

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

12860 CROSSROADS PARKWAY SOUTH · CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 · Fax (562) 695-4801



SHERYL L. SPILLER  
Director



Board of Supervisors

GLORIA MOLINA

First District

MARK RIDLEY-THOMAS

Second District

ZEV YAROSLAVSKY

Third District

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Fifth District

October 9, 2012

ADDENDUM TWO  
TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR CALFRESH APPLICATION ASSISTANCE SERVICES  
RFSQ #CMD 12-04

This is Addendum Two to the CalFresh Application Assistance Services Request for Statement of Qualifications (RFSQ #CMD 12-04), which was released on September 18, 2012.

This Addendum contains the answers to the questions that were submitted during the Proposer's Conference held on September 25, 2012. Part Two of the Addendum contains portions of the RFSQ that have been revised.

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

The Addendum will be posted on the following websites:

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

and

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

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

Addendum Two

**Part One**

**Answers to Questions Submitted  
During the Proposer's Conference**

**Funding**

1. What is the annual funding level for the previous program years so that new contractors can get an idea of the anticipated funding level?

Answer: The Countywide funding level per year is between \$100,000 and \$150,000.

2. Will the County set an annual maximum that a contractor may earn under the Cooperative Agreement?

Answer: The County will give each agency, which is awarded a contract, an annual maximum amount that can be earned. See RFSQ Section 1.6.4.

3. Does DPSS know how many organizations it will fund? Is there a limit?

Answer: Cooperative Agreements will be executed with five agencies from each Supervisorial District. See RFSQ Section 1.6.2.

4. How much funding will each organization receive?

Answer: The funding for each organization will depend on a number of factors. Not all organizations will receive the same amount. Funding will be allocated among contractors based on several factors: the agency's capacity to serve participants, the number of participating agencies, the total funds available for the CalFresh Application Project for the year, and other relevant factors.

5. Are there estimated funding amounts per Supervisorial District?

Answer: There are no estimated funding amounts per Supervisorial District at this time.

6. If \$150,000 is available per year, and there are 25 agencies, does that mean that each agency will get approximately \$6,000?

Answer: Funding will not be allocated based on 25 agencies each receiving an equal share of the funding. Funding will be allocated among contractors based on several factors: the agency's capacity to serve participants, the

number of participating agencies, the total funds available for the CalFresh Application Project for the year, and other relevant factors. See RFSQ Appendix C, Cooperative Agreement Section 5.1.

### **Preparation of the Statement of Qualification (SOQ)**

7. Does the Board of each organization need to approve submitting the SOQ and also approve signing the execution page of the contract?

Answer: The organization needs to submit either a copy of the minutes of its governing board or a resolution granting authority to submit the SOQ and to execute the execution page of the contract. See RFSQ, Section 3.6.3.

8. Can References be a contract monitor or does it have to be the name of the organization?

Answer: Exhibit 7, Potential Partner's References and Exhibit 8, Potential Partner's List of Contracts, and Exhibit 9, Potential Partner's List of Terminated Contracts shall include the organization name and point of contact name, title, and phone number. See RFSQ Section 3.6.2, Footnote 1. Both the name of the organization and the name of the contact person at that organization need to be provided.

9. With the Potential Partners' Reference list, Exhibit 7, do our references need to be from organizations where we are receiving funding, or if we are providing service to an organization such as outreach, recruitment, and screening and we work with them, can we list them as a reference?

Answer: RFSQ, Section 3.6.2, Exhibit 7 states that "the references should be from organizations familiar with the operations of the agency. More weight shall be given to references where the same or similar scopes of services were provided."

10. If an organization does not have financial statements for FY 2011-12 due to year end close-out being in September/October, can they provide statements for the prior two years?

Answer: The organization would provide completed financial statements for three years. For agencies that are on a July 1-June 30 fiscal year (FY) and have not yet completed the audited financial statements for FY 2011-12, you would provide statements for FY 2008-09, 2009-10, and 2010-11.

11. Does an organization need to turn in financial statements or audited financial statements? Or both?

Answer: If the organization has audited financial statements, then it must provide them. If the organization does not have audited financial statements then it may provide financial statements that are not audited.

12. For purposes of completing Exhibit 9, Potential Partner's Terminated Contracts, when a grant is not renewed or extended, it doesn't mean it's terminated?

Answer: Grants and contracts that expire and are not renewed or extended should not be included in Exhibit 9.

13. May agencies apply to provide CalFresh Services in more than one Supervisorial District? If so, do we need to submit multiple SOQs? Exhibit 1, #6 asks to indicate the Supervisorial District to be served, mark only one. Refer to Addendum Two, Part II.

Answer: Agencies must submit a separate SOQ for each Supervisorial District that they want to serve.

14. Are there font or font size specifications?

Answer: There is no font or font size limitation requirements in the RFSQ.

15. Section 3.6 on page 25 states that all SOQs must be submitted in a three-ring binder, and in Section 3.7 on page 28 it states that they need to be submitted in a sealed envelope. Does that mean that each binder goes into a separate envelope?

Answer: SOQ binders should be submitted in sealed envelopes or boxes. The original and two copies should be packaged together.

16. If an agency is a current contractor and in good standing, does the agency have to go through the process every time the RFSQ is available?

Answer: All interested agencies including current contractors, need to submit a SOQ in order to be awarded a new Cooperative Agreement.

17. Are there page limitations for the narratives on Exhibit 2 and 3 of the SOQ?

Answer: There is no page limitation for Exhibits 2 and 3 of the SOQ.

18. Exhibit 3 states that additional pages can be used if necessary, but Exhibit 2 does not state that. Can you please clarify?

Answer: There is no page limitation for Exhibit 2.

19. Can the answers on the Exhibits be typed on a separate sheet of paper, or does the answer have to fit in the space provided?

Answer: The SOQ Exhibit Forms must be used. The answer doesn't have to fit in the space provided and additional sheets may be used. The Exhibits are available on the DPSS website in WORD format.

### **Statement of Work**

20. Can agencies keep electronic files/records?

Answer: Records may be kept electronically.

21. Section 2.2.2.3 of RFSQ Appendix A, the Statement of Work states that bilingual staff need to be certified. What is the certification for bilingual staff?

Answer: The Contractor does its own certification. It is up to the agency to determine the method it uses to certify its staff are bilingual.

22. If an organization helps a CalFresh participant with redetermination of eligibility, is that counted as a CalFresh application which can be paid under the Cooperative Agreement?

Answer: Assisting current CalFresh participants with periodic redetermination of eligibility does not qualify for payment under the Cooperative Agreement. See RFSQ Appendix A, Statement of Work, Section 1.1.9.

23. If an agency currently has an office located near a DPSS office, does that hurt the agency's chances of being qualified or funded for the program?

Answer: An agency's proximity to DPSS District Offices will not be used to determine whether the agency will be awarded a Cooperative Agreement.

24. Is the County only going to consider big agencies, or are they going to consider small agencies also, even if the small agencies have a big impact on low-income communities?

Answer: There is no minimum or maximum size for agencies to be considered. The County will review and evaluate Potential Partners based on the demographic characteristics of the community and population served by the agency and the agency's demonstrated ability to serve that community/population. See RFSQ Section 4.1.2, #3.

25. During the last solicitation process did you receive 25 applicants?

Answer: The County did not receive 25 SOQs during the last solicitation process.

## **Cooperative Agreement**

26. If the contract starts on January 1, 2013, which is the anticipated start date, is it going to be a six month contract or is it going to 18 months?

Answer: The term of the cooperative agreements will be three years. See RFSQ, Section 1.7.1.

27. What happens if an agency's insurance coverage is going to be renewed or changed between the time of the SOQ application submission and the award process? Are we required to submit a new one?

Answer: The agency may submit proof of Insurance that is in effect at the time the SOQ is submitted. However, the insurance should meet the requirements of Sections 8.24 and 8.25 of the Cooperative Agreement. See RFSQ, Appendix C, Sample Cooperative Agreement Sections 8.24 and 8.25. Upon execution of the Cooperative Agreement, Contractor will be required to submit proof of insurance.

28. If an agency's insurance is going to expire in November, can they still submit that insurance?

Answer: The agency may submit proof of Insurance that is in effect at the time the SOQ is submitted. However, the insurance should meet the requirements of Sections 8.24 and 8.25 of the Cooperative Agreement. See RFSQ, Appendix C, Sample Cooperative Agreement Sections 8.24 and 8.25. Upon execution of the Cooperative Agreement, Contractor will be required to submit proof of insurance.

Addendum Two

**PART TWO**

TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR CALFRESH APPLICATION ASSISTANCE SERVICES  
RFSQ #CMD 12-04

Addendum Two to the Request for Statement of Qualifications #CMD 12-04 shall cause the following revisions.

1. RFSQ, Section 3.6, Preparation and Format of the SOQ, has been revised to read as follows (**revision in bold**):

**3.6 Preparation and Format of the SOQ**

All SOQs must be submitted in three-ring binder using the forms and format prescribed below. 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:

- SOQ Checklist (See Appendix B)
- Exhibits 1-15 (See Appendix B)
- Attachments 1-9 (See Subsection 3.6.3 herein)

**Proposers shall complete and submit a separate SOQ for each Supervisorial District for which they are proposing to qualify, including the SOQ Checklist, Exhibits 1 through 15, and Attachments 1 through 9.**