



# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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**TERRI L. McDONALD**  
Chief Probation Officer

June 30, 2017

## **ADDENDUM NUMBER ONE - REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #6401706 FOR JUVENILE JUSTICE SOCIAL PROGRAMS SERVICES**

This is Addendum One - Request for Statement of Qualifications for Juvenile Justice Social Programs Services (RFSQ #6401706), which was released on June 9, 2017. This Addendum contains responses to written questions that were submitted prior to the June 19, 2017 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>

**Initial Statement of Qualifications are due on Friday, July 14, 2017. We look forward to receiving your Statement of Qualifications.**

Sincerely,

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

Tasha Howard, Director  
Contracts & Grants Management Division

**JUVENILE JUSTICE SOCIAL PROGRAMS SERVICES - RFSQ #6401706  
QUESTIONS AND ANSWERS**

1.	<b>Question</b>	In the instructions, it states that you must demonstrate qualifications under the four factors. How do we do this? Are you looking for a narrative? If so, are there page limits and/or formatting requirements?
	<b>Answer</b>	Please refer to Section 2.7 of the RFSQ for preparation and format of the SOQ. There are no page limits. The Vendor shall provide a summary of relevant background information to demonstrate that the Vendor meets the minimum qualifications.
2.	<b>Question</b>	Is there a definition or age limitations for "juvenile" and "youth"?
	<b>Answer</b>	Definition and/or age limits of "juvenile and youth" will be identified during the Work Order solicitation process.
3.	<b>Question</b>	Regarding Section RFSQ Page 5, Section 1.7, Paragraph 1.7.2  a. If the Vendor is not able to submit the SOQ by the initial due date of July 14, 2017, may the vendor submit the SOQ after the initial due date to be considered at a later date by the county within the time period of the Master Agreement?  b. If the vendor submits the SOQ within a month after the initial SOQ, how long would this delay approval compared to submitting during the initial due date period?
	<b>Answer</b>	a. Yes.  b. Please refer to Sections 2.3 and 2.8 of the RFSQ.
4.	<b>Question</b>	Can you clarify if these services for the RFSQ is for youth under the age of 18 or over 18 years of age (for example, non-minor dependents 18-21)?
	<b>Answer</b>	Please refer to question #2.
5.	<b>Question</b>	We are assuming that we need to submit only one proposal even if we wish to do two or more of the four service categories. Please confirm if this is indeed the case?
	<b>Answer</b>	Yes.
6.	<b>Question</b>	1.4.2, the minimum of 1 year experience in the administration of Federal, State, County, or City Contracts.  My organization has been managing a program and contract with Probation at Camp David Gonzales. However, for the last 14 years, we have not been the contractor. We have been the project manager and handle all contract and program issues including the County audits. This arrangement was originally established by Probation because an accredited school was required to run the program but then the funding source changed that requirement. We will be the named contractor

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		after July 1, 2017. We feel strongly that we have far more than 1 year of experience managing a Probation contract. Would we qualify under 1.4.2?
	<b>Answer</b>	Probation cannot pre-qualify vendors. All information included in the SOQ will be reviewed for adherence to minimum qualifications.
7.	<b>Question</b>	RFSQ section 1.4, subsection 1.4.2 paragraph 1, page 3. 1.4.2 Vendor must have a minimum of 1 year experience within the last 5 years in the administration of Federal, State, County or City Contracts.  Does an existing charter school that has been providing educational services for over 1 year with an active charter authorized by a public school district meet this contract requirement?
	<b>Answer</b>	Probation cannot pre-qualify vendors. All information included in the SOQ will be reviewed for adherence to minimum qualifications.
8.	<b>Question</b>	a. Will the addendum containing the compiled questions and answers be made available prior to the Vendor's Conference?  b. How is notice of the issuance of the addendum provided?
	<b>Answer</b>	a. No.  b. Questions and answers will be uploaded to ISD and Probation websites.
9.	<b>Question</b>	There are no cost/budget documents other than the work order forms included in the RFSQ.  a. Are we required to submit a budget form and/or budget narrative as part of the Statement of Qualifications?  b. Are we required to submit a rate for the services we propose?  c. If a rate is required, would it be hourly or per diem?
	<b>Answer</b>	a. No.  b. No.  c. Not applicable.

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10.	<b>Question</b>	<p>Regarding RFSQ pages 22-25, Section 2.7 Preparation and Format of the SOQ.</p> <p>a. Please state if there are length or formatting guidelines or requirements for the narrative sections of the Statement of Qualifications?</p> <p>b. Please confirm that the following constitutes the only narrative sections required to be submitted in the SOQ (i.e. the only sections in addition to the required forms and organizational documents referred to in Section 2.7):</p> <p>- "The Vendor shall provide a summary of relevant background information to demonstrate that the Vendor meets the minimum qualifications stated in subsections 1.4.1.1, 1.4.1.2 and 1.4.1.3 of this RFSQ and has the capability to perform the required services as a corporation or other entity." and "The Vendor shall provide relevant background information to demonstrate that they meet the minimum qualifications for each service category and/or categories that are checked in the Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 1 as set forth in Appendix A for which the vendor is submitting the SOQ."</p>
	<b>Answer</b>	<p>a. Please refer to question #1</p> <p>b. Please refer to question #1</p>
11.	<b>Question</b>	<p>The Prospective Vendor is not a Corporation, Limited Liability Corporation or Limited Partnership. It is a nonprofit entity. What documentation are nonprofit organizations required to provide to satisfy the organizational documentation required in Section 2.7.2 A (Section A.1) Required Support Documentation that lists specifics for "for-profit" organizations?</p>
	<b>Answer</b>	<p>501 (c) 3.</p>
12.	<b>Question</b>	<p>Vendor References Section 2.7.2 B (Section A.2): Is a narrative required or is completion of the required forms (Exhibit 6. Prospective Vendor References, Exhibit 7: Prospective Contractor List of Contracts, and Exhibit 8: Prospective Contractor List of Terminated Contracts) all that will be required for this section?"</p>
	<b>Answer</b>	<p>Narrative is not required for this section. Completion of Exhibits 6, 7, and 8 is required.</p>
13.	<b>Question</b>	<p>Appendix A: Required Forms, Exhibit 1: Vendor's Organization Questionnaire/Affidavit and CBE Information, Item ii Percentage of Ownership of the firm. The qualifying vendor is a nonprofit</p>

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		which is not owned by individuals. What responses to this question are you looking for from a nonprofit?
	<b>Answer</b>	Responses that apply to your agency.
<b>14.</b>	<b>Question</b>	The last page of Appendix A, Required Forms: This partial page is the execution section for the parties to the Master Contract. We did not see instructions about execution of this form within the RFSQ and the page does not have an exhibit number as each of the other Required Forms do. Is it included as an example, or is the qualifying vendor expected to sign and return a copy of this signature page with the Statement of Qualifications submission package?
	<b>Answer</b>	This is the signature page of the Master Agreement. Must be completed and submitted with SOQ.