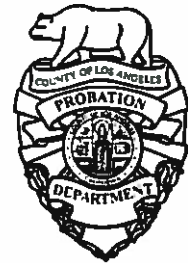




COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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(562) 940-2728



TERRI L. McDONALD
Chief Probation Officer

March 30, 2017

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6401701 TO PROVIDE ADVOCACY AND FIRST RESPONDER PROTOCOL SERVICES TO COMMERCIALLY SEXUALLY EXPLOITED CHILDREN (CSEC)

This is Addendum One - Request for Proposals for Advocacy and First Responder Protocol Services to Commercially Sexually Exploited Children (CSEC) (RFP #6401701), which was released on March 9, 2017. This Addendum contains responses to written questions that were submitted prior to the March 21, 2017, 12:00 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us":
<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>

Los Angeles County Probation:
<http://probation.lacounty.gov/wps/portal/probation/work>

Proposals are due on Friday, April 21, 2017 12:00 p.m., (Pacific Time). No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Tasha Howard".

Tasha Howard, Director
Contracts & Grants Management Division

**ADVOCACY AND FIRST RESPONDER PROTOCOL SERVICES
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QUESTIONS AND ANSWERS**

1.	Question	Please explain what a "Conformed" copy of the most recent "Statement of Information" is; RFP section# 7.8.3; paragraph 3; page 27 (A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers).
	Answer	It is the filed stamped copy showing the agency filed their Statement of Information with the Secretary of State.
2.	Question	Is there a minimum or maximum number of pages to describe the proposers Background and Experience? How long should this document be? RFP section # 7.8.7; paragraph A; Page: 28 - Demonstrate that the proposers organization has the experience and financial capability to perform the required services.
	Answer	There is no page limit.
3.	Question	Is there a minimum or maximum number of pages to describe the proposers approach to provide required services? How long should this document be? RFP section 7.8.8; paragraph one; page 30. The proposers approach to provide required services section of the business proposal shall present a description of the of the techniques that the firm will employ in meeting the objectives described in Appendix A (Statement of Work).
	Answer	There is no page limit.
4.	Question	Has an RFP similar to this ever been published? If so under what name? And how much was the last contractor awarded?
	Answer	Yes. Advocacy Services to Commercially Sexually Exploited Children under the Community Recidivism and Crime Reduction Service Grant in the amount of \$95,000.
5.	Question	a) Are these workshops only for the county's referrals? b) Do these workshops have to be at the admin office of the contractor or can they be held offsite? At county offices? RFP section 2.4; paragraph one, page 6. The contractor shall provide the county's csec prevention, intervention, for CSE youth/parents, Transition skills, job readiness, and educational workshops weekly or as prescribed by the county.
	Answer	a) No b) Workshops can be held at various locations which could include the agency office locations, in the community, schools, juvenile hall, etc. and upon approval and coordination by the County
6.	Question	a) Will contractor be expected to provide an emergency housing location? b) Is it permissible if contractor wants to provide an emergency housing location? RFP Section # 2.5; paragraph F; page 8. Remain with the participant up to 72 hours, as determined by the MDT. This may include in person supervision by several advocates at the emergency housing location...

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	Answer	a) No b) No. The County will be responsible for housing location.
7.	Question	Will copies of the Lanterman-Petris Short Act be provided by the county? RFP section # 2.5; paragraph K; page 8. Follow policies for temporary involuntary commitment under the Lanterman-Petris Short Act, if, at any point the participant presents a harm to themselves or others.
	Answer	Yes
8.	Question	Can contractor be reimbursed for hiring staff specifically for tutoring purposes? RFP section # 2.7; paragraph 2.7.1.4; page 9. Tutoring
	Answer	No, the contract is for Advocacy Services. If the youth requires a tutor, a request can be made through the Auxiliary Request. Approval will be on a case by case basis.
9.	Question	Can contractor be reimbursed for maintenance expenses, vehicle registration, insurance, etc. RFP section# 2.7; last paragraph, page 9. Contractor shall ensure that the vehicles to transport participants are properly maintained and shall secure and maintain automobile liability insurance on such vehicles at all times.
	Answer	The Administrative/Indirect fee for services costs should include all services required under this contract.
10.	Question	Who will attend the monthly staff meetings other than contractor's staff? RFP section # 2.9; 2 nd paragraph, page 11. The contractor shall hold monthly staff meetings regarding overall advocacy service compliance, new intakes, case reviews...
	Answer	Only those providing services under the contract.
11.	Question	Is a degree in Child Development or Human Services acceptable? RFP section# 6.3; paragraph 6.3.3; page 15. The contractor's project director shall have provided the required or minimal services for a minimum of 1 year within the last 3 years and holds a bachelor's degree in social work, criminal justice, public policy, psychology, sociology, or a related field.
	Answer	We cannot pre-qualify any proposals. Proposals will be evaluated accordingly.
12.	Question	Are administration costs inclusive of project director salary, admin office rent, and admin office utilities? RFP section# 5.0; paragraph 5.1, 3 rd paragraph down; page 7. County shall pay contractor up to 15% administrative/indirect actual costs of the total contract amount.
	Answer	Yes. In our audits, we will look to see if the director is providing direct service to the program. If he/she is not, then his/her costs and the others required to support the agencies programs should be considered indirect and billable as indicated in the Appendix C (Sample Contract), Paragraph 5.0 (Contract Sum), pages 7-8.
13.	Question	In Appendix A: Statement of Work (SOW): Under Section 2.1 Advocacy Services, under 2.1.1.5: it talks about needing to submit an initial intake, assessment, and safety plan, and then in 2.1.1.6, it talks about the

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		submission of an advocacy plan. Are these documents/templates that the County will be providing to us, or do we use our own documents and submit those?
	Answer	The County will provide the templates to have consistency among the agencies.
14.	Question	In Appendix A: Statement of Work (SOW): Under Section 2.4 Educational and Job Readiness Workshops, it talks about the contractor providing the County's CSEC Prevention, Intervention for CSE youth/parents, Transition Skills, Job Readiness, and Educational workshops weekly. Are these all workshops that the county already has curriculum on, or are these workshops going to be created by the contractor?
	Answer	The County will provide the curriculum.
15.	Question	In Appendix A: Statement of Work (SOW): Under Section 2.6 Mandatory Contractor Training, the trainings that are listed, are those all required to be attended to by the project staff PRIOR to starting services or are they just required during the project duration?
	Answer	Training shall not commence until the execution of the contract and will then be required throughout the duration of the contract.
16.	Question	In Appendix A: Statement of Work (SOW): Under Section 2.0 Specific Tasks-> 2.1 Advocacy Services- 2.1.1.9, it talks about the Contractor needing to notify the County of the need to make outside referrals. Is the assessment/advocacy plan that is required to be submitted sufficient enough for the notification of the need for the referrals listed in the plans or every time the Contractor will be making a referral to mental health or substance abuse or a recreational activity, the Contractor needs to notify the county of each one for each client, and how would this notification take place?
	Answer	The contractor will need to notify the County each time a referral is made and obtain approval by the County. Notification shall be made either in writing or verbal communication and approve by County through Multi-Disciplinary Team, Child and Family Team, etc.
17.	Question	Section 2.2.3 Days of Operation states, "The Contractor shall provide advocacy services Monday through Friday from 9am to 6pm." - On p. 13 of Statement of Work Section 5.2, it states "Business Day – Monday through Friday 8 a.m. to 5 p.m...." Are you able to clarify this discrepancy?
	Answer	The days of operation are when services are to be provided. Business day is the day in when the agency administrative office needs to be open. The days of operation are listed in the RFP, Paragraph 2.2.3, page 5 and Appendix A (Statement of Work), Section 7.0 (Hours/Days of Work) page 17.
18.	Question	P. 17 of RFP Section 5.15 Recycled Bond Paper states, "Proposer shall be required to comply with the County's policy on recycled bond paper..." Are proposers then required to use such paper for their

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		application(s)?
	Answer	Please refer to Appendix C (Sample Contract), Paragraph 8.39 (Recycled Bond Paper), page 39.
19.	Question	P. 26 of RFP Section 7.7 Preparation of the Proposal states, "...All proposals must be bound..." Are you able to clarify what "bound" means? Will a three hole-punch notebook suffice? A large binder clip?
	Answer	Bound means fastened or put together. Yes, those methods will suffice.
20.	Question	P. 27 of RFP Section 7.8.3 Required Support Documents states, "The Proposer must submit the following documentation with the Business Proposal: 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization." How recent does the "Certificate of Good Standing" have to be? Is one dated March 2015 acceptable?
	Answer	Submit agency's most recent copy.
21.	Question	Re: preparation instructions of the proposal given that the RFP itself is silent on the following: a) Are there any page limits for the Executive Summary? b) For the Business Proposal overall? c) Are there requirements for page margins, page numbering, font style and/or size, and line spacing (i.e. single or double space?)
	Answer	a) No b) No c) No
22.	Question	P. 28 of RFP Section 7.8.7 Proposer's Qualifications, A. Proposer's Background and Experience Section B.1.2 states, "Include a Resume for the Project Director, demonstrating that the Project Director has provided the required or similar services for a minimum of one (1) year within the last three (3) years..." To meet the experience requirement, does the one year of experience have to be entirely at the Proposer's agency, or can the experience be through the Director's current job with the Proposer as well as a prior job (within the last 3 years) with another employer (e.g., for an employee who was hired by the Proposer less than 12 months ago)?
	Answer	As long as the experience is within the last three (3) years. The experience can be within past and/or prior employer and will be rated accordingly.
23.	Question	P. 29 of RFP Section 7.8.7 Proposer's Qualifications, C. Financial Capability (Section B.3) states, "Provides copies of the company's most current and prior two (2) fiscal years (for example 2015 and 2014) financial statements...If audited statements are available, these should be submitted to meet this requirement..." What does the Probation Dept. mean by "most current"? (Current statements would not be audited.) Does the Probation Dept. want three sets/years of financial statements?
	Answer	Please submit current and prior 2 fiscal years.

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24	Question	P. 33 of RFP Section 7.9 Cost Proposal Format: The instructions reference Exhibit 11 (Pricing Sheet) but do not call for an itemized budget nor a budget justification. Are such a budget and justification not required?
	Answer	A budget and justification is not required.
25.	Question	P. 2 of Statement of Work (SOW) Section 1.3 "...The County shall provide the participant's identification information and recommend appropriate services for each participant..." Given that the County will recommend services, will the County have already conducted a needs assessment for each participant? If so, why then will the Contractor be conducting a needs assessment? What information and documentation (referral form, needs assessment form, etc.?) will the County send to the Contractor when making referrals to the Contractor for Advocacy Services and other required services?
	Answer	The County will do an initial assessment of the needs and document the information on the referral in order to give the Advocacy agency general information about the youth.
26.	Question	P.2 of Statement of Work (SOW) Section 2.1 Advocacy Services states, "...The Contractor shall assist in identifying the participant's goals..." Which entity will be responsible for taking the lead in assessing client needs and identifying client goals?
	Answer	The Multi-Disciplinary will determine agency lead with the various goals of the youth.
27.	Question	P. 5 of Statement of Work Section 2.2 Survivor Advocacy Services states, "The services shall include stabilization and engagement...and co-facilitation of educational workshops." P. 6 of SOW Section 2.3 Parent Advocacy Services states, "Parents advocacy services shall be provided by...These services shall include...and co-facilitate support groups for parents..." - For which specific workshops, and how often (for all sessions?), does the Probation Dept. expect a Parent Advocate(s) to be present as co-facilitator? For which specific workshops, and how often (for all sessions?), does the Probation Dept. expect a Survivor Advocate(s) to be present as co-facilitator?
	Answer	Parent Advocates will be required to co-facilitate Parent Prevention and Intervention Workshops as the curriculum dictates. Survivors will be required to co-facilitate youth prevention and Intervention Workshops and may support parent prevention and Intervention as needed.
28.	Question	P. 6 of SOW Section 2.4 Educational and Job Readiness Workshops states, "The Contractor shall provide the County's CSEC Prevention, Intervention for CSE youth/parents, Transition Skills, Job Readiness, and Educational Workshops..." Will the County provide each Contractor with an established curriculum for each of these workshops?
	Answer	Yes
29.	Question	P. 8-9 of SOW Section 2.6 Mandatory Contractor Training, lists specific curriculum. However, I do not see listed a curriculum specific to Section

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		2.4 Educational and Job Readiness Workshops. - Does the Probation Dept have an established curriculum(s) for those workshops? If so, what is the name(s) of that/those curriculum(s)?
	Answer	Curriculum(s) are in development.
30.	Question	<p>a) P. 6 of SOW Section 2.2.2 Survivor Advocacy Services states, The Contractor shall have weekly face-to-face contact with the participant and other contact via phone, text..." and further states in Section 2.2.3 "Once the participant has stabilized, the Contractor shall have bi-monthly face-to-face contact with the participant and weekly contact via phone, text..." By "bi-monthly" does the Probation Dept. mean two times per month or every other month?</p> <p>b) Does this contact schedule/frequency refer to the Survivor Advocate? If so, how does the Probation Dept envision those contacts working with the required contacts for Advocacy Services listed in Sections 2.1.1.7, 2.1.2.2, and 2.1.3.2? For example, does the Dept. envision a Non-Survivor Advocate and a Survivor Advocate meeting face-to-face with the client/family together, separately, or both, depending on individual needs of each case?</p>
	Answer	<p>a) Twice a month.</p> <p>b) Both, depending on the needs of the youth. Frequency also depends on the youth and advocacy plan.</p>
31.	Question	<p>a) P. 9 of SOW states "Contractor shall ensure that the vehicles to transport participants are properly maintained..." - Are Contractors required to directly transport participants under this contract?</p> <p>b) Or, are Contractors just required to ensure that transportation is available to participants for various needs (e.g., court appearances)?</p>
	Answer	<p>a) Yes</p> <p>b) Contractors are directly responsible for transporting youth but may provide other forms of transportation with prior approval from the County.</p>
32.	Question	P. 17 of SOW Section 6.4.10 What does "alternate staff" mean?
	Answer	Staff that can substitute and provide the requires services, if required.
33.	Question	<p>P. 7 of Appendix C Section 5.1 states an estimated contract amount of \$460,000 per year.</p> <p>Does the Probation Dept. expect each Contract to be for this amount?</p>
	Answer	Yes, the estimated annual contract amount for each contract is \$460,000.
34.	Question	<p>Section 3.0, Proposer's Minimum Mandatory Qualifications: 3.4, page 6 - Proposer must identify the First Responder Protocol (FRP) Area for which FRP services are being proposed. The FRP Area must be identified in Exhibit 1 (Proposers Organizations Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms) - Would the County consider utilizing Service Planning Areas (SPA's) as the geographically defined areas? The County consistently utilizes these when defining funding based upon geography and for which most non-</p>

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		profit organizations cluster their services around. Choosing not to use SPA's could potentially create a disruption in continuum of care as non-profits utilize SPA geographic areas as a basis for service delivery. The Department of Children and Family Services, and the Department of Mental Health Utilizes SPA's, and therefore it would in the interest of ensuring holistic services, reduction of silos and barriers that SPA's be utilized within this proposal?
	Answer	No. Advocacy Services under this contract follows the youth wherever they are for continuity of support. For the purposes of the FRP, agencies will be assigned to law enforcement agencies within the geographic area listed in the Appendix B (Statement of Work Technical Exhibits), Exhibit 5, pages 5-10.
35.	Question	<p>Section 7.8, Business Proposal Format, 7.8.1, page 26 - The content and sequence of the Business Proposal must be as follows:</p> <ul style="list-style-type: none"> • Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies • Table of Contents • Executive Summary (Section A) • Proposer's Qualifications (Section B) • Proposer's Approach to Provide Required Services (Section C) • Proposer's Quality Control Plan (Section D) • Acceptance of/or Exceptions to Terms and Conditions in the Sample Contract and/or Requirements of the Statement of Work (Section E) • Business Proposal Required Forms (Section F) <p>Can you provide the page limitation for the Executive Summary, Proposer's Approach to Provide Required Services, and Proposer's Quality Control Plan?</p>
	Answer	There is no page limit.
36.	Question	<p>Section 8.0, Selection Process and Evaluation Criteria, 8.5, page 37 - The maximum number of possible points will be awarded to the lowest cost proposed. All other cost will be compared to the lowest cost points awarded accordingly.</p> <p>a) However, should one or more of the proposers request and be granted the preference, the cost component points will be determined as follows: Fifteen percent (15%) of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be <i>ducted</i> from the cost submitted by all proposers who requested and were granted the preference - In no case shall any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications. - Are the cost proposals being compared to the business proposal, to ensure the County fully understands the purpose of the costs being incurred?</p> <p>b) The lowest cost does not always result in the best service. Please describe what you are referring to when you state "preference". Are</p>

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		you referring to the LSBE, SE and DVBE Program preference?
	Answer	a) The County reviews and evaluates proposals in their totality. b) Yes, Probation is referring to the County's Preference Programs.
37.	Question	Section 1.0 Scope of Work, 2.1.1.8, Page 4 - The Contractor shall notify the County anytime they have knowledge of the participant's whereabouts that are on Absent Without Leave (AWOL) status or considered missing to ensure safety of the participant and compliance with the County AWOL policies. - Can you provide the County AWOL policies as appendices?
	Answer	County AWOL policy is being finalized and will be provided to the Contractor.
38.	Question	Section 1.0 Scope of Work, 2.1.1, page 2 – Phase 1 Intake and Assessment of Needs and Stabilization – Can the County provide the timeline for Phase I?
	Answer	Approximately 90 days.
39.	Question	a) Section 2.2. Survivor Advocacy Services, 2.2, page 5 - Survivor advocacy services shall be provided by a CSEC survivor. The services shall include stabilization and engagement; support for participant testifying against their trafficker; crisis response to increase and support stabilization and re-victimization; and co-facilitation of educational workshops. - What are the counties plan's if the CSEC survivors have a positive criminal background finding? b) We have found this to be the case in working with this population. - With regard to support and stabilization, would the county consider Civil Legal services as part of that advocacy work? c) Specifically would applicants be permitted to sub-contract with a Civil Legal non-profit to address the following legal needs: Records Expungement, Ticket Clearing, Access to Public Benefits (to include the needs of Parent Advocates), T Visas and Civil Harassment orders?
	Answer	a) The County will take that into consideration on a case by case basis. b) Please submit your proposal and it will be evaluated accordingly. c) Please submit your proposal and it will be evaluated accordingly.
40.	Question	Section 2.4, Educational and Job Readiness Workshops - The Contractor shall provide the County's CSEC Prevention, Intervention for CSE youth/parents, Transition Skills, Job Readiness, and Educational Workshops weekly or as prescribed by the County. The Contractor shall provide transportation for participants to workshops as needed. The Contractor shall maintain sign-in sheets for workshops. The Contractor shall ensure that workshop staff received the County's Mandatory Contractor Training. - What contract staff are to receive the County's training and provide the training?
	Answer	All staff that will be facilitating the training will be required to attend the training. However, all agency staff need to be familiar with the training

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		components.
41.	Question	Regarding RFP page 5, Section 2.2 / 2.2.1 Anticipated Contract Term: What is the anticipated start date of the contract term?
	Answer	Once the contracts have been approved by the Board of Supervisors.
42.	Question	Regarding RFP Appendix A Statement of Work, page 8, Section 2.6 Mandatory Contractor Training: Where will the training be held? And How many hours/days of training is required?
	Answer	Training will be held at various locations. Hours/days will also vary depending on the training course.
43.	Question	a) Regarding RFP Appendix A Statement of Work, page 9, Section 2.7 Additional Requirements, "2.7.1.5 Youth Empowerment Conference": What and where is the Youth Empowerment Conference? b) How much are the fees to attend?
	Answer	a) Youth Empowerment Conference can be at a variety of locations. b) Conference fees will vary based on the conference.
44.	Question	Regarding RFP Appendix C Sample Contract, page 7, Section 5.0 Contract Sum, 5.1: Is \$460,000 the contract limit for this RFP or is all the information included just as a sample?
	Answer	The estimated annual contract amount for each contract is \$460,000.
45.	Question	Regarding the required curriculums/interventions as listed in the Mandatory Contractor Training section on RFP Appendix A, pages 8-9, Section 2.6: Can additional curricula/interventions be included in the proposed services?
	Answer	Yes, upon approval by the County.
46.	Question	Regarding RFP pages 26-32, Section 7.8 Business Proposal: Outside of the required forms provided in the appendix, are there any formatting or length restrictions for the Business Proposal and/or individual narrative sections of the Business Proposal (e.g. Executive Summary, Proposer's Qualifications, Proposer's Approach to Provide Required Services, Proposer's Quality Control Plan)?
	Answer	No
47.	Question	Appendix C, Sample Contract - Contract language - We have various changes we would like to request if a contract is awarded. - How would The County of LA request we submit these changes at time of proposal? A red-lined contract, a matrix with proposed changes? What is the preferred method?
	Answer	Please refer to the RFP, Paragraph 7.8.11 (Acceptance of/or Exceptions to Terms and Conditions in Sample Contract, and Requirements of the Statement of Work), pages 31-32 and RFP, Paragraph 8.4.4 (Exceptions to Terms and Conditions of Sample Contract and/or Requirements of the Statement of Work), page 37.