

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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October 17, 2012

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

This is Addendum Two to the Community Services Block Grant Program Request for Statement of Qualifications (RFSQ #CMD 12-03), which was released on September 20, 2012.

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

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

The Addendum will be posted on the following websites:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

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/dpss/contracts/default.cfm>

Proposals are due and must be received in the Department of Public Social Services office no later than 5:00 p.m. local time December 4, 2012.

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

ADDENDUM NUMBER TWO

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

Addendum Two to the Request for Statement of Qualifications #CMD 12-03 shall cause the following revisions.

1. RFSQ, Section 1.0, #5, Introduction and Overview, has been revised to read as follows (**revision in bold**):
  5. To be considered for funding for Calendar Year 2013, submit your Statement of Qualifications before the deadline of **December 4, 2012 at 5 p.m. local time.**
2. RFSQ, Section 2.3, CSBG Target Population, has been revised to read as follows (**revision in bold**):

**2.3 CSBG Target Population**

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

- Income must be below **100 %** of the United States Department of Health and Human Services income poverty guidelines, Appendix A, Statement of Work. Families/Individuals receiving CalWORKs, Supplemental Security Income (SSI), or General Relief (GR) meet the low-income requirements.
- 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 which must be below **100 %** of the U.S. Department of Health and Human Services' income poverty guidelines, and 2) the participants' address to ensure participants reside within the Los Angeles County CAA service area.

3. RFSQ, Section 2.4, Core Services, has been revised to read as follows (**revision in bold**):

**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	Supervisorial Districts				
	1	2	3	4	5
Employment Partnership		X			
Employment and Employment Support		X	X		X
<b>Family Resource Center</b>					
Seniors/Disabled Adults	X	X	X	X	X
Emergency Services	X		X	X	X
Legal Services	X		X	X	X
Domestic Violence	X	X		X	X
Child and Family Development (Youth)	X	X	X	X	X

4. RFSQ, Section 4.3, RFSQ Timetable, has been revised to read as follows **(revision in bold)**:

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

- |  |                   |
|--|-------------------|
| ➤ Release of RFSQ on or about                      | 09/20/2012        |
| ➤ Request for Solicitation Requirements Review Due | 10/02/2012        |
| ➤ Written Questions Due                            | 10/02/2012        |
| ➤ Proposers Conference                             | 10/03/2012        |
| ➤ <b>Questions and Answers Released</b>            | <b>10/25/2012</b> |

➤ **SOQ DUE BY**  
**(12/04/2012 at 5:00 p.m., local time)**

**12/04/2012**

In order to be eligible for Service Requisition(s) for 2013, SOQs must be received by the Due Date above.

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.

5. RFSQ, Section 4.8, SOQ Submission, has been deleted in its entirety and replaced (changes in **bold**) as follows:

**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: Enedelia Ornelas, Administrative Services Manager I

**Submission Deadline is December 4, 2012, 5 p.m. (local time) in order to be considered for Fiscal Year 2013-14 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.**

6. RFSQ, Appendix A, Section 2.7, Domestic Violence Minimum Requirements, has been revised to read as follows (**revision in bold**):

Domestic Violence Minimum Requirements:

- Proposer shall have Domestic Violence Counselors who have at least 40 hours of domestic violence training **that meets the requirements contained in California Evidence Code, Section 1037.1**; and
- Proposer shall have at least one (1) Domestic Violence Counselor with a minimum of one (1) year experience counseling victims of domestic violence.

7. RFSQ, Appendix A, Section 4.1.1, has been revised to read as follows (**revision in bold**):

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

4.1.1 Client's income must be at or below **100%** of the United States Department of Health and Human Services income poverty guidelines. For Calendar Year 2012 the family income must be below:

<b>Size of Family Unit/ Number in Household</b>	<b>Maximum Monthly Income</b>	<b>Maximum Annual Income</b>
1	\$930.83	\$11,170
2	\$1,260.83	\$15,130
3	\$1,590.83	\$19,090
4	\$1,920.83	\$23,050
5	\$2,250.83	\$27,010
6	\$2,580.83	\$30,970
7	\$2,910.83	\$34,930
8	\$3,240.83	\$38,890
For Family units with more than 8 members, add \$330 per month or \$3,960 per year for each additional member.		

Families or individuals receiving CalWORKs, SSI or GR meet the income requirements.

8. RFSQ has been revised to incorporate the following page limits and format requirements:

- SOQ Checklist: 2 pages
- Exhibit 1: 3 pages
- Exhibit 2: 8 pages
- Exhibit 3: 12 pages
- Exhibit 4: no limit
- Exhibit 5: no limit
- Exhibit 6: no limit
- Exhibit 7: one page
- Exhibit 8: one page
- Exhibit 9: one page
- Exhibit 10: one page
- Exhibit 11: one page
- Exhibit 12: one page
- Exhibit 13: one page
- Exhibit 14: one page
- Attachments no page limit

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