



# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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**TERRI L. McDONALD**  
Chief Probation Officer

April 10, 2017

## **ADDENDUM NUMBER TWO TO REQUEST FOR PROPOSALS (RFP) #6401702 TO PROVIDE GENDER SPECIFIC SERVICES IN THE COMMUNITY TO AT-RISK AND PROBATION FEMALE YOUTH UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)**

This is Addendum Two to Request for Proposals to Gender Specific Services in the Community to At-Risk and Probation Female Youth under the Juvenile Justice Crime Prevention Act (RFP # 6401702), which was released on March 16, 2017. This Addendum contains responses to written questions that were submitted prior to the March 31, 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 28, 2017, 12:00 p.m., (Pacific Time). No late proposal 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

## GENDER SPECIFIC SERVICES IN THE COMMUNITY RFP #6401701

### QUESTIONS

1.	Question	Is contracted work permissible? Can the contractor hire independent contractors for the work to be performed in the RFP? RFP Section 4.4.1; Paragraph 1; Page 8 (The Contractor shall submit the names of the Contractor's or Sub- Contractor's Employees to the County's Program Manager prior to...)
	<b>Answer</b>	Independent contractors and subcontracting is permissible.
2.	Question	Does the County permit as part of the proposal, additional assessments to be administered in support of targeting strengths and deficits in both client and parent for the purpose of targeting underlying barriers to success?
	<b>Answer</b>	The agency is providing a service and not case management which is conducted by the Deputy Probation Officer who has identified service needs; thus, the impetus for referral. Additional assessments for program evaluation are permitted but will not be funded.
3.	Question	Is a degree in human services, child development or social work acceptable? RFP Section 6.3; 6.3.3; Page 16. (The Project Director shall have requisite experience, and provided the required or similar services for a minimum of three (3) years.....)
	<b>Answer</b>	We cannot pre-qualify any proposals. Proposals will be evaluated accordingly.
4.	Question	It is unclear how to calculate pricing. As we understand it, we are not to calculate the number of staff or materials needed but rather put a price tag on each hour of time spent servicing participants. So the question is, when completing the pricing sheet, exhibit 11, should the price computing be as follows...200,000.00 minus (15%) 30, 000 for indirect admin expense, divided by hourly parent support workshops, hourly mentoring activities, hourly empowerment workshops, and hourly mother daughter activities? So if our organization anticipated performing 12 hours of "mother daughter activities" for the year, it would calculate the cost for that service by the hour, and then deduct that cost from the remaining \$170,000? Correct?
	<b>Answer</b>	Agency's pricing should include cost associated with providing the services. For example, salaries, benefits, supplies, materials, etc.

5.	Question	Page 16 of SOW Section 6.3.3 (Project Director). It states, "The Project Director shall have the requisite experience, and provided the required or similar services for a minimum of three years within the past five years and hold a bachelor's degree in education, criminal justice, administration of justice, psychology, sociology or related field. " Would the County consider accepting 6+ years of experience with this populations as a substitute for holding a bachelor's degree?
	Answer	We cannot pre-qualify any proposals. Proposals will be evaluated accordingly.
6.	Question	Page 6 of SOW Section 1.9. It states, "The Contractor shall provide parent one (1) reward stipend after the completion of four (4) parent workshops and two (2) Mother (or significant female family member)/Daughter activities. The Contractor will provide appropriate stipends for parental participation not to exceed \$50.00 per workshop." Please clarify if the Contractor is required to provide a "reward stipend" for every workshop and mother/daughter activity that the parent attends? This would mean providing each parent 6 reward stipends if they attend all four workshops and two mother/daughter activities.
	Answer	Please refer to Addendum Number One.
7.	Question	Please provide (2) concrete examples of stipends provided on a monthly basis to Contractor. RFP Section 1.8; Paragraph 1; Page 5. (The County shall reimburse the Contractor based on the number of service units and stipends provided on a monthly basis)
	Answer	Please refer to Addendum Number One.
8.	Question	Regarding the service delivery site can this be at the county office or somewhere off-site other than an admin office? Please elaborate. RFP Section 1.1; 1.1.1; Page 1. (Service delivery site that is physically and emotionally safe from the attention and distraction of adolescent)
	Answer	Services can be provided at the service area site that is being proposed or, in consultation with Probation, may include schools, parks and other community locations.
9.	Question	RFP Section 2.1 (Statement of Work). It states, "The County anticipates making approximately forty (40) referrals annually within each cluster." If the number of referrals exceeds forty (40) and the hours of services exceed the contract cap of \$200,000 will County Probation Department consider increasing the cap on funding?
	Answer	County may consider on a case by case basis.

10.	Question	Should curriculum be a purchased program or created by the contractor? RFP Section 2.1.2; Page 7. (The curriculum for the workshops must be approved by the County)
	<b>Answer</b>	The curriculum should be evidence-based to work with the target population and address the core themes outlined in the statement of work. The curriculum needs to have the theoretical framework and research to support that it will work with this target population. All EBPs have pre/post test to determine efficacy of the program.
11.	Question	Under the Freedom of Information Act, will we have access to prior providers contracts. If so what is the process to request and timeline to receive said documents?
	<b>Answer</b>	You may submit these requests to the Contract Analyst, Thomas Delury. Please refer to RFP, page 26 for his contact information.
12.	Question	What does it mean when you say, "The County will direct the Services case Management? Please elaborate. RFP Section 1.2; Page 2. (The County will direct the Services case management functions)
	<b>Answer</b>	The Probation Officer is the case manager and will be responsible for coordinating additional resources as determined through disclosure. The service provider is not a case manager and should ensure that the case manager (Probation Officer) is made aware of any other issues/family related concerns.
13.	Question	When does the county plan to execute the contract? What is the contract start date? RFP Section 8.1; second paragraph; page 35. (The selection process will begin with receipt of the proposal on April 28, 2017)
	<b>Answer</b>	The Contracts will be executed upon Board approval.
14.	Question	When you say preference are you referring to SE and LSBE? RFP Section 8.5; Second Paragraph; Page 38 (However, should one or more of the proposers request and be granted the preference, the cost component points will be determined as follows)
	<b>Answer</b>	Yes

15.	Question	Who will attend the bi-monthly staff meetings aside from the contractor staff? RFP Section 2.6.1; Second Paragraph; Page 12. (The Contractor shall attend or host quarterly Juvenile Justice Coordinating Council meetings...)
	Answer	The CBO should send a program manager or delegate to someone that can best communicate the information obtained at JJCC and best represent the agency and their needs.
16.	Question	Will self-efficacy assessment be provided by the county? RFP Section 2.3.5; 2.3.5.2; Page 10. (90% of eligible participants shall have increased self-efficacy as determined by pre-test)
	Answer	No. An evidenced based treatment will have pre/post tests to measure efficacy of the program.
17.	Question	Will the County allow for dual Indemnification?
	Answer	Please refer to RFP Section 7.8.11, Acceptance of/or Exceptions to Terms and Conditions in Sample Contract and Requirements of the Statement of Work, pages 31-32.
18.	Question	Will the County provide the Pre and Post Self Efficacy Measures?
	Answer	No, the County has allowed the provider latitude to utilize an evidence-based treatment curriculum for this target population that addresses the specific elements of effective gender specific programming. Evidence-based treatment curriculums have pre/post test efficacy measurements.
19.	Question	<p>1. The Department of Probation does not require Proposers to submit a Budget, a Budget Narrative, or to show the formula they used to determine a service unit cost, which indicates the quantity of service based on the per rate unit. All that is required to be submitted in the Cost Proposal are a Cover Page, Exhibit 11 (Pricing Sheet) and Exhibit 12 (Certification of Independent Price Determination &amp; Acknowledgement of RFP Restrictions).</p> <p>The Pricing Sheet does not ask for a formula showing the service unit cost, which indicates quantity of service based on rate per unit (i.e. for Empowerment Workshops: # of workshops (unit) X # referral groups X rate per unit = total price).</p> <p>The failure to require agencies to submit a Budget, Budget Narrative and a formula for how they determine their service unit cost/price does not allow for a complete evaluation of the Cost Proposal to determine if a Proposer's budget will ensure the delivery of services at the scope and quality desired by Probation.</p>

		Will the requirement for Proposers to submit a Budget, Budget Narrative and formula for how they determine their service unit cost/price be added by Probation to the RFP?
	<b>Answer</b>	No
20.	Question	<p>2. On Page 5, Section 1.7, Subsection 1.7.5, it states that the Contractor shall provide reward stipends on a fee-for-service basis for active participation of parents/guardians and reward incentives for youth completing activities. We applaud the Department of Probation for including the provision of stipends for youth as an element of the Gender Specific Services program.</p> <p>We have the following questions regarding this section:</p> <p>A. What is the definition of a reward incentive for youth?</p> <p>B. How and when should Contractors provide reward incentives to youth – what is the protocol and process?</p> <p>C. What documentation will be required from Contractors?</p> <p>D. Reward incentives are listed as a separate fee-for-service program element, but there is no space to list the dollar amount of reward incentives provided, or the number of people provided incentives, on Exhibit 11, Pricing Sheet.</p> <p>Also, there is no requirement for Proposers to submit a Budget or Budget Narrative. How can Proposers demonstrate the cost of providing this fee-for-service program element?</p> <p>E. Unless reward incentives are defined by Probation in terms of the type, timing and amount to be provided, how can Contractors price out this program element in the manner desired by Probation?</p>
	<b>Answer</b>	<p>A. Please refer to Addendum Number One.</p> <p>B. Please refer to Addendum Number One.</p> <p>C. Documentation required will include receipts of purchased goods/services and verification of receipt by the participant and participant/guardian.</p> <p>D. Please refer to Addendum Number One.</p> <p>E. Please refer to Addendum Number One.</p>

21.	Question	<p>3. On Page 6 of the RFP, Subsection 1.9, it states: The Contractor shall provide parent one (1) reward stipend after the completion of four (4) parent workshops and two (2) Mother (or significant female family member)/Daughter activities. The Contractor shall provide appropriate stipends for parental participation not to exceed \$50.00 per workshop. Examples of stipends include fuel cards, grocery cards, etc.</p> <p>This section seems to contradict itself. Are parents to be provided with reward stipends after 1 workshop (“per workshop”), after 4 parent workshops, or after 2 Mother (or significant female family member)/Daughter activities? Also, if it is “per workshop” and per parent at 40 referrals per cluster that stipends are to be provided, and assuming that 90% of parents attend, this is a significant expense for Proposers.</p>
	<b>Answer</b>	Please refer to Addendum Number One.
22.	Question	<p>4. On Page 6 of the RFP, Subsection 1.9, it states: The Contractor shall provide appropriate stipends for parental participation not to exceed \$50.00 per workshop. Examples of stipends include fuel cards, grocery cards, etc.</p> <p>Are stipends allowed to be in the form of cash or pre-paid VISA cards?</p>
	<b>Answer</b>	No
23.	Question	<p>5. On Page 7 of the RFP, Subsection 2.1.2, it states: The Contractor shall provide three (3) hours of parent support workshops to parent/guardian. Yet, on Page 6 of the RFP, Subsection 1.9, it states: The Contractor shall provide parent one (1) reward stipend after the completion of four (4) parent workshops. With 4 workshops at a total of 3 hours, are you looking for workshops of less than an hour in length?</p>
	<b>Answer</b>	Please refer to Addendum Number One.
24.	Question	<p>6. May we list Probation Department personnel as a reference? If so, how many Probation staff may we list, and at what level?</p>
	<b>Answer</b>	Yes, please refer to RFP, Section 7.8.7, subsection B., page 29 for Proposer references requirements. Probation Department personnel that can speak to the service delivery may be listed as a reference.
25.	Question	<p>7. May we list personnel from other County departments as references? If so, how many County staff may we list, and at what level?</p>
	<b>Answer</b>	Yes, please refer to RFP, Section 7.8.7, subsection B., page 29 for Proposer references requirements. County Department personnel that can speak to the service delivery may be listed as a reference.

26.	Question	8. Why did Probation lower the scoring weight of the Proposer Qualifications section so significantly between the 2015 issuance of the Gender Specific Services RFP and this current RFP? The scoring weight of the Qualifications section has been lowered from 45% in 2015 to 20% in the current RFP.
	<b>Answer</b>	The scoring weights were assigned based on the importance of evaluation categories.
27.	Question	9. What will be the criteria for selection for a proposal evaluator? Experience with the program? Experience with monitoring?
	<b>Answer</b>	Subject matter experts are selected to serve as evaluators in the area of expertise.