. Both the unit of service and price per unit will be determined during the Request for Services process. Make sure to include Proposer's name, Exhibit number, and Question number on all pages:

9. A. Define the "unit of service" for the Core Service Category and/or Sub-Service(s) included in questions 2 and 3. For example for subservice 6.1.1 (Contractor provides assistance for home delivered or congregate meals), Proposer might define the unit of service as "one meal." For Core Service Employment Partnership, Proposer might define the unit of service as "one participant placed into employment."

B. For each "unit of service" defined above, provide a per unit cost/price.

**Exhibit 4**  
**PROPOSER'S REFERENCES**

**Proposer's Name:** \_\_\_\_\_

List a minimum of five (5) references which are familiar with the Proposer's operations and can provide verification that the Proposer meets the Minimum Qualifications and/or can provide verification of the current operations of the Proposer stated in this solicitation. One reference must be from a public agency.

<b>1. Name of Firm/Individual</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Relationship	# of Years			
<b>2. Name of Firm/Individual</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Relationship	# of Years			
<b>3. Name of Firm/Individual</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Relationship	# of Years			
<b>4. Name of Firm/Individual</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Relationship	# of Years			
<b>5. Name of Firm/Individual</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Relationship	# of Years			

**Exhibit 5**  
**PROPOSER'S LIST OF CONTRACTS**

**Proposer's Name:** \_\_\_\_\_

List of all entities for which the Proposer has provided service within the last five (5) years (if any). Use additional sheets if necessary.

<b>1. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>2. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>3. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>4. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>5. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	



Exhibit 6

PROPOSER'S LIST OF TERMINATED CONTRACTS

Proposer's Name: \_\_\_\_\_

List all contracts that have been terminated with the past ten (10) years (if any). Do not include contracts that expired.

<b>1. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.		Reason for Termination:		
<b>2. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.		Reason for Termination:		
<b>3. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.		Reason for Termination:		
<b>4. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.		Reason for Termination:		
<b>5. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> (   )	<b>Fax #</b> (   )
Name or Contract No.		Reason for Termination:		

**SIGNATURE PAGE OF MASTER AGREEMENT FOR  
COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed on its behalf by the Director of the Department of Public Social Services and Contractor has subscribed the same through its authorized office, as of \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_. The persons signing on behalf of Contractor warrant under penalty of perjury that he or she is authorized to bind Contractor.

CONTRACTOR:

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Sheryl L. Spiller, Director  
Department of Public Social Services

APPROVED AS TO FORM:

**Mary C. Wickham**  
County Counsel

By \_\_\_\_\_  
Deputy County Counsel

## **CERTIFICATION OF NO CONFLICT OF INTEREST**

The Los Angeles County Code, Section 2.180.010, provides as follows:

### **CONTRACTS PROHIBITED**

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
  - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

\_\_\_\_\_  
Proposer's Name

\_\_\_\_\_  
Proposer's Official Title

\_\_\_\_\_  
Official's Signature

Date: \_\_\_\_\_

## PROPOSER'S EEO CERTIFICATION

\_\_\_\_\_  
 Proposer's Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Internal Revenue Service Employer Identification Number

### GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

<b>CERTIFICATION</b>	<b>YES</b>	<b>NO</b>
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	(   )	(   )
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	(   )	(   )
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	(   )	(   )
4. When areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	(   )	(   )

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name and Title of Signer (please print)

## FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION

The Proposer certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the Organization have and will comply with it during the proposal process; and
- 3) it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

Proposer's Name: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

## ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for Master Agreement award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

**To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: [GAINGROW@DPSS.LACOUNTY.GOV](mailto:GAINGROW@DPSS.LACOUNTY.GOV)**

**Proposers unable to meet this requirement shall not be considered for Master Agreement award.**

Proposer shall complete all of the following information, sign where indicated below, and return this form with any resumes and/or fixed price bid being submitted:

A. Proposer has a proven record of hiring GAIN/GROW participants.

\_\_\_\_\_ YES (subject to verification by County) \_\_\_\_\_ NO

B. Proposer is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Vendor is willing to interview qualified GAIN/GROW participants.

\_\_\_\_\_ YES \_\_\_\_\_ NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A (Program not available)

Proposer's Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
CERTIFICATION FORM AND APPLICATION FOR EXCEPTION**

The County's solicitation for this Request for Statement of Qualifications is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All Partners, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the Partner is exempted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

***If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.***

**Part I: Jury Service Program is Not Applicable to My Business**

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

**"Dominant in its field of operation"** means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

**"Affiliate or subsidiary of a business dominant in its field of operation"** means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

**OR**

**Part II: Certification of Compliance**

- ☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

*I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.*

Print Name:	Title:
Signature:	Date:

## CHARITABLE CONTRIBUTIONS CERTIFICATION

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Company Name

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Address

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Internal Revenue Service Employer Identification Number

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California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

**Check the Certification below that is applicable to your company.**

- ☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Vendor engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

**OR**

- ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

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Signature

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Date

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Name and Title of Signer (please print)



**CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S  
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract For _____ Services:		

The Proposer/Bidder/Contractor certifies that:

- ☐ It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

**- OR -**

- ☐ I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

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*I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.*

Print Name:	Title:
Signature:	Date:

## ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING CERTIFICATION

<b>Company Name:</b>		
<b>Company Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone Number:</b>	<b>Email address:</b>	
<b>Solicitation/Contract for _____ Services</b>		

### PROPOSER CERTIFICATION

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposer acknowledges and certifies compliance with the County's Zero Tolerance Policy on Human Trafficking of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Policy on Human Trafficking may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

<b>Print Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>