



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2728



TERRI L. McDONALD
Chief Probation Officer

April 10, 2017

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6401703 TO PROVIDE A WRITING PROGRAM UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)

This is Addendum Number One – Request for Proposals for the Writing Program under the Juvenile Justice Crime Prevention Act (JJCPA) (RFP #6401703), which was released on March 15, 2017. This Addendum contains responses to the 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 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

**WRITING PROGRAM UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT
(JJCPA) - RFP #6401703
QUESTIONS AND ANSWERS**

1.	Question	<p>How long should the description of the techniques be?</p> <p>Is there a minimum or maximum length preferred for the response? RFP Section 7.8.8; Paragraph 1; Page 28 (The Proposer's approach to Provide Required Services section of the Business Proposal shall present a description of the techniques that the firm will employ in meeting the objectives described in Appendix A (Statement of Work).</p>
	Answer	There is no page limit.
2.	Question	<p>Who will attend the bi-monthly staff meetings regarding procedural matters other than contract staff?</p> <p>Should the meeting be held at the admin office? (The Contractor shall hold bi-monthly staff meetings that will include discussions regarding procedural matters ...)</p>
	Answer	Staff that would typically attend these meeting is the Contractor's Project Director and personnel that provides the direct service.
3.	Question	<p>The quality assurance plan is listed under the Business Proposal Evaluation and criteria but will any points or scoring percentages be allotted to this plan? RFP Section 4.0; Second paragraph; page 4. (The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures specified in Technical Exhibit 1...)</p>
	Answer	The Quality Control Plan is listed under RFP, Section 8.4, Business Proposal Evaluation and Criteria, page. 34. Points will be awarded accordingly.
4.	Question	<p>Please define allowable administrative/ indirect costs. Can you provide a concrete example? RFP Section 5.0; 5.1; second paragraph; page 7. (The County shall pay the Contractor up to fifteen percent (15%) administrative/indirect actual costs of the total Contract amount)</p>
	Answer	Administrative/indirect costs are generally defined as costs necessary to support a program that are not the result of a direct service, and may be different for each agency.
5.	Question	Will only one contract be awarded?
	Answer	Yes.
6.	Question	What is the intended start date?
	Answer	The contract will be executed upon Board approval.

**WRITING PROGRAM UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT
(JJCPA) - RFP #6401703
QUESTIONS AND ANSWERS**

7.	Question	Can the contractor hire independent contractors to satisfy the requirement of this RFP?
	Answer	Independent contractors are permissible. It is up to the proposer to determine how the work will be provided.
8.	Question	Will there be any initial training after the contract has been negotiated and executed?
	Answer	There will be an orientation.
9.	Question	In the past, has an RFP ever been released for services like these or similar to these?
	Answer	Yes.
10.	Question	Will the youth earn school credits for successfully completing the classes?
	Answer	No.
11.	Question	Are these classes only for youth referred that have deficiencies in writing or will it also be used as reward of some kind for youth interested in writing.
	Answer	Youth can be referred but they may also volunteer for the classes.
12.	Question	On average, what reading/writing level are most youth at?
	Answer	4 - 5 grade generally.
13.	Question	Will there be any security personnel or teachers aids in the classrooms to assist with the youth beside contractor or contractor staff?
	Answer	Probation staff will be present during instruction times.