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January 7, 2016

**ADDENDUM ONE
TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES
RFSQ CMD #15-03**

This is Addendum One to the Domestic Violence Supportive Services Request for Statement of Qualifications (RFSQ CMD #15-03), which was released on December 3, 2015.

Part One of this Addendum contains the answers to the questions that were submitted before and during the Proposer’s Conference held on December 17, 2015. Part Two of the Addendum contains portions of the RFSQ 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/dpss/contracts/default.cfm>

and

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, January 21, 2015. 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 STATEMENT OF QUALIFICATIONS FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES RFSQ CMD #15-03

Questions and Answers

SOQ Format and Submission Requirements

1. Is this for current providers or for ongoing providers of Domestic Violence Supportive Services (DVSS) too?

Answer: The DVSS RFSQ is open to all qualified providers who are interested in entering into contracts with County to provide domestic violence case management and/or legal services. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work.

2. Is this solicitation open or closed to for-profit organizations?

Answer: The County is seeking qualified proposers, public or non-profit agencies, to contract with to provide domestic violence case management and/or legal services. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work.

3. Please email me the application and information for the Request for Statement of Qualifications for the Domestic Violence Supportive Services RFSQ CMD #15-03.

Answer: You could find the DVSS RFSQ at the following site:
<http://www.ladpss.org/dpss/contracts/default.cfm>

4. I am trying to work on this proposal but I need a word document. Could you please send an electronic version that I can fill in rather than type it on a typewriter?

Answer: The DVSS RFSQ is provided in PDF. The Statement of Qualification (SOQ) Part I and Part II are provided in Word version at the following site: <http://www.ladpss.org/dpss/contracts/default.cfm>. Please look under Request for Statement of Qualifications for Domestic Violence Supportive Services – RFSQ CMD #15-03.

5. I am interested in attending the proposer's conference for DPSS RFSQ on Dec. 17th. Do we need to RSVP to anyone? There are two people from my agency interested in attending. Thank you.

Answer: There is no requirement for agencies to RSVP for the DVSS RFSQ Proposer's Conference.

6. Our agency is currently reviewing DPSS' RFSQ for Domestic Violence Supportive Services, and we were wondering if the information presented at the Proposer's Conference (to take place 12/17/15) will be made available to non-participants online post-conference.

Answer: Questions and answers presented at the DVSS RFSQ Proposer's Conference will be posted at the following site: <http://www.ladpss.org/dpss/contracts/default.cfm>, on or about January 7, 2016.

7. I will not be able to attend the meeting on Thursday, and would like to know if there is another way of listening in to the meeting.

Answer: Currently, the County does not have the capability for interested agencies to listen in to the Proposer's Conference. However, questions and answers presented at the DVSS RFSQ Proposer's Conference will be posted at the following site: <http://www.ladpss.org/dpss/contracts/default.cfm>, on or about January 7, 2016. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.3 RFSQ Timetable.

8. I tried to attend the proposer's conference and was not able to get into the room due to the large number of people in attendance. Was the proposer's conference recorded? Is it possible to listen to the recording?

Answer: All the questions and answers presented at the DVSS RFSQ Proposer's Conference will be posted at the following site: <http://www.ladpss.org/dpss/contracts/default.cfm>, on or about January 7, 2016. Any information presented in the PowerPoint presentation is in the DVSS RFSQ and the addenda to the RFSQ. The Proposer's Conference was recorded for DPSS internal use and is not available for distribution.

9. The RFSQ timetable references a "Request for a Solicitation Requirements Review" which is due 12/17/2015 – the same day as the proposer's conference. I do not understand what that is and cannot find reference describing it in the solicitation.

Answer: A Solicitation Requirements Review is a request by an agency to the Department that asserts either that: (1) the application of the minimum requirements, review criteria and/or business requirements unfairly disadvantages the person or entity; or (2) due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective proposer. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.4 Solicitation Requirements Review.

10. Are we required to submit a Solicitation Requirements Review request if we do not have any concerns about the RFSQ?

Answer: There is no requirement for agencies to submit a Solicitation Requirements Review request.

11. When is the due date for the RFSQ?

Answer: The due date for the submission of the SOQ is January 21, 2016 at 12:00 p.m. local time. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.3 RFSQ Timetable.

12. Can SOQs be submitted prior to January 21, 2016?

Answer: Agency may submit the SOQs prior to January 21, 2016. Submission deadline is January 21, 2016 at 12:00 p.m. local time. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.8 SOQ Submission.

13. Do we submit a separate box/envelope for SOQ Part I and SOQ Part II or may we put both parts in a single box?

Answer: The SOQ Part I and SOQ Part II must be placed in separate sealed envelope or box. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.8 SOQ Submission.

14. Do the SOQs Part I and Part II pages need to be numbered?

Answer: As indicated in Appendices D and E, the SOQs Part I and Part II need to be numbered. Refer to RFSQ, Appendix D, SOQ Part I Checklist/Table of Contents and Appendix E, SOQ Part II Table of Table.

15. Why does the County require us to separate GR and GROW in the SOQs?

Answer: Interested proposers **do not** need to submit a separate SOQ Part I for each program (CalWORKs, GR, GROW). Please note, all agencies are required to serve CalWORKs participants. Agencies have the option to provide services to GR and GROW participants. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work, Paragraph D Service Options.

16. If the agency provides services to CalWORKs, GR, and GROW participants, does the agency have to submit separate SOQs?

Answer: Interested proposers **do not** need to submit a separate SOQ Part I for each program. However, interested proposers shall submit a separate annual budget for each program. Furthermore, a separate SOQ Part I

shall be submitted for each service component (case management or legal services) and each Supervisorial District. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ.

17. Where do we identify which program and which Supervisorial District? How many binders do we need to submit?

Answer: Interested proposers may identify the program through Exhibits 2, 3 and 7 of the SOQ Part I. At a minimum, interested proposers shall have one budget for CalWORKs program, as all agencies are required to serve CalWORKs participants. If interested proposers want to provide services to GR and GROW participants, proposers shall submit additional budgets for those programs. Interested proposers **do not** need to submit a separate SOQ Part I for each program. However, interested proposers shall submit a separate SOQ Part I for each Supervisorial District and each service component (case management and legal services).

18. Please explain regarding applying to only one District in legal services vs. one application per District.

Answer: Each SOQ submission requires a SOQ Part I and SOQ Part II. Proposers are to submit a separate SOQ Part I for each Supervisorial District and each service component (case management or legal services). SOQ Part II shall be submitted only once per agency, regardless of the number of SOQ Part I submitted. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ.

For example, if an agency is interested in providing case management services and legal services to Supervisorial Districts 1 and 2, the agency must submit four SOQs Part I (one SOQ Part I for case management in Supervisorial District 1, one SOQ Part I for legal services in Supervisorial District 1, one SOQ Part I for case management services in Supervisorial District 2, and one SOQ Part I for legal services in Supervisorial District 2), and one SOQ Part II.

19. We are considering submitting grants for legal services and case management in several districts. I understand that we are only required to submit one Part II - for all Districts but is that one submission for legal services and one for case management or one for everything?

Answer: This is not a grant. Your agency will be submitting Statements of Qualifications (SOQs) to apply for a contract to purchase services. Each SOQ submission requires a SOQ Part I and SOQ Part II. Proposers are to submit a separate SOQ Part I for each Supervisorial District and each service component (case management or legal services). SOQ Part II shall be submitted only once per agency,

regardless of the number of SOQ Part I submitted. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ. Please see question above for example.

20. May an organization apply to provide services to a specific geographic region within a district? In our case the areas would be: Castaic, Bouquet Canyon, Canyon Country, Val Verde, Valencia, Sylmar, Stevenson Ranch, Chatsworth, Canoga Park, Mission Hills, Porter Ranch, Sunland, Sun Valley and Tujunga. If this is permissible, how do we determine what % of the 450 estimated numbers of CalWORKs participants who receive DV services would be attributed to those areas?

Answer: Proposer must specify the Supervisorial District(s) for which they are interested in serving. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications.

21. Do you have a website that can clarify the Supervisorial Districts, because our facility is in an area where two supervisorial districts overlap? If we're right in the middle of both and our clients come from both, would we have to do duplicate SOQs for two Supervisorial Districts?

Answer: An agency may look up which district it is located in by visiting the following website: <http://rrcc.lacounty.gov/OnlineDistrictmapApp/>. If an agency wants to provide services in two Supervisorial Districts, the agency must submit two SOQs Part I – one for each Supervisorial District. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSS SOQ Application – Part I. Please note, the agency must have a service site that is physically located within the Supervisorial District for which a contract is being requested. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.2.

22. Our office is located on the boundary of two Supervisorial Districts. We want to serve both; do we need to be physically located at both?

Answer: Agency must have a service site that is physically located within the Supervisorial District(s) for which a contract is being requested. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.2.

23. Can we submit a thumb/flash drive instead of CD ROMS?

Answer: At this time, the Department does not accept thumb/flash drive. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.8 SOQ Submission.

24. When do we have to register on the County WebVen?

Answer: Agency shall be registered on the County WebVen prior to submitting an SOQ. Agency shall submit the SOQs by January 21, 2016 at 12:00 p.m. local time. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.1, subparagraph 1.4.1.11.

25. In section 2.7.2 A, Exhibit H, it states: provide a statement describing the size and scope of any pending litigation against the proposer or principles of the proposer. What constitutes litigation?

Answer: Litigation is the act or process of bringing or contesting a legal action in court.

26. In Appendix D, Exhibit 6, Proposer's List of Terminated Contracts, should our agency list contracts that were reallocated by funding source for other purposes and not because contractor underperformed? How about contracts that were not renewed due to federal budget cuts?

Answer: Proposers must provide listing of contracts terminated within the past 10 years and a reason for termination. However, Proposers do not need to include contracts that expired. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSS SOQ Application – Part I.

27. Can we list the current DPSS DVSS Contract Program Monitor as one of the three references?

Answer: It is permissible to include a current DPSS DVSS Contract Program Monitor or County Contract Administrator on the SOQ Part I, Exhibit 4. However, as it will pose a conflict of interest in the contract solicitation, the agency may not include the following persons: Angelica Vicente, Rubinella Ermino, and Rita Murgas-Lee.

28. Please clarify whether proof of insurance or insurability needs to be submitted with SOQ by January 21st? This question is due to the following ambiguities in the RFSQ: P. 7 (1.4.1.5) states that the "Proposer must provide proof of insurance or insurability that meets the requirements specified in Appendix F, DVSS Sample Contract." P. 29 (C. Attachment 2) states that proof of insurance or insurability does not need to be submitted until award of contract: "Proof of Insurance or Insurability. A copy of Insurance Certificates showing that agency currently has the required coverage is necessary upon award of contract." However, p. 35 (3.1.4) implies that proof of insurance and insurability will be considered as part of a proposer's qualifications review.

Answer: RFSQ, Appendix D, Attachment 2 requires either proof of insurance or insurability. Agency may either provide a copy of the Insurance Certificate showing that the agency currently has the required

coverage **or** a letter from a qualified insurance carrier indicating a willingness to provide the required coverage if the agency is selected. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSS SOQ Application – Part I.

29. P. 29 (C. Attachment 1) states, “Copy of the minutes of the Proposer’s governing body (e.g.; Board of Directors) meeting or resolution, granting authority to submit the SOQ specifying the service category(s), Supervisorial District(s), and to execute the Contract, to the person signing.” Does a proposer need to submit a resolution for each SOQ submitted, or can one resolution suffice for multiple SOQs?

Answer: There should be a copy of the minutes meeting or resolution for each SOQ Part I submitted. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSS SOQ Application – Part I.

30. Please verify that a proposer can submit either an authorizing board resolution or a copy of meeting minutes in which the Board authorized the SOQ(s) submission.

Answer: Proposer may submit an authorizing board resolution **or** a copy of meeting minutes. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSS SOQ Application – Part I.

31. If our Board of Directors met before the RFSQ came out and their next meeting is not scheduled until after the January 21, 2016 deadline. What can we file to meet paragraph 2.7.1 C DVSS Signature page? Can a letter from the Board Chair or Executive Committee approving of submission and ratification will occur at next scheduled Board meeting be sufficient?

Answer: Non-profit corporations generally have some mechanism, in addition to regular meetings, to authorize actions. Agencies should seek advice from their Executive Director, Board and/or corporation bylaws, which may describe how an authorization may be done.

32. P. 31 (Attachment 2) states that the following is required, “California Good Standing Certificate or California Certificate of Existence issued by the California Secretary of State.” Is there a specific time period within which DPSS will consider a proposer’s Certificate to be acceptable? Our most recent Certificate is from March 19, 2015 – is this sufficient?

Answer: There is no time period specified. A certificate issued in 2015 is sufficient. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.2 DVSS SOQ Part II.

33. What is the Statement of Information?

Answer: California law requires corporations, limited liability companies, and common interest development associations to update the records of the California Secretary of State on an annual or biennial basis by filing a Statement of Information. For more information, visit <http://www.sos.ca.gov/business-programs/business-entities/statements/>.

34. On Page 29, under Section 2.7.1 DVSS SOQ Application, Part 1, subsection C. Attachments 1-4, instructions for Attachments 3 and 4 asks the Proposer to furnish a copy of all licenses, including individual licenses of the Proposer's staff (attachment 3) and to provide resumes of key personnel listed in Exhibit 3. However, on page 24, Section 1.12.3 it states that we are not to disclose the identity of any shelter employee or volunteer in the SOQ. Are we to provide licenses and resumes only for staff not located at a shelter? If we are proposing to use shelter staff how will we keep their identity confidential in our submission? Similarly, when filling out budget detail how should we list any proposed shelter staff?

Answer: Proposers are required to provide licenses and resumes of all staff, even if they are employed at a shelter. However, proposers may use other methods to indicate shelter staff to ensure that staff's identity remains confidential. For example, proposer may use staff's last name initial and year of birth or an agency's employee file number as a method of identifying the staff on the resume and on the personnel schedule. As for licenses, proposers may put "confidentiality" on licenses to ensure that documents will not be released when a Public Record Act request is initiated. Refer to RFSQ, Section 1.0 General Information, Subsection 1.12 Notice to Proposer's Regarding Public Records Act.

35. Agency provides Case Management Services for DV survivors as well as non-DV for the required period. Does that meet Section 1.4.2.1(a)?

Answer: Proposer shall indicate that it has provided case management or legal services to victims of domestic violence for at least three years, within the last five years. Case management or legal services to individuals who are not victims of domestic violence are not sufficient to meet the minimum requirements set forth under RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.2.

36. If the agency has provided domestic violence supportive services, but not exclusive to these participants, does that meet the minimum requirement?

Answer: Proposer shall indicate whether it has provided services to victims of domestic violence for at least three of the last five years in order to meet the minimum requirements. Refer to RFSQ, Section 1.0 General

Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.2.

37. Is the grant awarded by Supervisorial District?

Answer: This is not a grant. This is a contract to purchase services. If an agency is selected, the contract amount for the agency will be awarded by Supervisorial District, by program, and by service component. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work.

38. Is this a fee for service contract or cost reimbursement contract?

Answer: This is a fee-for-service contract. However, the only exception is the translator/translation services. Refer to RFSQ, Appendix B, DVSS Case Management Pricing Schedule, and Appendix C, DVSS Legal Services Pricing Schedule.

39. Is the \$16 million estimated contract amount for all Supervisorial Districts?

Answer: It is estimated that approximately \$16,200,000 will be available per fiscal year to fund Domestic Violence Supportive Services for CalWORKs and GR/GROW participants within Los Angeles County. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work.

40. How does the County determine contract allocation?

Answer: Contract allocation depends on the number of SOQs the Department receives, the distribution of eligible participants located in each Supervisorial District, and the funding allocated to CalWORKs, GR, and GROW programs.

41. Are we going to get more funding this time compared to 2012?

Answer: It is estimated that approximately \$16,200,000 will be available per fiscal year to fund DVSS for CalWORKs, GR, and GROW participants within Los Angeles County. An agency who is a current contractor with the Department might receive a different funding amount when the new contract is awarded. This depends on how many SOQs the Department receives and the population of participants in each Supervisorial District. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work.

42. Will there be additional funding in the future?

Answer: As stated above, approximately \$16,200,000 will be available per fiscal year to fund Domestic Violence Supportive Services. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work.

43. Can the County increase the fee for service rates?

Answer: The pricing schedule under Appendices B and C provide the fee for service rates for the DVSS contracts.

44. Can you do another Request for Information (RFI) for rates?

Answer: The rates for the proposed DVSS contract are fixed for the term of the contract. See RFSQ, Appendix B DVSS Case Management Pricing Schedule and Appendix C DVSS Legal Services Pricing Schedule.

45. Why is there such a big gap of funds for counseling services vs licensed therapy services? All Marriage and Family Therapist Interns are being supervised by a licensed MFT and their rates for service should be higher. Can there be a change of fee for licensed therapy vs. therapy provided by interns?

Answer: Licensed therapy can only be billed when provided by a fully licensed practitioner. Refer to RFSQ, Appendix A Statement of Work, Section 4.0 Case Management Services, Subsection 4.4 Optional Services, Paragraph 4.4.2 Licensed Therapy Services, subparagraph 4.4.2.1. Currently the pricing schedule listed in Appendix B is the fees that agencies are allowed to invoice for case management services. Refer to RFSQ, Appendix B DVSS Case Management Pricing Schedule.

46. There are different outreach events that require different times and resources. It is not reasonable for DPSS to pay fixed fee. Can we make the fee hourly for outreach?

Answer: Selected agencies will invoice for services based on the pricing schedules in Appendices B and C. Outreach services fee is invoiced at \$75 per event, for a maximum of \$500 per month. Refer to RFSQ, Appendix B DVSS Case Management Pricing Schedule.

47. What purpose does it serve to do an Outreach Budget when the pricing schedule states that outreach is to be invoiced based on per event?

Answer: The Department is required by California Department of Social Services regulations to request line-item budgets. The outreach budget has been revised as indicated in the DVSS RFSQ Addendum One, Part Two, Attachment 1.

48. Should we submit the actual or projected budget?

Answer: Agency should submit the projected budget based on the number of participants the agency estimates it can serve each fiscal year. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSS SOQ Application – Part I.

49. Should we budget as if we have a full shelter each day and as if we have a full case load for each staff member? Is there a maximum amount request?

Answer: Agency shall indicate the estimated number of DVSS participants to be served per year under Exhibit 7 for the SOQ Part I. The Annual Contract Budget should reflect this estimated number of participants. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSS SOQ Application – Part I.

50. Is it correct that the budget is to be included with SOQ Part I and the financial statements with SOQ Part II? Both are financial information, why are they not submitted together?

Answer: Yes, an agency's annual contract budget is to be included as Exhibit 8 in the SOQ Part I, and the copies of an agency's three most current fiscal years financial statements are included as Attachment 4 to SOQ Part II. See RFSQ, Even though both documents are financial information, they serve different purposes under the evaluation process. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ.

51. Will you reconsider allowing the training budget to include continuing education for direct line/service staff other than the 40-hour DV training?

Answer: The expenditures that are necessary, proper, and reasonable items to carry out the purposes and activities of DVSS are allowable.

52. Are we going to have electronic billing for the new DVSS contracts?

Answer: There may be a possibility in the future. But as of January 2016, there is no electronic billing for DVSS contracts.

53. The Statement of Work states that agency shall bill per "15 minute increment" (page 53, 54, 57, 60, 61) but Appendix B, page 125 says "per hour". How to bill for less than an hour?

Answer: The pricing schedule provides the fee per hour. Agency may take the hourly rates listed in the pricing schedules and divide the hourly rate by 4 to achieve the 15 minute rate. Refer to RFSQ, Appendix B DVSS Case Management Pricing Schedule, and Appendix C DVSS Legal Services Pricing Schedule.

54. The Pricing Schedule conflicts with the explanation of Case Management Services 4.0, pages 49-61, Appendix B, page 125, which are 15 minutes increments.

Answer: The pricing schedule provides the rate per hour for services provided to participants. The Statement of Work provides direction that agency shall invoice based on 15 minute increments. To get to the 15 minute rate, agency may take the hourly rate provided in the pricing schedule and divide by 4. Refer to RFSQ, Appendix A Statement of Work, Section 4.0 Case Management Services, and Appendix B DVSS Case Management Pricing Schedule.

55. On the personnel schedule, how can we list the payroll titles of future staff to be employed?

Answer: By payroll titles, the Department refers to job classifications. For your agency, some examples may be Case Manager, Contract Manager, Counselor, or Executive Director. If a position is vacant, agency may list the job classification and the word "vacant" next to the position.

56. Can the lead attorney be your 1 full time employee licensed attorney or do you need two full time employee licensed attorneys?

Answer: Agency may have the lead attorney be the one full time employee. The Managing/Lead Attorney must be licensed to practice law in California. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.2, subparagraph 1.4.2.2.

57. The RFSQ requires a full-time attorney for the Lead Attorney. Is that full time on the contract or full time employee of the organization?

Answer: The Lead Attorney must be a full-time employee of the organization. Refer to RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, Paragraph 1.4.2, subparagraph 1.4.2.2.

58. In Section 3.3 Selection/Qualification Process, it states "the Department may offer contracts to Proposers that offer a narrow scope of services in more highly specialized areas" (page 36). Explain please.

Answer: This provision has been deleted in its entirety as indicated in the DVSS RFSQ Addendum One, Part Two.

59. What criterion would allow an extension of a 3-year term to a 5-year term?

Answer: At this time, this is not an appropriate question as there are too many unknown variables to provide the criteria for an extension.

60. Your timeline ends on January 21st and that's when we turn in the RFSQ, what's the next step? Will there be then an invitation to actually apply? Will we have an opportunity to negotiate?

Answer: By signing the Execution Page of the Sample Contract, the proposer understands and agrees that submission of the SOQ and the signed signature page of the Contract constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of Appendix F DVSS Sample Contract. Selected agencies will be recommended for a contract. There will be no negotiation once agencies are selected. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.9 Acceptance of Terms and Conditions of the Contract.

61. Will there be a posting announcing which proposers have been selected for the DVSS program once the selection process has been completed? If so, where would we be able to find this listing?

Answer: The Department will recommend the Board of Supervisors to allow the Department to contract with selected agencies. The recommendation will go before the Board of Supervisors at one of the Board meetings. The Board agenda can be found at the following website:
<http://bos.lacounty.gov/BoardMeeting/BoardAgendas.aspx>.

62. If we have any additional questions, do we email them to Thu Pham?

Answer: The original deadline for written questions was December 15, 2015 at 2:00 p.m. local time. The revised deadline to submit written questions was December 29, 2015 at 12:00 p.m. local time.

Domestic Violence Supportive Services Program

63. If clients come in from another Supervisorial District, can we serve them and invoice under this contract?

Answer: Contractors may invoice for services provided to eligible participants regardless of which Supervisorial District the participants came from. Refer to RFSQ, Appendix A Statement of Work, Section 1.0 Program Overview.

64. Can we bill for case management services provided to non-citizens? It looks like we won't be able to bill for non-citizens unless they apply for VAWA or U-Visa even if we have provided shelter for 30 days. Is that true?

Answer: Contractors may not bill for case management services provided to non-citizens, unless the non-citizens applied for VAWA or U-Visa.

65. In Section 2.5, Subsection 2.5.1, it states, Contractor shall not mandate participant to perform duties in order to receive services. The section goes on to cite childcare as an example. Could we have our clients volunteer in the childcare room? Could we have clients volunteer in the child care room and use the volunteer hours to support their CalWORKs requirements?

Answer: Clients may volunteer but ultimately the agency is responsible for providing child care services. Volunteering in the child care room does not meet CalWORKs requirements. Refer to RFSQ, Appendix A Statement of Work, Section 2.0 Participant Eligibility, Subsection 2.5 No Mandatory Participant Duties.

66. For Exhibit B, for counseling, are we allowed to bill for prep time or notes after session as well? So if the agency provides an hour of counseling and 15 minutes of notes, is that billable?

Answer: For counseling and licensed therapy services, a modest amount of time may be billed for prep/case notes, but no more than a total of 10-15 minutes per hour of face-to-face time with the participant.

67. In Subsection 4.7.2 Walk-in/Drop-in Center states that agency must be open during business hours between 8:00 am to 5:00 pm, Monday through Friday. Can you change this requirement to match the Hours of Operation requirement in Subsection 4.7.1? The agency is open and available to provide services Monday through Friday, between the hours of 8:00 am and 5:00 pm, or for a minimum of forty hours a week.

Answer: The Hours of Operation requirement for Walk-In/Drop-In Center have been revised as indicated in Addendum One, Part Two to the DVSS RFSQ.

68. Can the drop in center for case management services be the same location/site as the site providing general case management services?

Answer: There is no requirement that the Drop-In/Walk-In center must be a different location/site from the site where a selected proposer is providing general case management services. Refer to RFSQ, Appendix A Statement of Work, Section 4.0 Case Management Services, Subsection 4.7 Service Sites, Paragraph 4.7.2 Walk-In/Drop-In Center.

69. Are the Legal Services Workshop required under a legal services contract, or are they optional? If the former, why is DPSS requiring that these services be provided in this format as opposed to one-on-one?

Answer: The Legal Services Workshop is an optional service. Refer to RFSQ, Appendix A Statement of Work, Section 5.0 Legal Services, Subsection 5.3 Services, Paragraph 5.3.7 Legal Services Workshop Services.

70. When is the mandatory Program Review training conducted?

Answer: The training is conducted by DPSS. The training shall be completed within the first quarter of the year or for individuals new to the Contractor's organization or Contract, within three months of hire as

part of the Contract workforce. Refer to RFSQ, Appendix A Statement of Work, Section 4.0 Case Management Services, Subsection 4.8 Staff, Paragraph 4.8.1 Domestic Violence Contract Program Review Training, and Section 5.0 Legal Services, Subsection 5.5 Staff, Paragraph 5.5.3 Mandatory Contract Program Review Training.

ADDENDUM ONE

PART TWO

TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES RFSQ CMD #15-03

Addendum One, Part Two to the Request for Statement of Qualifications CMD #15-03 shall cause the following revisions.

1. RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications, subparagraph 1.4.2.1 DVSS Case Management, part g is deleted in its entirety and replaced as follows:

- g) Proposer shall have capacity to operate a Walk-In/Drop-In Center that is physically located in the Supervisorial District for which it is being funded, for a minimum of 40 work hours per week. The Walk-In/Drop-In Center may be open at any hours between 8:00 a.m. to 6:00 p.m., Monday through Friday.

2. RFSQ, Section 3.0 SOQ Review/Selection/Qualification Process, Subsection 3.3 Selection/Qualification Process is deleted in its entirety and replaced as follows:

3.3 Intentionally Omitted

3. RFSQ, Appendix A Statement of Work, Section 4.0 Case Management Services, Subsection 4.3 Services Provided Based on Participant Need, Paragraph 4.3.1 Counseling Services, subparagraph 4.3.1.2 is deleted in its entirety and replaced as follows:

- 4.3.1.2 Contractor shall maintain documentation with the following information to verify that the Counseling Service was provided:

- Date service was provided
- Signature and name of individual(s) who provided service
- Description counseling format, (i.e., "group", "individual", "family – (participant and child/adolescent)")
 - *Contractor shall not invoice for counseling services provided to only participant's children.*
- "CS" noted for Counseling Service
- Time spent providing the service based on 15 minute increments
- Participant's Information
 - First initial of first name

- CalWORKs or GROW Case Number
 - Year of Birth
 - Contractor's Participant Case Number
- Other progress and/or barriers to safety and/or changes.
4. RFSQ, Appendix A Statement of Work, Section 4.0 Case Management Services, Subsection 4.4 Optional Services, Paragraph 4.4.2 Licensed Therapy Services, subparagraph 4.4.2.3 is deleted in its entirety and replaced as follows:
- 4.4.2.3 Contractor shall maintain documentation with the following information to verify that the Licensed Therapy Service was provided:
- Date service was provided
 - Signature and name of individual(s) who provided service
 - Description counseling format (e.g., "group," "individual," "family – (participant and child/adolescent)")
 - Contractor shall not invoice for licensed therapy services provided to only participant's children.
 - "LT" noted for Licensed Therapy
 - Time spent providing the service based on 15 minute increments
 - Participant's Information
 - First initial of first name
 - CalWORKs or GROW Case Number
 - Year of Birth
 - Contractor's Participant Case Number
5. RFSQ, Appendix A Statement of Work, Section 4.0 Case Management Services, Subsection 4.7 Service Sites, Paragraph 4.7.2 Walk-In/Drop-In Center, subparagraph 4.7.2.1 is deleted in its entirety and replaced as follows:
- 4.7.2.1 Contractor shall operate a Walk-In/Drop-In Center that is physically located in the Supervisorial District for which it is being funded, for a minimum of 40 work hours per week. The Walk-In/Drop-In Center may be open at any hours between 8:00 a.m. to 6:00 p.m., Monday through Friday. The Walk-In/Drop-In Center shall provide participants with the services detailed in this Statement of Work.
6. RFSQ, Appendix F Sample Contract, Section 5.0 Contract Sum/Compensation, Subsection 5.2, Paragraph 5.2.1 Case Management, subparagraph 5.2.1.2 is deleted in its entirety and replaced as follows (revisions underlined):
- 5.2.1.2 Invoices will be authorized for payment up to the quarterly billing cap of 25%. Invoice amount exceeding the 25% quarterly cap will be disallowed. However, the disallowed amount may be submitted through the supplemental invoice form, based on Exhibit B, DVSS Case Management

Pricing Schedule and Sample Invoices, by June 30th of each FY of the contract. Disallowed amount invoiced to County, when combined with all invoiced amount for each FY, may not exceed Contractor's annual contract amount. Supplemental invoices will be assessed for payment provided there are sufficient funds, in Contractor's annual contract amount, remaining to cover the supplemental billings, after the 4th quarter billing has been processed.

7. RFSQ, Appendix F Sample Contract, Section 5.0 Contract Sum/Compensation, Subsection 5.2, Paragraph 5.2.2 Legal Services, subparagraph 5.2.2.2 is deleted in its entirety and replaced as follows (revisions underlined):

5.2.2.2 Invoices will be authorized for payment up to the semi-annual billing cap of 50%. Invoice amount exceeding the 50% cap in the first semi-annual billing period will be disallowed. However, the disallowed amount may be submitted through the supplemental invoice inform, based on Exhibit C, DVSS Legal Services Pricing Schedule and Sample Invoices, by June 30th of each FY of the contract. Disallowed amount invoiced to County, when combined with all invoiced amount for each FY, may not exceed Contractor's annual contract amount. Supplemental invoices will be assessed for payment provided there are sufficient funds, in Contractor's annual contract amount, remaining to cover the supplemental billings, after the second/final semi-annual billing has been processed.

8. RFSQ, Appendix D – DVSS SOQ Application Part I, Exhibit 8 Annual Contract Budget, page 7 of 7 is deleted in its entirety and replaced with Attachment 1.

ANNUAL OUTREACH ACTIVITY BUDGET			
PROJECT NAME:	DOMESTIC VIOLENCE SUPPORTIVE SERVICES		
CONTRACTOR:			
FISCAL YEAR:			
SERVICE CATEGORY: (Check one)	<input type="checkbox"/> Case Management <input type="checkbox"/> Legal Services		
TYPE OF PARTICIPANT TO BE SERVED: (Check one)	<input type="checkbox"/> CalWORKs <input type="checkbox"/> GR <input type="checkbox"/> GROW		
SUPERVISORIAL DISTRICT:	(Check one) <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth		
CONTRACT PERIOD:	July 1, 2016 - June 30, 2019		
List Types of Events	Fixed Fee For Events	Estimated Number of Events Per Year	Budget Per Type of Event
	A	B	A X B = C
Outreach	\$ 75.00		
		TOTAL BUDGET	