### County of Los Angeles DEPARTMENT OF PUBLIC SOCIAL SERVICES



**Board of Supervisors** 



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### ADDENDUM THREE TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR COMMUNITY SERVICES BLOCK PROGRAM RFSQ #CMD 12-03

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Fifth District

This is Addendum Three to the Community Services Block Grant Program Request for Statement of Qualifications (RFSQ #CMD 12-03), which was released on September 20, 2012.

Part One of this Addendum contains the answers to the questions that were submitted prior to and during the Proposer's Conference held on October 3, 2012. Part Two of the Addendum contains portions of the RFSQ that have been revised.

The information contained in this Addendum Three 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

The RFSQ application forms are available in Word format at:

http://dpss.lacounty.gov/dpss/contracts/default.cfm

Please continue to access the above-mentioned websites for updates.

### Addendum Three

### **PART ONE**

### Answers to Questions Submitted Prior to and During the Proposer's Conference

### A. <u>Minimum Requirements</u>

1. The RFSQ on page 8, Section 1.4 A, 1 states only non-profits and faith based organizations can apply. This is a change from the minimum requirements from the past RFP which stated that non-profits and <u>public agencies</u> would be eligible to apply. Can the minimum requirements be changed to reflect that public agencies would also be eligible to apply?

Answer:

Public agencies are eligible to apply for CSBG. We revised the RFSQ and the applicable SOQ forms to indicate that public agencies, such as cities, school districts, and joint powers authority may apply. Please see Addendum 1. Addendum 1 was posted on October 3, 2012 on the DPSS website.

2. Our agency already registered with the county. Do we need to re-register for the SOQ?

Answer:

We assume this agency is asking about registration on the County WebVen, which is also called "Doing Business with Us." Agencies that register get a registration number. If an agency has a registration number and they indicate it on the SOQ, Exhibit 1, then they have met the requirement (p.8, Section 1.4 A.11, Minimum Requirement #11). However, to make sure that you get e-mail notices when updates to the CSBG RFSQ are posted, agencies must be registered under the commodity code number 95243.

3. Our agency is a current CSBG contractor. We think we are registered on WebVen, but don't know our registration number. How can we find out our WebVen registration number?

Answer:

Vendors may use the search mechanism on the WebVen website. Vendors may also call the County's Internal Services Department at 323-267-2725 or at 323-267-2729 to request confirmation of registration and their registration number.

### B. Preparation of the SOQ - FORMAT

4. Are the SOQ Checklist, Exhibits and Attachments available in a Word format?

Answer: SOQ Checklist and Exhibits are available in WORD format on the DPSS website at http://dpss.lacounty.gov/dpss/contracts/default.cfm. Attachments are provided by the proposer.

5. May an agency apply for two separate services under one Supervisorial District such as Emergency Services and Employment?

Answer: Agencies may apply for two separate Core Service Categories in one Supervisorial District. However, the agency would submit two SOQ Part I's (one for Emergency Services and one Employment Support) and one SOQ Part II.

6. Should the various sections of the SOQ be tabbed in each 3-ring binder?

Answer: Tabs identifying the various Exhibits and Attachments are recommended, but not required.

7. RFSQ Section 4.8, SOQ Submission (page 37) states "The original SOQ and two numbered copies shall be enclosed in a sealed envelope..." Should the two copies be placed in separate 3 ring binders or in the same 3 ring binder as the original?

Answer: Copies should be placed in separate three-ring binders.

8. RFSQ, Section 4.7.2 Part II- General Requirements, A, Exhibits 7 – 14, states that Proposers are to complete Exhibits 7 – 14 and include them in a separate 3 ring binder. Separate from what?

Answer: Proposers are required to submit one SOQ Part II including Exhibits 7-14 and Attachments 4-10. Part II of the SOQ should be provided in a different three ring binder from Part I of the SOQ. In addition, each copy of Part II should be submitted in its own three-ring binder.

9. Regarding RFSQ Section 4.8, SOQ Submission: If an agency submits 3 or 4 different SOQ Part 1's with the original and copies in 3-ring binders along with one Part II (original and 2 copies), can they all be put into one box; and if a box is not large enough, can we submit in several boxes? Please provide direction on how you want the various parts packaged if more than one SOQ is submitted.

Answer: It is strongly recommended that SOQ Part II be packaged in its own envelope/box and labeled as SOQ Part II. Each SOQ Part I should also be packaged in a separate envelope/box and be labeled as SOQ Part I.

10. If my agency is applying for one Core Service Category in one Supervisorial District, how many 3-ring binders do I turn in?

Answer: The agency would submit the following **six** three-ring binders: The original SOQ Part I and two copies submitted in 3 separate three-ring

binders. The original SOQ Part II and two copies submitted in 3 separate three-ring binders.

11. If an agency is applying for two Core Service Categories, do you need to provide a separate Part I? Should they be submitted in separate binders?

Answer: Agencies are required to provide a separate SOQ Part I for each Core Service Category for which its agency is applying. Each should be submitted in separate binders.

12. The RFSQ requires agencies to use Century Gothic font 11. It will be very difficult to use Century Gothic font on the Exhibits where we are filling in blank lines (Exhibit 1, 4-14). Is it acceptable to use Century Gothic font for Exhibits 2 and 3 only, which are narratives?

Answer: Century Gothic font must be used for Exhibits 2 and 3. Arial font may be used for Exhibits 1, 4-14.

13. Can you verify that there are no page or other limitations on the typewritten material? Can we submit as much typewritten material as we feel is necessary?

Answer: Addendum Two, released on October 17, 2012, incorporates page limits for certain SOQ Exhibits.

14. In RFSQ Section 4.7, Preparation and Format of the SOQ, we wondered if it was a misprint for double-sided? Does this mean double-spaced or double-sided?

Answer: SOQs should be double-sided pages. However, each Exhibit and Attachment should start on a new page, so that they can be easily separated.

15. Can you verify that the line spacing can be single spaced? Or do you want the typewritten material to be double spaced or one and one-half spaced, etc.?

Answer: Line spacing may be single spaced.

16. This question relates to RFSQ, Appendix C, SOQ Checklist and Required SOQ Exhibits (pages 76-78). When we type information onto the forms, the forms will retain the same numbering and sequence, but they will expand based on the information added to the page. Therefore the questions may be on different pages. Is this acceptable?

Answer: It is acceptable that the questions may end up on different pages, as the document expands. However, agencies must comply with the page limits for the particular Exhibit. See Addendum Two, which was posted on October 17, 2012 on the DPSS Website.

17. Per RFSQ Section 4.7- Preparation and Format of the SOQ, must the SOQ be typewritten on a typewriter? Can't we simply make the pdf of the application fillable? Also, must additional pages be typewritten?

Answer: SOQ Exhibits are provided in Word format on the DPSS Website http://dpss.lacounty.gov/dpss/contracts/default.cfm. A typewriter is not needed.

18. Regarding Exhibits 5 and 6, should contracts that were <u>satisfactorily completed</u> be listed on Exhibit 6, List of Terminated Contracts or on Exhibit 5, List of Contracts?

Answer: Contracts that were satisfactorily completed should not be listed on Exhibit 6- List of Terminated Contracts.

19. The RFSQ Section 2.4- Core Services on p. 14 indicates that Emergency Service is not being funded for the Second Supervisorial District. May an agency submit a SOQ for a Core Service Category that is not being funded in a Supervisorial District?

Answer: Agencies may not submit a SOQ for a Core Service Category that is not being funded in the desired Supervisorial District.

20. We are applying to provide multiple sub-services in one Core Service Category. Should we address each sub-service when answering all of the questions in Exhibit 3, Proposer's Plan to Provide Core Services?

Answer: Agencies are to address each sub-service in questions 3, 8, and 9 in Exhibit 3.

### C. Preparation of the SOQ – CONTENT

21. Can we use CSBG as a reference?

Answer: Yes.

22. Are letters of reference required?

Answer: Letters of reference should not be submitted in the SOQ. Agencies are to submit Exhibit 4- Proposer's References and Exhibit 5- Proposer's List of Contracts (p. 88 and 89).

23. May an agency use another agency that is applying for CSBG as a reference, or should it be an agency that is not bidding for CSBG?

Answer: The people and agencies that are provided as a reference should be familiar with the services and quality of services which your agency provides. One of the references must be from a public entity.

24. May we use an existing CalWORKs program monitor as a reference?

Answer:

An agency can use a DPSS staff person as a reference as long as the person is not the contact person for this solicitation. On Exhibit 5, agencies are required to list all of the agency's contracts with public agencies.

25. Question #8 on Exhibit 3 instructs agencies to provide specific "Performance Measures" for each of the services identified in questions 2 and 3. On the other hand, the Statement of Work (RFSQ Appendix A) describes "Measurable Outcomes." No information is provided in the RFSQ on how to measure outcomes. Please clarify what is meant by "Performance Measures."

Answer:

The "Measurable Outcome" listed in the Statement of Work are federal National Performance Indicators for the CSBG program. "Program Measures" should describe how the Outcome will be measured. Proposers are to describe in Question #8 of Exhibit 3 how they will demonstrate that the Outcome (change in the client or client's circumstances) occurred and how the change will be measured (Performance Measure).

26. Exhibit 3 asks for an estimated number of clients that Proposer has the capacity to serve in a 12 month period. We did not see any information on the cost per unit of service or some other pricing guide for us to use to make our estimates. What dollar figure do we base our estimate on? How would you define a service unit – for instance would you define a unit as an hour of service?

Answer:

Exhibit 3, Questions 7, 9A, and 9B are related. In question 9A on p. 57, Proposers are to define the unit of service. Two examples are provided. 9B asks for a per unit cost/price. Agencies may want to think about their answers to 9A and 9B before determining the answer to Question 7, number of clients that the Proposer has the capacity to serve in a 12-month period. We want each agency to tell us how it defines the unit of service and its cost to provide that unit of service.

27. Question 7 on Exhibit 3 asks for the estimated number of persons to be assisted in a 12 month period. Do you want a total of number served or the number served for each sub-service?

Answer:

In Question 7 of Exhibit 3, provide the total number of clients that the Proposer has the capacity to serve in that Core Service Category. Note: Not all Core Service Categories have sub-services.

28. Question 9B on Exhibit 3 asks for a per unit cost/price. Do you want the cost of each unit of service for each of the sub-services?

Answer: If applicable, provide the unit cost for each sub-service.

29. We are a DV agency that provides shelter services and serves clients from many different Supervisorial Districts. When estimating our capacity for the number of clients to be served, should we base that estimate on how many people we think will come to us from that Supervisorial District, or total number of people that we serve at the shelter?

Answer:

The estimate should be based on the estimated number of clients that the agency has the capacity to serve for the Core Service Category and the Supervisorial District where they are proposing to provide services. CSBG services may only be provided to clients that reside within the Los Angeles County CAA.

30. Please clarify what you mean by terminated contracts?

Answer: A terminated contract is a contract that ended for a reason other than its natural expiration date.

31. May an agency submit a SOQ for a sub-service even though they are not applying for the Core Service? May an agency bid for just the sub-service portion of it?

Answer:

An agency would submit a SOQ for the Core Service Category and select a sub-service. However, the following Core Service Categories do not have subservices: Employment Partnership, Family Resource Center, Legal Services, and Domestic Violence.

32. SOQ Exhibit 2, Description of Current Operations, agencies are instructed to answer the Questions 1-8 they pertain to the Proposer's current operations. If agency is proposing to provide only sub-services, do we still have to answer Question 5 with regard to our experience providing services in the Core Service Category?

Answer:

All agencies must answer Question 5 to demonstrate the Proposer has the required experience in the Core Service Category. Question 6 is asking for a description of how the Proposer meets the minimum requirements for the 5 Core Service Categories that have a specific additional minimum requirement: Employment Partnership, Employment Support, Family Resource Center, Legal Services, and Domestic Violence.

33. Typically the authority to bind an agency is the Executive Director, but that's not the person who is normally running the operations and/or in charge of the DV program. In this situation can an agency identify a project manager other than the Executive Director?

Answer: An individual other than the Executive Director may be designated as the Project Manager; however, the person who signs the signature page

needs to be the person authorized by the Board of Directors to bind the agency.

34. You stated that there should be one Contract Project Manager per agency even if proposing to provide multiple Core Services. How does an agency provide one single person that meets the requirements for all services and sub-services?

Answer: An agency will be submitting a separate SOQ for each Core Service Category for which it is applying and identify a Contract Manager who meets the minimum qualifications for the Core Service Category. At the time of award of Master Agreement, agencies will be asked to designate a single person who will be the Project Manager for the agency.

35. Our board has authorized any two of four individuals listed on the resolution as being able to sign on behalf of the agency. Is this acceptable?

Answer: Yes, this is acceptable.

36. Attachment 1 requires a board resolution or board meeting minutes that grants authority to submit SOQ(s). If your Board of Directors is not scheduled to meet until after the due date for SOQs, are there alternatives to comply with this requirement?

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.

37. On page 36, RFSQ Section 4.7.2, B. Attachments 4-16, can you please explain what Attachment 6 is?

Answer: Attachment 6 is Statement of Domestic (or Foreign) Stock Corporation. It can be obtained from the California Secretary of State website. We understand the Secretary of State is backlogged for requests. In lieu of Attachment 6, Proposers may submit a list of Corporate Officers, including name, title, and telephone number.

38. The description of Attachment 1 in the SOQ Checklist in Appendix C refers to a cooperative agreement. Is a Master Agreement and a Cooperative Agreement the same?

Answer: The reference to Cooperative Agreement is an error. It should refer to Master Agreement. See Part Two of this Addendum Three.

39. Question #3 on Exhibit 1 asks for DBA information. Is this referring to incorporation of an agency? What number and date should an agency provide?

Answer:

On Exhibit 1, an agency would enter its legal business name and year of incorporation. DBA stands for "doing business as." If an agency uses a fictitious name, then it would enter that information in the DBA section. If not, then it should be left blank.

40. Our agency's business name is Activities for Retarded Children (ARC), but the name is not politically correct. Can we use an acronym as our business name and can we put it under our legal name in parenthesis?

Answer:

The agency's full legal name must be provided in Exhibit 1. In parenthesis, an agency may add its short name or acronym next to the full legal name and then use the short name/acronym throughout the rest of the SOQ documents.

41. We will be a consortium of agencies applying for the RFSQ. Our school district will be the lead agency. Do we have to submit licenses of all service providers within the consortium? As a school district, are we considered non-profit or a public entity?

Answer:

The County cannot make the determination whether an agency is a non-profit or a public entity. If licenses are required to provide the services for which an agency is applying, then it would provide the required licenses in the SOQ.

42. An agency is providing Emergency Services such as shelter services in one Supervisorial District to families coming from all 5 different Supervisorial Districts, does the agency need to apply for funding in all 5 Supervisorial Districts?

Answer: The agency may apply for funding in all five Supervisorial Districts.

### D. Statement of Work

43. In Appendix A, Section 2.2- Employment and Employment Support Services, sub-service – Remove Barriers to Employment (p. 47), removing barriers is defined as; "Contractor assists individuals to obtain access to reliable transportation and/or driver's license," and "Contractor will partner with agencies that provide employment services to low-income individuals and families." Can an agency propose other ways to remove barriers to employment such as record expungement, getting work authorizations, and green card replacements?

Answer:

For the sub-service Removing Barriers, agencies may propose to remove a specific barrier that is not currently listed. We advise that an agency not propose to remove a barrier if it can be provided under another Core Service Category, such as Legal Services, unless that Core Service Category is not being offered in the Supervisorial District for which an agency is applying.

44. May an agency only offer one or two sub-services from the Child and Family Development Core Service Category, or does the agency have to offer all the listed sub-services?

An agency does not have to provide all the listed sub-services. They can Answer: offer one or two sub-services from the Child and Family Development Core Service Category. See RFSQ, Appendix A, Statement of Work,

Section 2.8.

45. For sub-service, Remove Barriers to Employment, does an agency have to provide all 3 categories under that sub-service?

Answer: Agencies are not required to provide all 3 services listed under the Remove Barriers to Employment sub-service category. For this particular sub-service category, an agency may come up with other barriers not listed; however, the proposed barriers to be removed need to be very specific.

46. If Legal Services Core Service Category is not being offered in a particular Supervisorial District, but the sub-service Remove Barriers is being offered, may an agency offer legal services as remove barriers to employment?

Answer: Yes.

Does an agency have to provide all sub-services under Senior Services? 47.

Answer: No. In general, if there is a line separating the sub-services then an agency does not have to provide all the sub-services listed.

48. For Senior Services, may an agency provide other sub-services not listed?

Answer: No.

49. The Domestic Violence Core Service Category, Section 2.7 in Appendix A does not have a line in the "Services Provided" column, but it has two items. Do both services have to be provided? Does the agency have to directly provide both, or can the agency refer clients to another agency who provides the other subservice?

Answer: The agency would have to provide both. Please refer to Appendix D, Sample Master Agreement, Section 8.39, for information subcontracting.

In Appendix A, Section 2.5 Emergency Services, sub-section 6.2.8 "Contractor 50. provides assistance for urgent and/or unmet needed medical care, including dental care, mental health, drug abuse treatment or crisis intervention." What does "provides assistance for" mean? Are treatment services included, or just assessment and referral?

Answer: Provides assistance may mean a number of things. It may include actually paying for the services, or it may mean referrals. We want the focus to be on unmet medical needs; things that aren't covered or not adequately covered by Medi-Cal.

51. On page 47, Appendix A, Section 2.2 Employment Support, can you define "partners?" One of the requirements is that we have partnerships. How would you define partnerships? How do we establish partnerships? Do we need something in writing?

Answer: For Employment Support, we want the agencies to have working relationships, not necessarily formal contracts, with agencies that provide employment or job training services, so they are a natural source of referrals for clients. The documented partnerships can be a list, but no letters.

52. Under the sub-service Job Training, is job readiness training or job readiness assistance included, or are you looking for classroom training only?

Answer: The services need to be skilled training that prepares people for jobs or leads to employment. Please refer to the Sub-Service- Employment, Section 2.2, Appendix A.

53. In Appendix A, under Section 2.4- Services for Seniors and Disabled Adults, subcategory 6.1.6- to provide rent or mortgage assistance; how do you see this service being delivered? Is it acceptable to use the funds to actually pay mortgage or rent on a monthly basis? Can more clarification be provided on how this service would be delivered?

Answer: The agency needs to provide that information in their SOQ. The agency may tell us how it would like to provide the service.

54. Appendix A, Section 2.7 Domestic Violence requires that an agency provide Domestic Violence prevention and intervention. The DV minimum requirements address certification on hours of training, but that same certification is not asked in providing services for adolescents, pregnancy, or drug prevention. Why is this required for this population? How can Master level Social Workers, LCSW/LMFTs, or Psychologist prove that they have the certification?

Answer: California Evidence Code, Section 1037.1 requires that Domestic Violence Counselors have at least 40 hours of domestic violence training. See Addendum Two.

55. For Employment Support, can we utilize our Small Business Enterprise (SBE) certificate as proof of documented partnerships for employment support?

Answer: In order to apply to provide services under the "Removing Barriers" sub-service, then an agency must document that it has existing working relationships with agencies that provide employment services.

56. In Appendix A, Section 2.8, sub-service 6.3.1.1, does the agency need to provide medical, dental, and immunization services to be responsive?

Answer: Agencies are not required to provide medical, dental, <u>and</u> immunization services. Those are examples of health care services that may be provided.

57. Do we use RFSQ pages 15 and 16 as a guide to Appendix A? Appendix A on some of the Core Service Categories and sub-services does not say "and/or" and on others it states that they are required. There seems to be some confusion on whether an agency needs to provide all the services listed?

Answer: Agencies should use the Core Services Category descriptions in Sections 2.1 through 2.8 in Appendix A, Statement of Work.

58. In Appendix A, Statement of Work, Section 2.6 Legal Services, is emergency protection for DV referring to legal services, or assisting clients with the narratives on the restraining orders? Please clarify.

Answer: Section 2.6 describes legal services as: "legal assistance including family protection from domestic or other forms of violence, restraining orders, child support orders, custody and visitation orders, immigration services, eviction services, and kinship-related legal assistance." See also Appendix A, Statement of Work, Section 2.7 Domestic Violence which describes provision of emergency protection from violence.

59. Appendix A, Statement of Work, Section 2.3 Family Resource Center, does an agency need to show site control at the time of SOQ submission? If so, what kind of needs to be submitted?

Answer: The minimum requirement for Family Resource Center states that agencies "currently have access to a location suitable to operate a FRC." An agency needs to show that it has access to a location. However, the Family Resource Center Core Service Category is not being funded at this time. See Addendum Two released October 17, 2012.

60. In District 1, Family Resource Center, is there a way of determining in advance through DPSS what agencies are interested in collaborating?

Answer: The Family Resource Center Core Service Category is not being funded at this time. See Addendum Two released October 17, 2012.

61. Currently, Supervisorial District One has funding allocated to certain sub-districts.

Will this be the case for the new CSBG contracts?

Answer: No. The First Supervisorial District will not be divided into sub-districts.

62. Will each Supervisorial District fund the entire district, including all cities and unincorporated areas, except for the areas listed in Appendix A, Section 3.3?

Answer: CSBG funding is allocated by Supervisorial District (See RFSQ Section 2.5, page 18). Proposers should not assume that they will be awarded a Service Requisition sufficient to provide services to the entire Supervisorial District.

63. In Appendix A, Section 8.1 - Client Records/Files, if multiple Core Services are provided to a participant by one agency at one location, can these records be maintained in one file, or are separate files required for each Core Service Category/sub-service?

Answer: Case record/file maintenance depends on the particular services, confidentiality issues regarding the particular services, and how the agency operates.

64. In Appendix A, Section 2.5 Emergency Services, if an agency chooses all the sub-services, is the listed Measurable Outcome the same for all the sub-services?

Answer: In Exhibit 3, we ask that each agency describe what performance measure it is going to use to demonstrate that outcome. It may be different depending on what particular Core Service/sub-service an agency is going to provide.

65. Appendix A, Statement of Work, Section 10.1 states that Service Requisitions will include outcome measures. Does this mean DPSS will be providing outcome measures for agencies to use? If so, what are these measures?

Answer: See Appendix B, which describes the Request for Service process. The Proposer will submit outcome measures as part of the Request for Service proposal that Master Agreement agencies will submit to receive funding.

66. There is an age limit of who can be serviced under the current CSBG contract. Does the RFSQ allow an agency to adjust the age limit that is in the current contract, since there is no stated age limit? Does an agency need to stipulate any age range in its SOQ?

Answer: If there is nothing that specifically sets an age limit in the RFSQ, then that is not a requirement at this point. Providing the age range that your agency currently serves may be a good idea as it would provide us with additional information.

67. Per Appendix A, Section 4.0, do all clients served need to fulfill CSBG eligibility requirements? Or does this just reflect the clients/client costs that would potentially be eligible for funding?

Answer: All clients served under the CSBG contract must meet the CSBG eligibility requirements. The eligibility requirements are listed in Appendix A, Section 4.0.

68. Appendix A, Section 3.1 provides a list of the cities included in the LA County CAA. If a city is listed on the CAA list, does an agency have to go the Board of Supervisors' District Look Up by Address website to verify that the city is in the Los Angeles County CAA?

Answer: An agency may check the website if the client's address is in the Supervisorial District and in the LA County CAA area.

69. In Appendix A, Statement of Work, Section 3.0 Glendale is not listed in the CAA Service Area. Is Glendale part of the CAA service area?

Answer: Glendale is included in the service area. See Addendum One, which was posted on October 3, 2012 on the DPSS website, which added Glendale to the list of cities included in the CAA service area.

70. The Los Angeles County CAA list on pg. 57 of Appendix A is missing the City of North Hills.

Answer: North Hills is a neighborhood within the City of Los Angeles. It is not included in the Los Angeles County CAA service area.

71. Is an agency allowed to submit in an area where they are not physically located if they are serving residents from that service area?

Answer: Yes.

### E. Client Eligibility

72. Would a program located in Venice, a part of City of Los Angeles, be eligible for this RFSQ?

Answer: It is client eligibility that is important. An agency cannot serve clients that live in the City of Los Angeles, including Venice.

73. Does the provider need to have an office in the cities included in the Los Angeles County CAA, or is it possible to serve the clients from those cities/areas, while having an office in a neighboring city? For instance, we could offer prevention classes in Santa Clarita or Bouquet Canyon areas and the local schools, with the staff based in our main office in the City of Los Angeles. Would this program design be acceptable?

Answer: There is no requirement that service site be in the Los Angeles County CAA service area. However, agencies may only provide services to clients who reside in the Los Angeles County CAA service area and Supervisorial District for which they receive funding.

74. Does RFSQ CMD 12-03 not pertain to our current CSBG contract its renewal, since the solicitation is for LA County CAA and not the City of Los Angeles?

Answer: Each agency needs to determine if their current contract is with the County or the City of Los Angeles.

75. Will additional RFSQs for the City of Los Angeles, Long Beach, and other areas be released soon?

Answer: Los Angeles County does not administer CSBG for the City of Los Angeles or for Long Beach.

76. Are there other cities not listed in Appendix A, Section 3.0 that can be served?

Answer: If we missed any cities other than Glendale, we are not aware. See list of cities not included in Appendix A, Statement of Work, Section 3.3.

77. Is there a list of zip codes that can be served under this contract?

Answer: Zip code lists are not provided at this time. Relevant information for client eligibility depends on city of residence and Supervisorial District.

78. In Appendix A, Section 4.1.2 - When reviewing an address on the County website -online district map - what are we to look for to determine if a city is in the CAA Service Area?

Answer: Appendix A, Section 3 lists what cities are included in the Los Angeles County CAA Service Area. The website tells you what city (or if in an incorporated area) and Supervisorial District a participant's address in located.

79. Our agency currently provides services in Supervisorial District 5. Participants that are CSBG eligible but live outside the residential eligible area will not be eligible under this new requirement. Can we still serve them?

Answer: An agency cannot serve clients that live outside the Los Angeles County CAA area.

80. Serving DV and homeless clients makes it difficult to acquire proof of residency. Does this apply to the homeless? Can an agency write in "homeless"?

Answer: For this population, the individual must be within the Los Angeles County

CAA service area to receive services. The agency may use its address to

determine participant residency.

81. For CSBG qualified clients, do they need to be legal residents or can they be undocumented?

Answer: RFSQ Section 2.3, CSBG Target Population, provides the mandated

eligibility requirements that must be met in order to receive CSBG

services.

### F. <u>Master Agreement and Service Requisition Process</u>

82. RFSQ Section 1.5, Sample Master Agreement, states that Service Requisitions will include the rate and method of payment. The SOQ, Exhibit 3, Question 9 requires a unit cost. Will this be the amount specified in the Service Requisition or will there be an opportunity to negotiate cost prior to receipt of service requisitions?

Answer: Price will be part of the Request for Service process. The agency will

propose a price and there may be some negotiation.

83. What is the purpose of providing a unit cost with the SOQ?

Answer: The County is asking for unit of service and per unit cost information for

planning purposes.

84. Will payment be based on fee for services or cost reimbursement?

Answer: Payment method will be determined at the time of the Request for

Services process.

85. For the SOQ, will there be more than one Master Agreement or may there be

multiple Master Agreements?

Answer: Our plan is to have one Master Agreement per agency. Each Master

Agreement will have a Scope of Services table (Exhibit A of the Sample Master Agreement), which identifies the Core Service Categories and

Supervisorial Districts for which the agency has been pre-qualified.

86. What is the expected time frame between the execution of Master Agreements

and Service Requisitions?

Answer: Several weeks.

87. What is the renewal process for Master Agreements?

Answer: Master Agreement term will be from time of execution through 06/30/2016.

At the end of the term, there will be a new process.

88. On Exhibit A, Scope of Services, of the Sample Master Agreement (pg. 167), if two of the boxes are completed, does that mean that an agency has been pre-qualified for two Core Services?

Answer: Exhibit A, Scope of Services, will be part of the Master Agreement executed with an agency. It will indicate what Core Service Categories and what Supervisorial Districts an agency has been determined pre-qualified.

89. Will agencies be ranked based on the minimum requirements? If you are determined eligible for a Master Agreements will agencies in those Supervisorial Districts be ranked?

Answer: Ranking of agencies based on minimum requirements does not occur in the Master Agreement phase. Agencies that meet the minimum qualifications will be recommended to the Board of Supervisors for a Master Agreement.

90. If an agency decides not to apply for a certain District or certain Core Service Category, but it wants to do it next year, will their SOQ be accepted, but not applied to 2013? Does that mean that they could apply for 2014?

Answer: The County will continuously accept SOQs throughout the duration of the Master Agreements as specified in RFSQ Section 4.8, SOQ Submission. The County reserves the right to close the RFSQ at any time.

91. If an agency gets a Master Agreement and a Request for Service is sent out and an agency does not want to accept it, can that agency have the opportunity for the next round?

Answer: The Master Agreement will remain in effect until June 30, 2016. If a Request for Service is issued at a later date, all agencies qualified for the Core Service Category and Supervisorial District may submit a proposal.

92. The Master Agreement is until 2016. Is the contract for only one year?

Answer: The Master Agreement is the contract, but it does not provide funding. The term of the Service Requisition has not yet been determined at this point. It may depend on various factors including the service, the Supervisorial District, and available funding.

93. Is it acceptable for an agency to have different individuals identified as contract project managers for different districts and core service categories?

Answer: There will be one Project Manager per contractor for the Master Agreement. There may be different individuals identified as leads for different Service Requisitions (e.g. Core Service Categories and Districts).

### G. General

94. For currently funded agencies, would there be an early notice before January whether services can continue in order to notify staff and customers?

Answer: Yes, there will a notice regarding what is going to happen.

95. May more questions be submitted after the Proposers' Conference?

Answer:

Agencies may submit questions, but the County is not permitted to answer them. The reason is that the County has to give everyone equal access to the question and the answer. If an agency e-mails questions because it discovers a mistake, the Department will look at the questions. If an addendum is necessary, the Department will post it on the County website and the DPSS website.

96. Will the sign in sheet be available on the website?

Answer: The Proposers' Conference sign-in sheets are attached to this Addendum

Three as Attachment II.

### Addendum Three

### **PART TWO**

### TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR COMMUNITY SERVICES BLOCK PROGRAM RFSQ #CMD 12-03

Addendum Three to the Request for Statement of Qualification #CMD 12-03 shall cause the following revisions.

1. RFSQ, Appendix C, SOQ Checklist, has been has been deleted in its entirety and replaced with Attachment I. The SOQ Checklist, Part I was revised to reference the signature page of the Master Agreement instead of the Cooperative Agreement.

**END** 

### PROPOSER'S NAME

### **SOQ CHECKLIST (Revised)**

Core Service (	Category: Supervisorial District:	<del></del>
EVIUDIT	Part I	D.4.0.E
EXHIBIT 1.	PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT	PAGE to
2.	DESCRIPTION OF CURRENT OPERATIONS	to
3.	PLAN TO PROVIDE CORE SERVICES	to
4.	PROPOSER'S REFERENCES	to
5.	PROPOSER'S LIST OF CONTRACTS	to
6.	PROPOSER'S LIST OF TERMINATED CONTRACTS	to
ATTACHMENTS		PAGE
1.	COPY OF MINUTES OF BOARD OF DIRECTORS MEETING OR RESOLUTION GRANTING AUTHORITY TO SUBMIT THE SOQ AND EXECUTE THE <b>MASTER AGREEMENT</b> TO THE PERSON	
	SIGNING	to
2.	PROOF OF INSURANCE OR INSURABILITY	to
3.	LICENSES HELD BY PROPOSER	to

### SOQ CHECKLIST (Revised) (CONTINUED) Part II

the Propose	er's Part II Exhibits and Attachments are incorporated herein and are a er's SOQ for Core Service Category in _ I District as follows:	a part of
EXHIBIT		PAGE
7.	SIGNATURE PAGE OF MASTER AGREEMENT	to
8.	CERTIFICATION OF NO CONFLICT OF INTEREST	to
9.	PROPOSER'S EEO CERTIFICATION	to
10.	FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION	to
11.	ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS	to
12.	LOS ANGELES COUNTY CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM – CERTIFICATION FORM & APPLICATION FOR EXCEPTION	to
13.	CHARITABLE CONTRIBUTIONS CERTIFICATION	to
14.	CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM	to
ATTACHMENTS		PAGE
4.	ARTICLES OF INCORPORATION AS FILED WITH SECRETARY OF STATE*	to
5.	CERTIFICATE OF GOOD STANDING WITH STATE OF CALIFORNIA OR STATE OF INCORPORATION*	to
6.	STATEMENT OF DOMESTIC (OR FOREIGN) STOCK CORPORATION AS FILED WITH CALIFORNIA SECRETARY OF STATE, AND STATEMENT WHICH INCLUDES THE NAMES OF CORPORATE OFFICERS*	to
7.	IRS LETTER GIVING TAX EXEMPT STATUS*	to
8.	COPIES OF THREE MOST RECENT YEARS' FINANCIAL STATEMENTS	to
9.	COPY OF MOST RECENT FILING UNDER REGISTRY OF CHARITABLE TRUSTS*	to
10.	PENDING LITIGATION AND JUDGMENTS	to

<sup>\*</sup> Not Required for Public Entities

Proposer's Conference Sign-In Sheet October 3, 2012 @ 10 a.m.

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# COMMUNITY SERVICES BLOCK GRANT PROGRAM

Proposer's Conference Sign-In Sheet October 3, 2012 @ 10 a.m.

DPSS- San Gabriel Valley District 3352 Aeroject Ave. El Monte, CA 91731 Garden Level Conference Room

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Proposer's Conference Sign-In Sheet October 3, 2012 @ 10 a.m.

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Proposer's Conference Sign-In Sheet October 3, 2012 @ 10 a.m.

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