

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

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October 25, 2012

ADDENDUM TWO  
TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES AND  
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES  
RFSQ CMD#12-01

Board of Supervisors  
GLORIA MOLINA  
First District  
MARK RIDLEY-THOMAS  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

This is Addendum Two to the Domestic Violence Supportive Services and Domestic Violence Shelter-Based Program Services Request for Statement of Qualifications (RFSQ CMD# 12-01), which was released on October 9, 2012.

Part One of this Addendum contains the answers to the questions that were submitted during the Proposer's Conference held on October 18, 2012. Part Two of the 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)

Statements of Qualifications (SOQs) are due and must be received by DPSS no later than 12:00 p.m. local time November 7, 2012. No late proposals will be accepted.

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

ADDENDUM TWO

PART ONE

**TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES AND  
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES  
RFSQ CMD#12-01**

**Questions and Answers**

**SOQ Format and Submission Requirements**

1. When I type in the Word version of the SOQ Exhibits, the font is Times Roman 11. a) How can I change the font to Century Gothic? b) If I cannot change the font, will my SOQ be disqualified?

Answer: a) After you enter the information onto the Exhibit, you can highlight the text and change the font using the "Font" drop down menu on the Tool Bar. The SOQ Exhibits are available in Word on the DPSS Website: <http://dpss.lacounty.gov/dpss/contracts/default.cfm>  
b) DPSS will not disqualify an SOQ for failing to use Century Gothic font.

2. What do you do if your Board won't meet to give authorization to submit the SOQ and signature page of the appropriate contract before it's time to submit the SOQ?

Answer: Most organizations in their By-Laws have a provision that allows for their Board of Directors to take action other than at a regularly scheduled meeting; talk to your Counsel or Executive Director or Board Chair. There should be some mechanism for the Board to take action.

3. Should the SOQ be single or double spaced?

Answer: Proposer may submit SOQ in either single or double spaced.

4. Should the SOQ be double-sided?

Answer: The SOQ should be single-sided.

5. Is an electronic version of SOQ Exhibits in Word format available?

Answer: The DVSS and DVSBP SOQ Exhibits included in RFSQ Appendices D, E, and F are available in Word format on the DPSS website: <http://dpss.lacounty.gov/dpss/contracts/default.cfm>

The DVSS and DVSBP Budget forms are available in Excel format on the DPSS website.

6. Will DPSS provide the budget forms in a fillable format, preferably Excel?

Answer: DPSS has posted the SOQ budget forms (Appendix D- DVSS SOQ Application Part I, Exhibit 8) and Appendix E- DVSBP SOQ Application Part I, Exhibit 7) in Excel format on the DPSS website: <http://dpss.lacounty.gov/dpss/contracts/default.cfm>

7. If submitting three proposals (SOQ Part I), do we still only need one set of Part II?

Answer: SOQ Part II shall be submitted only once per Agency (include the required hard and electronic copies), regardless of the number of SOQ Part I submitted. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.6.3- Part II-ALL PROPOSERS (DVSS and DVSBP) on Page 32.

8. Should the original and three copies of the SOQ be put into four separate three-ring binders?

Answer: The original and each copy are to be in separate three-ring binders. Part Two of this Addendum, item #6, which revises RFSQ, Subsection 2.7, SOQ Submission.

9. In reference to page 27 on the DVSS Exhibits 1-9, if you are providing services for two Supervisorial Districts, do you need to duplicate all the exhibits for each district?

Answer: Proposers are to submit a separate SOQ Part I (which contains Exhibits 1-9 and Attachments 1 through 3) for each Supervisorial District. Refer to RFSQ, Subsection 2.6, Preparation and Format of the SOQ, Paragraph 2.6.1 DVSS SOQ Application-Part I.

10. Is Appendix F, Exhibits A-H, to be submitted in a totally separate 3-ring binder than the proposal's binder?

Answer: Appendix F, SOQ Application Part II, includes the SOQ Part II Exhibit forms. Proposers are required to submit Exhibits A-H and Attachments I-VII in SOQ Part II.

11. We are applying for both DVSS and DVSBP. Page 32 states only one Part II needs to be submitted. Which SOQ should have the Part II attached?

Answer: SOQ Part II must be submitted in separate binders. You can submit SOQ Part II with either the DVSS SOQ Part I or DVSBP SOQ Part I. You may also submit SOQ Part II in a separate envelope or box and label it SOQ Part II with agency name as instructed in RFSQ, Subsection 2.7, SOQ Submission.

12. In relation to SOQ Part I, Attachment 3, does a non-profit have to have a business license to submit an SOQ?

Answer: DPSS cannot advise whether your organization should or should not have a business license. If your agency is required to have a business license, it must be submitted in SOQ Part I, Attachment 3. Proposer must furnish a copy of all applicable licenses. Refer to RFSQ, Section 2.6 Preparation and Format of the SOQ, Subsection 2.6.1C, Attachment 3.

13. Do you want copies of Staff licenses as well?

Answer: Proposers must furnish a copy of all applicable licenses. If a license is required either by an agency, or the staff member providing the service, then the Proposer must provide copies of those licenses (e.g., licensed therapist or attorneys) in Attachment 3 of the SOQ Part I. Refer to RFSQ, Section 2.6 Preparation and Format of the SOQ, Subsection 2.6.1C, Attachment 3.

14. The RFSQ says that we must submit a signed Signature Page of DVSS contract. Where do we find this page? Please provide page number? Do we need to include the entire contract or just the Signature Page?

Answer: The Signature Page of the DVSS contract can be found in Appendix D- DVSS SOQ Application Part I, Exhibit 9 (Page 165). The DVSBP Signature Page can be found in Appendix E- DVSBP SOQ Application Part I, Exhibit 8 (Page 188). Do not include the entire contract with the SOQ.

15. Our agency only has Attachment V, IRS Letter, no Attachment VI, California Franchise Tax Board. Does the IRS letter qualify to serve for both Attachments V and VI?

Answer: Proposers must submit both IRS letter granting tax exempt status, and Attachment VI, California Franchise Tax Board Non-Profit determination letter in SOQ Part II.

16. What are SOQ Part II, Attachments II, Certificate of Good Standing and Attachment III, Statement of Domestic Stock Corporation?

Answer: Attachment II is the Certificate of Good Standing with the State of Incorporation. Attachment III is the Statement of Domestic Stock Corporation, also known as the Statement of Information, as filed with the California Secretary of State. Both forms may be obtained from the California Secretary of State. However, the requirement to submit these two Attachments has been revised. See Question 22.

17. There is an issue in getting the Attachment II, Certificate of Good Standing and Attachment III, Statement of Domestic Stock Corporation certificates back from the State in time before the SOQ deadline. The Secretary of State is backlogged, and unable to provide certificates on short notices.

Answer: The RFSQ requirement to submit a Certificate of Good Standing and a Statement of Domestic Stock Corporation has been deleted. Agencies shall submit a list of corporate officers and a Business Entity Detail Report. Refer to Part Two of this Addendum, Item #5, which revises RFSQ, Subsection 2.6 Preparation and Format of the SOQ, Paragraph 2.6.3, Part II- All Proposers (DVSS and DVSBP).

18. We recently became an approved vendor with DPSS and DMH. Do we need to submit the Part II since we were recently approved?

Answer: All Proposers shall submit a complete SOQ Part I and SOQ Part II in order to be considered for DVSS or DVSBP contracts. Refer to RFSQ, Subsection 2.6 Preparation and Format of the SOQ, Paragraph 2.6.3, Part II- All Proposers (DVSS and DVSBP).

19. If 2011-12 FY audit has not been completed yet, do we submit 2008-2009, 2009-2010 and 2010-2011 audited statements, or the 2011-12 unaudited statements?

Answer: Proposers are to submit financial statements for the three most recent years that are completed. If your agency utilizes audited financial statements, submit the three most recent audited statements. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.6 Preparation and Format of the SOQ, Paragraph 2.6.3, Part II- All Proposers (DVSS and DVSBP), Subparagraph E, Attachment IV.

20. Do you require a wet signature?

Answer: Proposers must submit a hardcopy of the SOQ with original signatures.

21. Do the signatures on documents submitted with the SOQ need to be signed in blue ink?

Answer: No.

22. Should electronic copies be scanned versions of the original, signed documents?

Answer: Electronic copies of SOQ Exhibits and Attachments should be scanned versions of original signed documents. Refer to RFSQ Section 2.0, Instructions To Proposers, Subsection 2.7, SOQ Submission.

23. May electronic copies of SOQs be submitted on jump drives/USB flash drives instead of a CD-ROM?

Answer: Electronic copies of SOQs shall be submitted on CD-ROM. Refer to RFSQ Section 2.0, Instructions To Proposers, Subsection 2.7, SOQ Submission.

24. If providing the electronic copies in pdf format, does it matter if hardcopies were recreated in Excel?

Answer: Proposers should use the Word version of SOQ Exhibits posted on the DPSS website: <http://dpss.lacounty.gov/dpss/contracts/default.cfm>. The only exception are budget forms (DVSS: SOQ Part I, Exhibit 8 and DVSBP: SOQ Part I, Exhibit 7) which are posted on the DPSS website in Excel format.

25. Are the electronic copies submitted on CDs to be in Word or pdf format?

Answer: The softcopies submitted on CDs should be in pdf format.

26. Should electronic copies be one large pdf file, or separate pdf documents for each Exhibit and Attachment?

Answer: Electronic copies of SOQs should not be saved as one large file. Each Exhibit and Attachment should be separate files on the CD.

27. Does each hard copy need to be in a separate three-ring notebook?

Answer: Each hard copy of an SOQ Part I and SOQ Part II must be in separate three-ring binders. Each SOQ submission requires a SOQ Part I and a SOQ Part II. Each SOQ requires an original and three numbered hardcopies, and two softcopies on separate CD-ROMs. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 SOQ Submission.

28. Can the Proposer recreate the Reference, Contract and Terminated Contract Exhibits in Excel if it looks exactly the same?

Answer: Proposers must use the forms that were provided in the RFSQ. SOQ Exhibits are provided in Word format on the DPSS website.

29. If Proposer has contracts that ended during the past 5 years, but were renewed, should they be listed on Exhibit 5, Proposer List of Contracts?

Answer: If one contract ended, and a new contract was executed during the past 5 years, both contracts would be listed on Exhibit 5, Prospective Contractor List of Contracts.

30. For a contract where the funding dried up, should the contract be listed as a terminated contract for Exhibit 6, Prospective Contractor List of Terminated Contracts?

Answer: Proposer needs to determine whether the contract expired or was terminated. If the contract expired, Proposer would not include it on Exhibit 6, Prospective Contractor List of Terminated Contracts. If the contract was terminated, Proposer would include it on Exhibit 6.

31. Will the 11/7/12, 12:00 P.M. deadline for submitting the SOQ be changed?

Answer: The deadline to submit SOQs is 11/7/12, 12:00 p.m. There are no plans to change the deadline. Refer to RFSQ, Section 2.0, Instructions to Proposers, Subsection 2.3, RFSQ Timetable, and Subsection 2.7 SOQ Submission.

32. Will DPSS reconsider to change to a 5:00 P.M. deadline?

Answer: The deadline to submit SOQs is 11/7/12, 12:00 p.m. There are no plans to change the deadline. Refer to RFSQ, Section 2.0, Instructions to Proposers, Subsection 2.3, RFSQ Timetable, and Subsection 2.7 SOQ Submission.

33. Can you use DPSS people for Contract References? May Rubinella Ermino be listed as the contact person on the Exhibit for Proposers' References, or List of Contracts, or Terminated Contracts?

Answer: Proposer may list DPSS staff as a reference. However, Rubinella Ermino, is now the manager in charge of the DVSS and DVSBP solicitation. Proposers may not use her as a reference. Proposers shall list the current County Contract Administrator or Contract Program Monitor as the contact person.

## QUESTIONS THAT APPLY TO BOTH DVSS and DVSBP

34. Please define key staff? Which positions?

Answer: Key Staff positions are defined in Appendix A, DVSS Statement of Work, Sections 4.9 Staff (for DVSS-CM), and 5.0 Staff (for DVSS-LS), and Appendix C, DVSBP Statement of Work, Section 4.0 Staffing (for DVSBP).

35. Is payment for DVSS and DVSBP services a fee for service (per unit) or cost reimbursement?

Answer: Payment for DVSS service is fee-for-service. Refer to Appendix B, DVSS Pricing Schedule, and Appendix G, DVSS Sample Contract, Section 5.0, Contract Sum/Compensation, Subsection 5.6, Invoices and Payments, Paragraph 5.6.10, Unspent Funds.

DVSBP is neither a fee-for-service or cost reimbursement. Refer to Appendix H, DVSBP Sample Contract, Section 5.0 Contract Sum/Compensation. The County is disbursing the funds collected by the County from Marriage License fees and Batterers' fines, to the agencies. Under the current contracts, each contractor receives approximately \$78,000 per year. The funding is dependent upon how much money is collected by the County from two sources: Marriage License Fees, and Batterers' Fees. Please refer to RFSQ, Section 1.1.2. Domestic Violence Shelter Based Program, C. Funding.

36. When will these grants be awarded? When the new contracts begin?

Answer: These are not grants. These are contracts. They are expected to be awarded for a start date of January 1, 2013.



## DOMESTIC VIOLENCE SUPPORTIVE SERVICES

37. Is a shelter considered a "service site" for DVSS? (Appendix A, Section 4.8, Page 65).

Answer: For DVSS, Proposer is required to have a drop-in center in the Supervisorial District you want funded. Emergency shelter services do not have to be located in the Supervisorial District. You may send someone to an emergency shelter in another area for safety reasons. There is no minimum requirement for DVSS that an emergency shelter be located in the Supervisorial District.

38. Is the client name required on DVSS invoice form? And if yes, does this violate DV client confidentiality standards? (Appendix B- DVSS Sample Invoice Format)

Answer: The DVSS Sample Invoice format was revised to reflect only Participants' First Initial of First Name and Year of Birth. Refer to Part Two of this Addendum, Item 8, which revises the DVSS SAMPLE INVOICE FORMAT.

39. Is the \$14.5 million funding listed in the DVSS and DVSBP RFSQ comparable to the amount in the current DVSS and DVSBP contracts?

Answer: RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work, Paragraph 1.1.1, Subparagraph C includes the estimated funding for DVSS and DVSBP Calendar Year 2013. The combined total is \$14.5 million.

40. How many agencies do you expect to fund? How much per year?

Answer: DPSS does not have a number of agencies, or the expected funding amount that will be funded per agency. This depends on the number of qualified proposers. The estimated amounts of funding for the services are listed in RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work, Paragraphs 1.1.1, Subparagraph C, and 1.1.2, Subparagraph C.

41. Could you please provide the breakdown of the DVSS clients per Supervisorial District?

Answer: Refer to RFSQ, Appendix A, DVSS Statement of Work, Section 2.0 Participant Eligibility for a breakdown by Supervisorial District for CalWORKs clients. The numbers for GR and GROW are listed in RFSQ, Section 1, 1.1 Scope of Work, Paragraph 1.1.1 Domestic Violence Supportive Services program, Subparagraph B. However, the numbers for GR and GROW participants served is too small to be reflected by Supervisorial District.

42. If we get funded for one GR participant, but we get five GR participants, what do we do?

Answer: As soon as you reach capacity, Contractor should notify DPSS that you cannot serve any additional GR participants. Refer to Appendix G, DVSS Sample Contract, Section 5.0 Contract Sum/Compensation, Subsection 5.1.

43. Section 1.25 of the RFSQ appears to require agency to have DV survivors and former victims on staff. Does this requirement violate confidentiality and hiring authority of the agency? (page 19).

Answer: RFSQ Section 1.25.1 requires County contractors to attest to a willingness to consider GAIN/GROW Participants for any future employment, if they meet the minimum qualifications.

44. Section 1.35 of the RFSQ, Defaulted Property Tax Reduction Program: How do we determine if we are exempt from this tax? We don't pay property taxes due to having a welfare exemption.

Answer: Proposers should refer to RFSQ, Subsection 1.35 - Defaulted Property Tax Reduction Program, RFSQ Appendix O, and Los Angeles County Code 2.206.020 that is available on the Internet.

45. When determining which Supervisorial District to apply for should the agency base it on the location of their service site?

Answer: Funding is based on the Supervisorial District in which the Proposer's service site is located. Proposers must submit DVSS SOQ Part I for each Supervisorial District for which they are proposing to qualify. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.6.1- DVSS SOQ Application Part I.

46. Insurance requirements are double than what DVSS was required in the past. For agencies that will need to increase their insurance coverage, is it sufficient to provide current coverage with intent to increase upon approval for the contract?

Answer: If the 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. Refer to RFSQ, Section 2.0 Instruction to Proposers, Subsection 2.6 Preparation and Format of the SOQ, Paragraph 2.6.1C, Attachment 2.

47. If we provide Case Management and Legal Services in 2 different Supervisorial Districts, are we submitting 2 or 4 proposals?

Answer: in that scenario, the Proposer must submit four separate SOQ Part I, and one SOQ Part II. Proposer must submit a proposal for each category (Case Management or Legal Services) and Supervisorial District where they are proposing to qualify. Refer to Section 2.0 Instructions to Proposers, Subsection 2.6 Preparation and Format of the SOQ, Paragraph 2.6.1B.

48. If we provide Case Management and Legal Services, then are we still limited to 9 pages for Exhibit 3, and 8 pages for Exhibit 2?

Answer: Proposer must submit a separate SOQ Part I for Case Management, and a separate SOQ Part I for Legal Services. Proposer should not submit one SOQ for both service categories together. Refer to RFSQ, Section 2.0 Instruction to Proposer, Subsection 2.6 Preparation and Format of the SOQ, Paragraph 2.6.1. For Page Limits, refer to Addendum One which added page limits. RFSQ, Section 2.0 Instruction to Proposer, Subsection 2.6 Preparation and Format of the SOQ, Section 2.6.4, Page Limits.

49. If the agency has 1 full-time attorney, she may work some of her time on non-CalWORKs clients. Can this attorney still be on the budget as 1 FTE and still meet the RFSQ Requirements? (Appendix A, Section 5.4.1, Page 81)

Answer: There are two different positions, but based on general accounting principles, you cannot put someone as a full-time equivalent, if the person is not working full-time on a particular contract. Refer to Addendum Two which clarifies Appendix A, Section 5.0, Legal Services, Section 5.4, Staff, Subsections 5.4.1 and 5.4.2.

For the purpose of these specific contracts, the agencies can reflect the attorney **FTE** requirements in the budget, by indicating it in the "Classification" column, and indicate the time dedicated to the program in the "% Time Allocation" column.

50. What do you consider a public agency?

Answer: A public agency is a County, City, School District, Joint Authority, a State, or the federal government.

51. What is SOQ Part II Attachment VI-State of California Franchise Tax Board Non-Profit Determination letter?

Answer: It is a letter from the State of California Franchise Tax Board stating an agency not subject to State taxes.

52. Our agency does not service CalWORKs participants in other counties, so how do we provide a list of references where our agency provides similar services?

Answer: References may be individuals or organizations who know the service you provide.

53. Is there a maximum number of participants we can propose to serve?

Answer: There is no maximum number of participants an agency may propose to serve. Per RFSQ Appendix A, DVSS Statement of Work, Section 1.3, Contractor shall serve the maximum number of eligible participants based on allocated funding, Contractor's capacity and Contractor's Budget (to be provided prior to contract execution).

54. How are Youth Activity Services defined? Does it cover DV Support and DV Education groups or are these counted under Case Management? (Appendix A, Section 4.2.5, Page 52) CalWORKs Program

Answer: Youth activity services are defined in Appendix A, DVSS Statement of Work and permit parents to access services and for their children to have activities while the parent is accessing services. The youth activities can be reading, doing arts and crafts, playing games, etc. Children may also be served under DVSS, such as Counseling, family therapy, Support Groups.

55. Regarding documentation of services, does agency have to use the "codes" provided by DPSS if we agency has a comparable coding system that's already in place? (Appendix A, DVSS Statement of Work Section 4.2.5, Page 53)

Answer: Contractors must use DPSS codes.

56. We used to calculate budget at number of participants served at \$3,000 per person. Do we use that formula? Is there a maximum amount that can be requested?

Answer: Refer to the Appendix B Pricing Schedule, for fee-per-service rates. Proposer will need to make assumptions when estimating a cost per participant. Include assumptions in the budget narrative. The budget you provide in the SOQ is not the budget that will be included in the contract. Proposers will have an opportunity to provide a revised budget for the contract to fit the allocated funding.

57. At the time we revise the Budget for the contract, are we to revise the estimated number of participants to be served also?

Answer: Yes.

58. Do the Proposers need to submit a separate set of budgets per funding source (CalWORKs, GR, GROW)?

Answer: Proposer shall submit a separate budget for each of the different funding sources.

59. Appendix G, DVSS Sample Contract Section 9.5, Child/Elder Abuse/Fraud Reporting requires contractors to comply with California Penal Code Section 11164 et seq, but attorneys are not mandated reporters child/elder abuse due to client confidentiality?

Answer: Then the attorneys are in compliance with the requirement.

60. Could you provide a more legible Sample Invoice Format (page 113)?

Answer: DPSS posted in DVSS and DVSBP Sample Invoice Formats in Excel format on the DPSS websites at:  
<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

61. Are legal services required to answer question 11-13 on Exhibit 3, page 152, seems like it only applies to Case Management – Healthy Living Program?

Answer: Legal Services proposers are not required to answer Questions 1, 12 and 13 on Exhibit 3 (page 6 of 6) of the Appendix D- DVSS SOQ Application. Refer to Appendix A- DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.1.

62. Is the Healthy Living Program mandatory, and must the contractor all categories?

Answer: The Healthy Program Living is mandatory for DVSS Case Management Contractors and includes all categories. It is a time-limited program in which DPSS is partnering with the Department of Mental Health. The program is optional to the Participant, not the Agency. Refer to Appendix A-DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.1 and 4.7.

63. Since HLP funding is from a different source, can we serve non-CalWORKs clients?

Answer: HLP is only for CalWORKs participants. Refer to Appendix A, DVSS Statement of Work, Section 4.0, Case Management Services, Subsection 4.7, Health living Program Services (CalWORKs Participants only).

64. HLP does not indicate the funding. How do we create a budget for HLP?

Answer: Proposer shall provide a line-item budget for six-months from January 1, 2013 through June 30, 2013. Refer to Appendix A, DVSS Statement of Work, Section 4.0, Case Management Services, Subsection 4.7, Health living Program Services (CalWORKs Participants only).

65. Is each agency going to develop their own Healthy Living Program and own schedule of classes and curriculum? Is there a format on how this should be delivered?

Answer: It is flexible. Refer to Appendix A, DVSS Statement of Work, Section 4.0, Case Management Services, Subsection 4.7, Health living Program Services (CalWORKs Participants only).

66. Can we provide just Health Living Program?

Answer: No.

67. How is an agency going to be paid for Healthy Living Program?

Answer: Agency will be paid with a flat or fixed monthly fee. Refer to Appendix A- DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.7.

68. Healthy Living-What is the fixed monthly amount on Appendix B?

Answer: Proposer shall provide DPSS with their proposed flat monthly amount.

69. Are the budgets for outreach and Healthy Living Program optional? We do not plan to seek funding for these programs.

Answer: Outreach and Healthy Living Program services are not optional but mandatory under Case Management services.

70. Will there be a yearly report (for DVSS)?

Answer: Refer to RFSQ, Appendix G, DVSS Sample Contract.

71. Are unspent funds determined at the end of the calendar year? How are unspent funds determined?

Answer The DVSS Sample Contract (Appendix G) Section 5.6.10 sets out how unspent funds are calculated and when. Unspent Funds is based on actual costs.

72. DVSS Sample Contract Program on Most Favored Public Entity – How is this provision applied since the County is setting the reimbursement rate for the contract?

Answer: This is a standard County contract term. Refer to Appendix G, DVSS Sample Contract, Section 8.0, Terms and Conditions, Subsection 8.24, Most Favored Public Entity)

73. On the Budget Personnel Schedule, what is meant by “Classification” Full time/part time? Exempt/Non-exempt? (Appendix D, Page 3 of Exhibit 8, Page 159)

Answer: Classification is usually referred as the employee's category/class, for example, Fiscal coordinator, Auditor, Case Manager, etc. However, for the purpose of the DVSS SOQ **FTE** requirements, it should be used to indicate if staff is full time or part time.

74. What is meant by "From Other Personnel Schedules" in the Monthly Employee Benefits by Classification table? (Appendix D, Page 3 of 8, Page 159)

Answer: Sometimes agencies need more than one Personnel Schedule to calculate all the employee benefits and may bring totals from other work sheets. This is a common practice among the certified public accountant/bookkeepers, preparing the budget.

75. On the Annual Budget Narrative form, what is the difference between Administrative Staff Salaries/Benefits and Indirect Costs? (Appendix D, Page 6 of 8, Page 162)

Answer: Per OMB regulations, administrative staff salaries & benefits can be considered Direct or Indirect Costs. Direct Cost is any cost that can be identified with a particular program or cost objective. Indirect Costs are those cost that are incurred by an agency that are not readily chargeable to a particular program or function; but are necessary to the overall operation of the agency.

76. If an agency does not have an approved Indirect Cost Rate, can Admin. Salaries be included as Personnel line items?( Appendix D, Page 1 of Exhibit 8, Page 158)

Answer: Per OMB regulations, administrative staff salaries & benefits can be considered Direct or Indirect Costs. Direct Cost is any cost that can be identified with a particular program or cost objective. Indirect Costs are those cost that are incurred by an agency that are not readily chargeable to a particular program or function; but are necessary to the overall operation of the agency.

77. Page 52: Is the Contractor only allowed to re-open a Case if during the same calendar year? What if it is for another year?

Answer: Refer to Appendix A, DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.2 Required Case Management, Paragraph 4.2.2. Contractor shall re-open and re-assess/update the original developed service plan whenever a participant returns to the agency for DV services (this is a returning participant).

78. In regard to Section 4.3.3 and 4.3.4, our domestic violence education curriculum and our parenting education curriculum cover the topics listed in Section 4.3.3 (Life Skills Education). Can we submit those curricula in lieu of submitting a separate Life Skills Education curriculum? Some of the information overlap each other.

Answer: Proposer has to submit a Life Skills Education curriculum. Refer to Appendix A- DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.3, Paragraph 4.3.3. Contractors may use materials from other sources to develop the required curriculum.

79. Please list all Optional Services. What are they?

Answer: The Optional Services under DVSS Case Management Services are Court Support/Restraining Order and Licensed Therapy. Refer to Appendix A DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.4, Paragraphs 4.4.1 and 4.4.2.

80. Are there any set expectations for providing outreach services?

Answer: Refer to Appendix A, Section 4.0 Case Management Services, Subsection 4.5 for the requirements for providing outreach services. Methods, frequency and other parameters may be determined by the Proposer.

81. For outreach, would we need for back-up documentation to list the participating clients or the person in charge?

Answer: Back up information is required for invoicing purposes. Documentation should be reasonable. (e.g., based on the outreach activity, a sign-in sheet, a flyer). We cannot give a specific list.

82. Does the person who does the outreach have to be a paid employee of the contract?

Answer: Volunteers can be part of your outreach plan, however, the volunteer must attend the 40-hour domestic violence training.

83. Is it allowable to deviate from the hours of operation of 8:00 am through 5:00 pm requirement if we are meeting the needs of participants and in fact, covering more hours than is required per RFSQ?

Answer: Services are to be provided during the hours listed in the RFSQ. Proposer cannot deviate the required Hours of Operation; however, proposer may continue to provide services after 5:00 pm. Refer to Appendix A- DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.8 Service Sites, Paragraph 4.8.1.

84. Page 65: Where do we post the paragraph about accommodating them?



Answer: Refer to Appendix A, Section 4.0 Case Management Services, Subsection 4.8 Service Sites, Paragraph 4.8.1.

85. Is outreach a billable service for DVSS LS contractors?

Answer: Outreach is not provided under the DVSS LS contract.

86. Please clarify that a Legal Services Contractor will provide services listed in Appendix A, DVSS SOW, Section 5.0, Legal Services (p. 71: providers will provide one initial assessment, 2 initial consultations with a hotline.

Answer: Refer to part Two of this Addendum which revises Appendix A, DVSS Statement of Work, Section 5.0 Legal Services. Legal Services contractors are provided services at one DVSS Case Management service site once a month.

87. Could you please provide a list of current DVSS contractors in order to partner with them?

Answer: A list of current DVSS contractors will be posted on the DPSS website on 10/29/12.

88. Page 65: How would a DVSS-LS contractor bill for Drop-in site walk ins?

Answer: Contractor would bill according to Appendix B, DVSS Pricing Schedule.

89. Can proposer send only one or two staff to this training who will then train the rest of the staff?

Answer: All Contractor staff funded through this contract shall attend the DPSS DV Program Requirements Review training. Appendix A-DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.9.

90. Please clarify if Outcome measures and program evaluation measures must be kept in each client file or if these can be maintained in program level documentation/files.

Answer: Since some of the Outcome measures are client oriented, the information should be in the client file. The information may be aggregated into a separate report. Contractor shall maintain current and comprehensive case file for each participant interviewed and serviced. Documents must be filed in the participant's case file. Refer to Appendix A- DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.9.

91. Do we have to have our partnership agreements for LS contractors to provide services at DVSS Case Management sites signed before the submission of the SOQ?

Answer: Partnering agreements are not required for the submission of the SOQ.

92. Does the DVSS Project Manager have to be a licensed therapist?

Answer: No.

93. Can the Contractor's Project Manager be also the Direct Services staff? (Appendix A, Section 4.9.3, Page 67)

Answer: Yes, as long as the DVSS minimum requirements are met and the requirements of the DVSS Statement of Work are met.

94. The DVSS RFSQ requires Contractor Project Manager and Direct Services staff devote a minimum of 20 hours per week to the contract but this isn't feasible or even possible given the scope of work. Can this be changed? (Appendix A, Section 4.9.3, Page 67)

Answer: The Contractor Project Manager and one Direct Services staff shall devote a minimum of 20 hours per week.

95. Are Legal Services providers be assigned to a shelter to provide the on-site services or are they required to established this on-site collaboration with a shelter?

Answer: Legal Services contractors shall establish a collaboration with a DVSS-CM Contractor to provide on-site services. Refer to Part Two of this Addendum, Item #7.

96. Is the Participant Outcome Form in Appendix A- Technical Exhibit 2 on Page 109 in the RFSQ replacing the current outcome form?

Answer: Technical Exhibit 2 of Appendix A -DVSS Statement of Work is the new format since the outcome measures have changed.

97. Does a person need to be trained by DMH to provide Healthy Living Program services?

Answer: The Contractor does not need to be trained by DMH; however, Contractor must develop and submit a curriculum to County Contract Administrator for approval. Upon approval, HLP services may commence. Refer to Appendix A- DVSS Statement of Work, Section 4.0 Case Management Services, Subsection 4.7.

98. Does the DVSS Walk-in Center need to be located in the same district as the shelter?

Answer: No, not necessarily. The Walk-in Center must be in the Supervisorial District to be funded, but the shelter may be elsewhere within Los Angeles County.

99. What is DPSS Domestic Violence Contractor Program Requirements Review training? (Appendix A, Section 4.9.1, Page 66)

Answer: The DPSS DV Contractor Program Requirements Review training is provided by DPSS. It covers eligibility and contract reporting process.

100. Will the County provide the mandatory DV Contractor Program Requirements Review Training quarterly? (Appendix A, Section 5.4.3, Page 81)

Answer: Per Section 5.4.3, Appendix A, states the training will be provided within the first quarter of the contract and periodically thereafter or for individuals new to the program.

101. Is the time spent preparing immigration applications for non-CalWORKs participants billable to the DVSS contract since much of the work is done before the participant is a CalWORKs participant? On average this process takes 30 hours per client/participant. (Appendix A, Section 5.2.3, Page 76)

Answer: DPSS is currently research this question. For purposes of preparing the SOQ, Proposers should assume that hours are billable if there is a CalWORKs case (i.e., children are CalWORKs eligible). At time of contract execution, this restriction may be changed.

102. How can they be deemed CalWORKs eligible if they are non-citizens?

Answer: There is a population of parents who may be undocumented or non-citizens that do not receive CalWORKs for themselves but have an active CalWORKs case due to having eligible children. This population is most likely to be eligible if their legal status was different.

An undocumented or non-citizen parent (person) with no eligible children (or undocumented children) is not likely to be CalWORKs eligible or have a CalWORKs case.

103. What if they are going through the VAWA process and U-Visa process?

Answer: Legal Service providers can only bill for VAWA and U-Visa services provided to clients that may be deemed CalWORKs eligible. Legal Service providers will have to utilize their other funding sources to cover the cost for this population. Since, funding for CalWORKs Domestic Violence funding is limited, the allocation is for the CalWORKs population

and those participants that with legal assistance (processing of VAWA and U-VISA) would be deemed CalWORKs eligible.

104. After the participant becomes a CalWORKs participant, can the contractor bill DPSS for services prior to the CalWORKs participant's eligibility?

Answer: No. Contractors may not retroactively bill DPSS, for services provided before a participant is eligible for services.

105. Can the Lead/Managing attorney be the same full-time attorney based at the Service Site within the Supervisorial District? Appendix A, Section 5.4.2, Page 81)

Answer: Yes.

106. The DVSS RFSQ states attorneys may be volunteers. Can volunteers provide service if they are working under the direct supervision of a full time contractor's staff attorney? (Appendix A, Section 5.4.2, Page 81).

Answer: Volunteer attorneys may be utilized to provide legal services under the supervision of the LS Contractor Attorney-Employee and Lead/Managing Attorney. Please refer to Part Two of this Addendum, Item #7, which clarifies Appendix A, DVSS Statement of Work, Section 5.0 LEGAL SERVICES. Billing for services provided by volunteer attorneys be at the Attorney rates in accordance with Appendix B, DVSS Legal Services Pricing Schedule.

107. By law, case notes and legal documents are privileged communications between DV participants and legal staff. What information is DPSS asking for in the CalWORKs Progress Report, GN 6008? (Appendix A, Section 5.6, Page 82)

Answer: The CalWORKs Progress Report, GN 6008, is to indicate whether the participant is participating and making progress and/or status of the DVSS Legal Service component/activity, such as pending, preparation of documentation, completed, etc. CONTRACTOR is not to divulge privileged information.

108. In Appendix A, Section 6.3, it reads that there is "no completion of program" or point at which the Participant is told that he/she may no longer access services. As legal service providers, there are times when agencies are legally not able to continue providing services. Will DVSS Legal Service Contractors be penalized if they must terminate a relationship with a client? (Appendix A, Section 6.3, Page 84) CalWORKs , GROW Programs

Answer: DVSS Legal Service Contractors not to violate professional code of responsibility or code of conduct. If a DVSS Legal Service Contractor must terminate the legal relationship, you may do that.

The CalWORKs participant will not be penalized. However, the participant must attend all scheduled appointments and agree to participate in WtW.

There is a process to terminate a client. Refer to RFSQ, Appendix A, DVSS SOW, Section 6.0, Subsection 6.3, Client Choice in No Longer Accessing Services or In No Longer Accessing Particular Services. (on page 84), and the form is in Appendix A-Technical Exhibit 2, CalWORKs Supportive Services Enrollment Termination Notice.

109. Some clients do not want to exit the program and may want repeated services even when the DVSS Contractor has nothing left to offer. So that other people can benefit from the services, may a Participant be released?

Answer: If Contractor indicates participant has completed his/her goals based on the service plan, but participant insists on receiving the same services, Contractor shall follow procedures set forth in Appendix A, Statement of Work, Section 6.0 Discharge, Termination and Changes.

110. Clarify "Battered Non-Citizen Participants" in the eligible population. How can they be deemed CalWORKs eligible if they are non-citizens? (Appendix A, Section 2.1, Page 44) CalWORKs Program

Answer: The revised definition for DVSS eligibility states that Battered non-citizens, which includes VAWA and I-130 petitioners, and/or those eligible under Senate Bill 1569 for whom CalWORKs benefits have been issued or approved, eligibility is the date the PA 1923 was executed by the participant or, the date of CalWORKs aid for the Assistance Unit, whichever is later.

111. Advocacy is not listed on the DVSS Pricing Schedule. How can advocacy services be billed?

Answer: DVSS Case Management Contractors shall coordinate the delivery of all supportive services needed by client, and shall work closely with client, other community-based services providers, DPSS and other CalWORKs staff needed to meet the client's needs. Telephone calls to/from DPSS to assist client CalWORKs/GAIN issues; crisis intervention; information and referral to appropriate community agencies and resources (healthcare referrals, emergency shelters, transitional housing, counseling, legal services, etc.) may be billed under Counseling Services. See Appendix A, DVSS Statement of Work, Section 4.3.1.

112. May a DVSS Contractor bill for more than one Is it negotiable to provide more than one Service Plan or Safety Plan or Assessment in 6 month-period? Sometimes, this is needed due to safety concerns.

Answer: Contractor may revise the Safety Plan, Service Plan or Assessment based on the participant's needs. However, DPSS will only pay once per 6 month-period. Refer to RFSQ, Appendix B-DVSS Pricing Schedule.

113. Appendix B (Pricing Schedule) allows for payment for assessment every 6 months, however, CalWORKs Program requires reassessment every 3 months. Does this mean that one assessment will not be reimbursed? (Appendix B- DVSS Pricing Schedule, Page 111)

Answer: Creating a DVSS Assessment, is not the same thing as providing a report to the GSW indicating how the participant met his/her goals.

DPSS requires a progress status report every three months. A reassessment is a follow-up of the existing service plan (developed goals and objectives). The reassessment is to amend/revise the service plan due to unforeseen emergencies, early completion of goals, updating goals/objectives, and evaluating if additional services are necessary.

114. Do you have to include DVSS services in the line item budget, SOQ Exhibit 8? Example: build "Restraining Order" service information budget, but not use it?

Answer: Proposer will provide a line item budget. The line item budget would not list specific DVSS services such as "Counseling" or "Restraining Order."

115. How does contractor bill for activities that are not directly related to one client but are necessary for the whole project (e.g. keeping upon developments in the law, case review meetings, attending mandatory meetings, etc.) and for required supervision?

Answer: Contractors may only bill for services listed on the invoice and Pricing Schedule. Refer to the Sample Invoice Format and Appendix B -DVSS Pricing Schedule.

116. Where do we bill for paperwork? It used to be under "Case Management", such as the Quarterly paperwork (6008).

Answer: DVSS shall be billed in accordance with Appendix B, DVSS Pricing Schedule.

117. Is there a limit to the amount of the budget attached to the SOQ for DVSS? How much can we ask for the CalWORKs contracts?

Answer: Agencies may request any amount, but funding is limited, and agencies may not be funded at the amount they requested. Available funding is described in RFSQ Section 1.0 General Information, Subsection 1.1 Scope of Work.

118. What is the average contract amount does DPSS will fund for each DV Case Management contract?

Answer: There is no average contract amount for the DVSS contracts.

119. For the Reference List, is it permissible to include reference from DPSS?

Answer: Yes.

120. Appendix D, Exhibit 4 Are only references required? Are letters needed?

Answer: Exhibit 4, includes the information required for references. Reference letters should not be submitted.

121. Appendix D, Exhibit 3, page 1, Staff information. How detailed should it be?

Answer: Proposer is limited to 9 pages for Exhibit 3 per RFSQ Section 2.0, Instructions to Proposers, Subsection 2.6, Preparation and Format of the SOQ, Paragraph 2.6.4, Page Limits.

122. If we are going to serve DVSS for CalWORKs, GR and GROW, do we need a separate SOQ for each?

Answer: For DVSS-Case Management, proposer must provide services to CalWORKs participants, and may provide services to GR and GROW participants. Proposer would only be required to submit one SOQ for Case Management, but would include a separate Exhibit 8, Budget, for each of these three populations.

123. If Indirect cost rate is less than 10%, are we required to get an approval letter?

Answer: No.

124. Are there budget guidelines for Healthy Living Program?

Answer: Proposer shall provide their budget ensuring required services listed in Appendix A, DVSS Statement of Work, are provided.

125. Is there additional funding for the Healthy Living Program (HLP)?

Answer: The HLP allocation for January 1, 2013 through June 30, 2013 is \$750,000.

126. Are DVSS contracts now based on calendar year not fiscal year?

Answer: Yes.

127. Will proposers use the same contract number?

Answer: New contracts will have new contract numbers.

128. Will there be a new Monthly Management Report (MMR)?

Answer: There will be a MMR, but the Sample Invoice will provide most of the information. An electronic version will be provided, and if there is an electronic invoicing system, Contractor will need to transition into that.

129. If we only apply for one district but get a client from another district, are we able to bill for that client?

Answer: Yes, it is the client's choice where to receive services.

130. If the DVSS is a fee-for-service contract, are we supposed to do a line-item budget? Will there be difficulty with the Auditor-Controller since the cost might be wildly different from the line-item budget.

Answer: Do your best. Indicate your assumptions in the budget narrative. You will have an opportunity, once funded, to provide a revised budget, to be attached to the contract. Contractors are required to keep their own books according to OMB Cost Circulars. Please refer to Part Two of this Addendum, Item 10, which revises Appendix G, DVSS Sample Contract, Section 5.0 **CONTRACT SUM/COMPENSATION**, Subsection 5.6 **Invoices and Payments**, Paragraph 5.6.11 Budget Modification.

131. My agency is a full service legal provider. We utilize volunteer attorneys to provide legal services. Can we use volunteer attorneys to provide legal services under the DVSS contract?

Answer: The RFSQ has been clarified to indicate that volunteer attorneys may provide legal services under the DVSS contract. See Addendum Part II.

132. DVSS Statement of Work, Subsection 3.3 Case Management and Legal Referrals, what do you mean by integrate case management into legal services within 30 days but no longer than 90 days? Is providing a written referral to Case Management sufficient? (Appendix A, Section 3.3, Page 50)

Answer: A written referral to DVSS Case Management contractor is sufficient. However, it is highly recommended that DVSS Legal Services contractors collaborate with DVSS Case Management contractors. The County wants to encourage participants who start out with Legal Services an opportunity to receive DVSS Case Management services.

133. If we have a DVSS Legal Services contract, and our agency provides case management services, but does not have a DVSS Case Management contract, is a referral to our own case management service sufficient?



Answer: The referral must be to DVSS Case Management contractor.

134. How can a DVSS Legal Services contractor collaborate with another DVSS contractor if we are subject to client confidentiality rules?

Answer: CalWORKs and GR clients may sign a disclosure of information consent.

135. Can we bill over suggested amount per participant on Appendix B, DVSS Pricing Schedules?

Answer: Appendix B is the required Pricing Schedule, not suggested amounts.

## DOMESTIC VIOLENCE SHELTER BASED PROGRAM

136. The RFSQ, Section 1.4.3 (i) lists using trained volunteers to maximum capacity as a minimum qualification for Shelter-Based Program. Can you clarify?

Answer: The minimum requirement for SBP to utilize volunteers to the maximum capacity is from the SBP authorizing statutes in California Welfare and Institutions Code Section 18297.

137. The RFSQ (Section 1.4.3c) "Primary function to administer DVSBP Services" is a minimum requirement. What does this statement mean?

Answer: The requirement that a DVSBP's primary function is to administer DVSBP services is from the SBP authorizing statutes in Welfare and Institutions Code Section 18293(d).

138. May an agency apply for two (2) SBP: as (1) a Crisis Shelter, and (2) a Transitional Temporary Housing?

Answer: Agencies may apply for more than one DVSBP. However, a separate SOQ Part I must be submitted for each SBP and each must meet all of the minimum requirements set out in RFSQ. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4, Proposer's Minimum Qualifications.

139. Can you clarify that all DVSBP programs must provide all the statutory elements to qualify for the DVSBP funding?

Answer: Each DVSBP SOQ must demonstrate that the shelter meets all the minimum requirements in the RFSQ. Refer to RFSQ Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, and Section 2.0, Instructions To Proposers, Subsection 2.6, Preparation and Format of the SOQ.

140. Welfare & Institutions Code Section 18300 lists the data to be included in the annual report for DVSBP, but the DVSBP Sample Invoice Format asks for the data on a monthly basis. Doesn't that violate Welfare & Institutions Code Section 18300?

Answer: Welfare & Institutions Code Section 18300 specifies the type of data that Counties may require SBPs to provide in an annual report. The DVSBP Invoice asks for demographic data permitted under Section 18300.

141. The DVSBP Exhibit 7, Annual Budget, Personnel Schedule requires information on shelter employees that is not permitted under the authorizing SBP statutes.

Answer: The personnel budget will give DPSS an idea on how agency will spend funding. This is for SOQs only. Agency is not required to provide names.

Please refer to footnote on Appendix E, DVSBP SOQ Application Part I, Exhibit 7, Page 2 of 5.

142. Why does the RFSQ require a line-item budget? Not required under the Presley legislation?

Answer: The budget will give DPSS an idea on how agency will spend funding.

143. If every applicant submits a valid SOQ, will they be funded?

Answer: Yes. Refer to RFSQ Section 1.0, Subsection 1.1, Paragraph 1.1.2, Subparagraph D. DVSBP funding will be allocated equally among the shelter to whom contracts are awarded.

144. How are the DVSBP funds allocated--one allocation per agency or one allocation per location?

Answer: Funding will be distributed equally per shelter not per agency. Please refer to RFSQ, Section 1.0 General Information, Subsection 1.1, Scope of Work, Paragraph 1.1.2. Domestic Violence Shelter-Based Program (DVSBP), Subparagraph D, Resulting Contracts.

145. If an agency has an emergency shelter and two transitional shelters, can they apply for and get 3 contracts, (e.g., 3 allocations)?

Answer: Funding will be distributed equally per shelter that meets the minimum qualifications in RFSQ Section 1.0 General Information, Subsection 1.4, Proposer's Minimum Qualifications, Paragraphs 1.4.1 and 1.4.3 Domestic Violence Shelter-Based Program.

146. Exhibit 7, DVSBP Line Item Budget. Would the budget be for our entire shelter budget? If we are applying for funding for 2 shelters, do we separate budgets, or combine them?

Answer: If you are submitting SOQs for two shelters, you are to submit two SOQs Part I, one for each shelter. Therefore, Proposer is to submit separate budgets for each shelter. Refer to RFSQ Section 2.0, Instructions To Proposers, Subsection 2.6, Preparation and Format of the SOQ, Paragraph 2.6.2, DVSBP SOQ Application I.

147. Does the Emergency Shelter have to be located in Los Angeles County, or just victims in Los Angeles County?

Answer: The emergency shelter must be physically located in Los Angeles County. Refer to Appendix C, DVSBP Statement of Work, Section 2.0, Mandated Program Requirements, Subsection 2.2, Paragraph 2.2.1.

148. Page 117-part 1.0 says it is for emergency and transitional shelters. Therefore, can transitional shelter apply?

Answer: Transitional shelters may apply so long as they meet all minimum requirements of DVSBP. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4, Proposer's Minimum Qualifications, Paragraphs 1.4.1 and 1.4.3 Domestic Violence Shelter-Based Program.

149. On what amount is the DVSBP Budget based?

Answer: The current contractors receive \$78,000/year. DPSS cannot guarantee an amount. The budget should be an estimate on how you would spend the funding. You can use the current amount as a based. DPSS does not expect the funding will fully fund a shelter.

150. Forms that are not applicable-does anything need to be entered (e.g. name, N/A) or just left blank?

Answer: All the forms in Part I and Part II for your particular agency should be applicable. If there is a particular item or question that is not applicable, please write in N/A.

Addendum Two

**PART TWO**

**TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES AND  
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES  
RFSQ CMD#12-01**

Addendum Two, Part Two to the Request for Statement of Qualifications CMD#12-01 shall cause the following revisions.

1. RFSQ, Section 1.0 General Information, Subsection 1.1, Scope of Work, Paragraph 1.1.2. Domestic Violence Shelter-Based Program (DVSBP), Subparagraph D, Resulting Contracts has been revised to read as follows (revisions italicized and underlined):

D. Resulting Contracts

As specified in California Welfare and Institutions Code Section 18293(h), contracts for DVSBP are limited to DVSBP agencies that demonstrate they continue to meet the minimum requirements of Welfare and Institutions Code Section 18290 et al. DVSBP funding will be allocated equally among the shelters to whom contracts are awarded. The County will disburse the funds in 12 monthly installments.

2. RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.2.2 DVSS Legal Services, Subparagraphs d) and e) are revised to read as follows (revisions are underlined):

d) Proposer's Managing or Lead Attorney licensed to practice law in California shall be a full-time employee of Proposer and have at least two years experience out of the last ten years providing legal service to assist victims of domestic violence. Such attorney must be an employee of the Proposer and may not be an independent contractor, private consultant, or a volunteer.

e) Proposer shall have at a minimum, one full-time attorney licensed to practice in California, physically based at the Contractor's service site within the Supervisorial District(s) in which it receives funding to provide the Legal Services. Such attorney must be an employee of the Proposer and may not be an independent contractor, private consultant, or a volunteer.

3. RFSQ, Section 1.0 General Information, Subsection 1.5 Contract Process, Subsection 1.5.5 has been revised to read as follows (revisions italicized and underlined):

1.5.5 Each DVSBP shelter shall receive an equal share of the annual amount, payable in twelve monthly installments. The funding for DVSBP contracts is limited to the funds actually collected by Los Angeles County for marriage license fees and Batter's fees as specified in California Welfare and Institutions Code Section 18305 and California Penal Code Section 1203.097, respectively (see Section 1.1.2C).

4. RFSQ, Section 2.0, **INSTRUCTIONS TO PROPOSERS**, Subsection 2.6, Preparation and Format of the SOQ, Paragraph 2.6.2 DVSBP SOQ Application Part I, Subparagraph B, Exhibit 7 has been revised to read as follows (*revisions italicized and underlined*):

Exhibit 7-Annual Budget – Annual Budget shall include all costs associated with providing services to the number of DVSBP participants indicated in Exhibit 6. Annual Budget shall include a line item budget, budget narrative, equipment schedule and justification, and a staffing plan. The Annual Budget shall be used for planning purposes. For purposes of preparing the Budget, Proposers shall assume that annual funding amount may be approximately \$75,000 per year. The Annual Budget shall not be included in the DVSBP Contract.

5. RFSQ, Section 2.0, **INSTRUCTIONS TO PROPOSERS**, Subsection 2.6, Preparation and Format of the SOQ, Paragraph 2.6.3, Part II-ALL PROPOSERS (DVSS and DVSBP), Subparagraph E. Attachments I-VII, Attachments II and III have been revised to read as follows (*revisions italicized and underlined*):

Attachment II      Provide a list of the Proposer's current corporate officers including name, title, business address, e-mail and telephone number.

Attachment III      Provide a copy of the "Business Entity Detail" report from the California Secretary of State for the Proposer Organization, which may be found on <http://kepler.sos.ca.gov>. The "Business Entity Detail" printout must be within 30 days of the SOQ submission due date.

6. RFSQ, Section 2.0, **INSTRUCTIONS TO PROPOSERS**, Subsection 2.7, **SOQ Submission**, has been deleted in its entirety and replaced as follows (*revisions italicized and underlined*):

**2.7 SOQ Submission**

All SOQs must be submitted typewritten using Century Gothic *or Arial*, size 11-point font on 8 ½" x 11" white paper, with 1-inch margins, and submitted in a three-ring binder using the forms and format prescribed below. 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.

- A. *Each* original SOQ Part I and three numbered hard copies *placed in a total of four separate binders*, and two electronic copies on Compact Discs (CD) 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:

**"SOQ PART I FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES"**

**OR**

**"SOQ PART I FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM"**

**AND**

- B. *Each* original SOQ Part II and three numbered hard copies *placed in a total of four separate binders*, and two electronic copies on CDs 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:

**"SOQ PART II FOR [Insert Proposer's Name]"**

The SOQs and any related information shall be delivered to:  
Department of Public Social Services  
Contract Management Division, Section II  
12900 Crossroads Parkway South  
City of Industry, California 91746  
Attention: Rubinella Ermino

**Submission Deadline is November 7, 2012, 12:00 p.m. (local time) in order to be considered.**

**It is the sole responsibility of the submitting Proposer to ensure that its SOQ is received before the submission deadline identified above. 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.**

County will not accept late SOQs. If SOQs are mailed and are received by the County after the submission deadline, documents will be returned unopened.

All SOQs shall be firm offers and may not be withdrawn for a period of 365 days following the last day to submit SOQs.

7. RFSQ, Appendix A, DVSS Statement of Work, Section 5.0 LEGAL SERVICES, has been revised and reads as follows (revisions italicized and underlined):

#### **5.0 LEGAL SERVICES**

Legal Services (LS) shall be offered and may be provided to Participants and upon any Participant's request during his/her participation in DVSS, as described in this Statement of Work.

LS Contractor shall provide clear documentation of each Participant's DV situation, whether past/current, from the initial intake to DVSS through discharge. Documentation shall include ongoing interaction to evaluate the effectiveness of the service plan, the projected length of service, start date, time and duration, name of staff providing the services, contact number or type of legal service provided.

LS Contractor shall provide Legal Services under the supervision of attorney licensed to practice in the State of California. Legal advice shall only be provided by attorneys licensed to practice in the State of California. In addition to the LS Contractor Attorney-Employee and Lead/Managing Attorney defined in DVSS Statement of Work Section 5.0, LEGAL SERVICES, Subsection 5.4, STAFF, Paragraphs 5.4.1, and 5.4.2, LS may be provided by volunteer attorneys. LS provided by volunteer attorneys may be billed at the attorney rate specified in Appendix B, Pricing Schedule.

Contractor will provide initial assessments and initial consultations, as needed, at the shelter and/or drop-in center once a month, coupled with a one day hotline phone intake/consultation.

The LS Contractor shall be available to provide appropriate legal intervention services (initial assessment/consultation) in emergencies for emergency shelters residents.

Once intake has been completed, the attorney shall meet the Participant in person at the DVSS Case Management Services provider site, the DV Shelter-Based Service Provider, or other site for the Participant's convenience to follow-up on the legal case.

LS Contractor shall provide Legal Services in increments of 15 minutes.



LS Contractor shall not permit Participants to provide services to other Participants under this Contract or as part of any other services the Contractor provides.

LS Contractor shall ensure the written documentation requirements are not in conflict with the relevant California State laws regarding Attorney-Client confidentiality and the Attorney-Client and Attorney-Work Product privileges.

8. RFSQ, Appendix B, DVSS Pricing Schedules, DVSS SAMPLE INVOICE FORMAT, is deleted in its entirety, and replaced with Attachment 1.
9. RFSQ, Appendix D, Exhibit 8, DVSS SOQ Annual Contract Budget, Page 8 of 8, Healthy Living Program Budget shall cover the six-month period of 1/1/13 through 6/30/13.
10. RFSQ, Appendix G, DVSS Sample Contract, Subsection 5.6 **Invoices and Payments**, Paragraph 5.6.11 **Budget Modification** shall be revised as follows (*revisions italicized and underlined*):

#### 5.6.11 **Budget Modification**

Contractor may, at Contractor's discretion, reallocate funds among each of the budget categories as shown in Attachment C, Contractor's Annual Budget, to a maximum of 10 percent of each budget category and shall not exceed the Annual Maximum amount as stated in Contractor's Annual Budget.

Reallocation of funds by Contractor by more than 10 percent requires written approval by DPSS.

*Revised Budgets shall be incorporated into this Contract via a Change Notice executed pursuant to Section 9.1 herein.*

*The Annual Expenditure Report submitted by Contractor pursuant to subparagraph 5.6.10.3 shall serve as the final Contractor's Annual Budget for the CY.*

11. RFSQ Appendix H, DVSBP Sample Contract, Section 5.6.7, Budget Modification is deleted in its entirety.
12. RFSQ Appendix H, DVSBP Sample Contract, Attachment C, Contractor's Annual Budget is deleted in its entirety.
13. RFSQ, Appendix H, DVSS Sample Contract, Attachment D, SAMPLE INVOICE FORMAT, is deleted in its entirety and replaced with Attachment 2.

THE FOLLOWING ATTACHMENTS WILL BE POSTED ON THE DPSS WEBSITE IN EXCEL FORMAT  
NO LATER THAN 10/29/12.

Attachment 1:

Revised SAMPLE INVOICE FORMAT FOR DVSS CASE MANAGEMENT SERVICES and

Revised SAMPLE INVOICE FORMAT FOR DVSS LEGAL SERVICES

Attachment 2:

Revised SAMPLE INVOICE FORMAT for DVSBP