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**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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November 21, 2018

ADDENDUM ONE  
TO THE REQUEST FOR PROPOSALS  
FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES  
RFP CMD #18-02

This is Addendum One to the Refugee Employment and Acculturation Services Request for Proposals (RFP CMD #18-02), which was released on October 25, 2018.

This Addendum contains portions of the RFP that have been revised.

The information contained in this Addendum One supersedes any related information previously provided.

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)

Proposals are due and must be received by DPSS no later than 12:00 P.M. local time, January 7, 2019. No late proposals will be accepted.

Please continue to access the above-mentioned website for updates.

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

ADDENDUM ONE

PART ONE

TO THE REQUEST FOR PROPOSALS  
FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES  
RFP CMD #18-02

Addendum One, Part One to the Request for Proposals CMD #18-02 shall cause the following revisions.

1. RFP, Section 7.0 Proposal Submission Requirements, Subsection 7.3 RFP Timetable, Paragraph 7.3.1 is revised as follows:

7.3.1 The timetable for this RFP is as follows:

- Release of RFP .....10/25/2018
- Request for a Solicitation Requirements Review Due.....11/08/2018
- Written Questions Due by 12:00 P.M.....11/06/2018
- Mandatory Proposers' Conference.....11/08/2018
- Questions and Answers Released (on or about).....~~11/26/2018~~  
12/06/2018
- **Proposals Due by** ~~Dec. 10, 2018~~ January 7, 2019, 12:00 P.M. (local time)  
.....~~12/10/18~~ 01/07/2019

Proposers are advised that updates, including addendum/addenda, will be posted at the DPSS Request for Proposals website at:

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

and at the following County contracting website:

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

2. RFP, Section 7.0 Proposal Submission Requirements, Subsection 7.12 Proposal Submission, Paragraph 7.12.1 is revised as follows:

- 7.12.1 The original Business Proposal and five (5) copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words:

**"BUSINESS PROPOSAL FOR REFUGEE EMPLOYMENT AND  
ACCULTURATION SERVICES RFP CMD #18-02"**

The original Cost Proposal and five (5) copies must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words:

**"COST PROPOSAL FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES RFP CMD #18-02"**

The electronic material of the proposals, as stipulated in Subsection 7.8 of this RFP, must be submitted in a separate sealed package, plain marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"CD'S FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES "**

The proposal(s) shall be delivered or mailed to:

County of Los Angeles  
Department of Public Social Services  
12900 Crossroads Parkway South, East  
Annex, 2nd Floor, City of Industry, CA 91746  
Attention: David Perez, Administrative Services Manager I

It is the sole responsibility of the submitting proposer to ensure that its proposal is **received** before the submission deadline. Submitting proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Subsection 7.3 (RFP Timetable), will not be accepted and returned to the sender unopened. Timely hand-delivered proposals are acceptable. For hand-delivered Proposals a delivery transmittal will be issued as proof of submission. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. All proposals shall be firm offers. The last date and time proposals will be accepted is Monday, ~~December 10, 2018~~ January 7, 2019, at 12:00 noon (Pacific Time). **No proposals will be accepted after this date/time.**

3. RFP, Section 8.0 Selection Process and Evaluation Criteria, Subsection 8.1 Selection Process, Paragraph 8.1.1 is revised as follows:
  - 8.1.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on ~~December 10, 2018~~ January 7, 2019.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective contractor has been selected, the County and the prospective contractor(s) will negotiate a contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified proposer who submitted a proposal, as determined by the County.

The recommendation to award a contract will not bind the Board of Supervisors to award a contract to the prospective contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.