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**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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May 22, 2017

**ADDENDUM ONE  
 TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
 FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES  
 RFSQ CMD #17-01**

This is Addendum One to the Domestic Violence Shelter-Based Program Services Request for Statement of Qualifications (RFSQ CMD #17-01), which was released on March 23, 2017.

Part One of this Addendum contains the answers to the questions that were submitted before and during the Proposer's Conference held on April 25, 2017. Part Two of the Addendum contains portions of the RFSQ that have been revised.

The information contained in this Addendum One supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<http://dpss.lacounty.gov/wps/portal/dpss/main/business/contract-opportunities>

and

[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)

Statements of Qualifications (SOQs) are due and must be received by DPSS no later than 12:00 p.m. local time, June 8, 2017. No late proposals will be accepted.

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

***"To Enrich Lives Through Effective And Caring Service"***

ADDENDUM ONE

**PART ONE**

**TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM (DVSBP) SERVICES  
RFSQ CMD #17-01**

**Questions and Answers**

1. We have a current contract with DPSS for DVSBP services, which goes through 6/30/17? Is this RFSQ for the renewal of the contract, or is this only for new proposers?

Answer: Current DVSBP contracts are effective until June 30, 2018, unless terminated earlier for a specific reason. The DVSBP RFSQ is open to all qualified proposers who are interested in entering into contracts with the County to provide domestic violence shelter-based program services effective July 1, 2018. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work.

2. How does the estimated \$1.9 million available for FY 2018-19 compare to current funding?

Answer: The estimated funding of \$1.9 million for FY 2018-19 is the same as the current funding.

3. Approximately how many agencies are awarded? What is the maximum # of awards?

Answer: As indicated in the RFSQ, all qualified proposers will be selected and recommended for contract awards. As such, there is no maximum number of contract awards. Refer to RFSQ, Section 1.0 General Information, Subsection 1.1 Scope of Work #D, and Section 3.0 SOQ Review/Selection/Qualification Process, Subsection 3.3 Selection/Qualification Process.

4. If applying to operate multiple DVSBP programs (i.e., the agency operates multiple DV shelters), can such applicants designate and use the same individual as Project Manager for multiple programs (sites)? Are there any limitations that respondents should be aware of in this regard?

Answer: Proposer must have one qualified Program Manager per contract or per agency, regardless of the number of shelters.

5. Are only DV emergency shelters eligible under this RFSQ? Or, are both DV emergency shelters and DV transitional housing/shelters eligible?

Answer: Proposers may apply for emergency and transitional shelters as long as they meet all the requirements for DVSBP. Please refer to the RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualifications.

6. How will you ensure applicants have all mandatory services like crisis shelter and hotline?

Answer: Proposer shall certify that they meet all the requirements for DVSBP which includes shelter and hotline by completing and signing the SOQ Part I, Exhibit 1, Proposer's Organization Questionnaire/Affidavit. Proposer shall also describe how shelter services are currently provided in the SOQ Part I, Exhibit 2, Proposer's Description of Current Operations. In addition, please note that false, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.2 Truth and Accuracy of Representations.

7. How will you ensure applicant's primary function is domestic violence services?

Answer: Proposer shall certify that their agency's primary function is to administer DVSBP services by completing and signing the SOQ Part I, Exhibit 1, Proposer's Organization Questionnaire/Affidavit. Proposer shall also describe their mission and how shelter services are currently provided in the SOQ Part I, Exhibit 2, Proposer's Description of Current Operations. In addition, please note that false, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.2 Truth and Accuracy of Representations.

8. What is the deadline for this RFSQ, I can't seem to find it? I received the "Notice of Release" email for the Domestic Violence Shelter-Based program and I had a couple of questions. I was wondering if you could give me a timeline for this (deadlines etc.) I see that the conference is on April 25<sup>th</sup> but I can't seem to find the deadline. Would you be able to assist? Is it too late to apply?

Answer: The deadline to submit the SOQ is **June 8, 2017, 12:00 PM (local time)**. For the RFSQ timeline, please refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.3, RFSQ Timetable. The SOQ submission due date is also reflected in the RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.8, SOQ Submission, Paragraph B.

9. I also noticed that the form on the website is an old version. Is this the correct form? <http://dpss.lacounty.gov/wps/portal/dpss/main/business/contract-opportunities>

Answer: Yes, the forms on the DPSS website are current and correct.

10. Section 2.2.7 on Page 37 of Appendix A, Statement of Work, of RFSQ states, "Contractor shall demonstrate the following: a) Ability to serve a variety of cultural backgrounds. b) Provide a list identifying its bilingual personnel and the language spoken. c) Efforts made to recruit formerly battered persons as staff members." Elsewhere in the RFSQ, specific language instructs applicants to not identify staff names, for example, instructions on p. 26 for Exhibit 7 Annual Contract Budget specifically state not to identify staff names on the budget. Can you please clarify what DPSS' intention and requirement are for the list of bilingual personnel?

Answer: DPSS does not require the agencies to provide the names of the bilingual personnel. Proposers shall only provide the number of bilingual workers and the language spoken. As set forth in the California W&IC 18298, the DVSBP is to serve a variety of cultural backgrounds, a portion of the personnel shall be bilingual, and an effort shall be made to recruit formerly battered persons as staff.

11. Will DPSS make available to applicants Word versions of the required Exhibits in Appendix B as well as Excel versions where applicable (e.g. Exhibit 7 Annual Contract Budget)? Same question applies to Appendix C Exhibits. Will you provide editable documents? Or, does DPSS expect respondents to create and use their own Word and Excel templates mirroring what is provided in the Exhibits in both Appendices?

Answer: The Word and Excel versions of Appendix B (SOQ Part I), Appendix C (SOQ Part II) and Exhibit 7, Annual Contract Budget, are available for download from the DPSS website. Proposers are not to create or use their own templates.

12. Will you publish Q&A? When?

Answer: Yes, answers to the questions that were received before and during the DVSBP RFSQ Proposers' Conference will be compiled and issued as an Addendum to the RFSQ. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.5 Proposers' Questions. The Addendum will be posted in the DPSS website: <http://dpss.lacounty.gov/wps/portal/dpss/main/business/contract-opportunities>, on or about May 22, 2017. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.3 RFSQ Timetable.

13. Is there character, word and/or space limits for Exhibit 2 of Appendix B: Proposer's Description of Current Operations, either for individual questions or for the questions as a whole?

Answer: There is no limit in the number of character, word, space and page number in the RFSQ, specifically for Appendix B, SOQ Part I, Exhibit 2 Proposer's Description of Current Operations.

14. We are a single agency with an emergency and transitional shelter, are we required to submit two (2) sets of SOQ Part I for each shelter?

Answer: Proposers may apply for more than one shelter. A separate SOQ Part I must be submitted for each shelter that meets all the minimum requirements set out in the RFSQ. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7 Preparation and Format of the SOQ, Paragraph 2.7.1 DVSBP Application Part I.

15. We have two programs, a transitional housing program and a 30-day emergency shelter program. Both programs are facilitated in the same facility. Do we submit 1 or 2 SOQ applications?

Answer: If the shelter meets the Proposer's Minimum Qualifications as stated in the RFSQ, Section 1.0 General Information, Subsection 1.4 Proposer's Minimum Qualification, including the shelter in an undisclosed and secured location per California W&IC 18291(c)(1), then the shelter may submit an application as instructed in RFSQ Subsection 2.7, Preparation and Format of the SOQ. As outlined in the DVSBP Statement of Work (SOW) Section 2.0 Mandated Program Requirements, the contract mandates the facility to provide the services as set forth in California W&IC 18294.

16. Are there requirements for double-sided printing or if not, is it okay to provide our SOQs with double-sided printing?

Answer: The SOQ (s) must be submitted in single-sided prints.

17. In Appendix B – Exhibit 6, "Estimated number of participants to be served per year per shelter". Is this Adult participant only? Or both adults and children?

Answer: Proposer shall provide the estimated number of participants and the estimated number of children separately. Please use the revised Exhibit 6 of Appendix B.

18. In preparing the budget, how much should we apply for? Same as current grant?

Answer: Proposer may project their annual contract budget amount based on the current funding amount per shelter of \$65,517, however, this

amount is contingent upon the number of shelters funded. Please note that this is a contract, not a grant.

19. On the Budget, does the total budget include cost covered by other contracts and how do we identify the different amount on the budget?

Answer: Proposer will submit a separate annual budget for each shelter. Do not include other contracts. The total budget indicated in the budget is the total amount for direct and indirect cost for each shelter. Proposer may use their current funding amount of \$65,517 as a base amount.

20. What is the budget per agency per year? Total Budget per agency- what is it?

Answer: A qualified agency may apply and receives funding for more than one shelter. Each agency shall submit an annual contract budget for each shelter. The total funding amount per agency per fiscal year shall be the sum of the funding amount for all shelters that agency qualified and was funded.

21. Are we allowed to shift our budget to cover operating cost exclusively?

Answer: Appendix D, Sample Contract, includes budget modification provisions that allows agencies to modify their budget. Agencies may reallocate funds among each of the budget categories as shown in Exhibit C, Contractor's Annual Budget, to a maximum of 10 percent of each budget category and shall not exceed the annual maximum amount as stated in Contractor's Annual Budget. Reallocation of funds by Contractor by more than 10 percent requires written approval by DPSS.

22. SOQ Part II Summary Form: If 2+ shelters, can we add lines or rows to Shelter Designation list? (only 2 lines currently).

Answer: Yes.

23. For SOQ Part 2, Attachment II, how is the D-U-N-S # submitted? Do we just type our D-U-N-S # on a piece of paper?

Answer: Proposer shall provide the D-U-N-S number for each location they are applying for and may use a separate sheet of paper indicating this information. Refer to RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.7. Preparation and Format of SOQ, Paragraph 2.7.2 SOQ Part II, Subparagraph E regarding Attachment II.

24. Do we have to file under Registry of Charitable Trusts each year? If we have done it once, is that sufficient?

Answer: All charitable trustees and fundraising professionals are required to register and file annual financial disclosure reports with the Registry. In addition, non-profit organizations that conduct raffles for charitable purposes are required to register and file an annual financial report.

25. If applying for multiple DV shelters, can we submit 1 board resolution encompassing all shelters?

Answer: Proposer shall submit one Board Resolution for each shelter in each SOQ. A Board Resolution may encompass multiple shelters for one agency, however, submission of each original SOQ requires a Board Resolution with original signatures.

26. On page 2 of the PROPOSER'S ORGANIZATION QUESTIONNAIRE /AFFIDAVIT, the following is stated under #8: "g. Proposer has a confidential shelter which serves residents of Los Angeles County who are victims of domestic violence." However, on p. 37 of the RFSQ, it is stated that residency is not a criterion for program eligibility: "3.0 DOMESTIC VIOLENCE SHELTER-BASED PROGRAM ELIGIBILITY: Contractor shall provide service to victims of domestic violence requiring a safe and confidential residence to reside. A Participant's eligibility is not contingent on immigration status, residency requirements, or income requirements." Do victims have to be residents of Los Angeles County to be eligible for DVSBP? Does the term "residency requirements" as used in Section 3.0 refer to something other than county residency?

Answer: Yes, the term "residency requirements" refer to residents of Los Angeles County, and may include victims of domestic violence fleeing from their county due to safety concerns.

ADDENDUM ONE

PART TWO

**TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES  
RFSQ CMD #17-01**

Addendum One, Part Two to the Request for Statement of Qualifications CMD #17-01 shall cause the following revisions.

1. RFSQ, Section 1.0 General Information, Subsection 1.8 Contact with County Personnel, is deleted in its entirety and replaced as follows (revision italicized).

**1.8 Contact with County Personnel**

Any contact regarding this RFSQ or any matter relating thereto must be e-mailed as follows:

Attention: *Angelica Vicente*

Email address: [DVSBRFSQ@dpss.lacounty.gov](mailto:DVSBRFSQ@dpss.lacounty.gov)

If it is discovered that a Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

2. RFSQ, Section 1.0 General Information, Subsection 1.26 County's Quality Assurance Plan is deleted in its entirety and replaced as follows:

**1.26 County's Quality Assurance Plan**

After contract award, the County or its agent will monitor the contractor's performance under the contract on a periodic basis. Such monitoring will include assessing contractor's compliance with all terms and conditions in the contract and performance standards identified in Appendix A (Statement of Work). Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of the contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the contract in whole or in part, or impose other penalties as specified in the contract.

3. RFSQ, Section 1.0 General Information, Subsection 1.28 Safely Surrendered Baby Law is deleted in its entirety and replaced as follows:



## 1.28 Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Appendix J (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at [www.babysafela.org](http://www.babysafela.org).

4. RFSQ, Section 2.0 Instruction to Proposers, Subsection 2.5 Proposers' Questions, is deleted in its entirety and replaced as follows (revision italicized).

## 2.5 Proposers' Questions

Proposers may submit written questions regarding this RFSQ by e-mail to the individual identified below. Written questions, without identifying the submitting agency, will be compiled with appropriate answers and issued as an addendum to the RFSQ. Written questions are due by 2:00 p.m. on Monday, April 17, 2017 and will be answered at the Proposers' Conference.

When submitting questions, please specify the RFSQ section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer.

Questions should be emailed to:

*Angelica Vicente*  
[DVSBRFSQ@dpss.lacounty.gov](mailto:DVSBRFSQ@dpss.lacounty.gov)

5. RFSQ, Section 2.0 Instruction to Proposers, Subsection 2.8 SOQ Submission, paragraph before part A is deleted in its entirety and replaced as follows (revisions underlined):

All SOQs must be submitted typewritten using Century Gothic or Arial, size 11-point font on 8 ½" x 11" white paper, with 1-inch margins, and submitted in a three-ring binder using the forms and format prescribed below. No erasures are permitted. Documents must be single-sided. Mistakes shall be crossed out and corrections typed, dated, and initialed.

6. RFSQ, Section 2.0 Instruction to Proposers, Subsection 2.8 SOQ Submission, Part B, is deleted in its entirety and replaced as follows (revision italicized).

B. Each original SOQ Part II and three numbered hard copies placed in a total of four separate binders, and two electronic copies on CDs shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name, address, and phone number of the Proposer and bear the words:

**“SOQ PART II FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
(Insert Proposer’s Name)”**

The SOQs and any related information shall be delivered to:

Department of Public Social Services  
Contract Management Division, Section III  
12900 Crossroads Parkway South  
City of Industry, California 91746  
Attention: *Angelica Vicente*

**Submission Deadline is June 8, 2017, 12:00 p.m. (local time) in order to be considered.**

**It is the sole responsibility of the submitting Proposer to ensure that its SOQ is received before the submission deadline identified above. Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

**County will not accept late SOQs. If SOQs are mailed or delivered and are received by the County after the submission deadline, documents will be returned unopened. For late SOQs received or delivered to the Department, these SOQs will be picked up by Proposers or returned by mail with postage paid by Proposers.**

All SOQs shall be firm offers and may not be withdrawn for a period of 365 days following the last day to submit SOQs.

7. RFSQ, Section 2.0 Instructions to Proposers, Subsection 2.10 SOQ Withdrawals, is deleted in its entirety and replaced as follows (revision underlined).

**2.10 SOQ Withdrawals**

The Proposer may withdraw its SOQ at any time prior to the date and time which is set forth herein as the deadline for acceptance of SOQs, upon written request for same to:

Department of Public Social Services  
Contract Management Division, Section III  
12900 Crossroads Parkway South  
City of Industry, California 91746  
Attention: Angelica Vicente

8. RFSQ, Appendix A Statement of Work, Section 2.0 Mandated Program Requirements, Subsection 2.2, Paragraph 2.2.7, part b is deleted in its entirety and replaced as follows:
  - b) Indicate the number of bilingual personnel and the languages spoken.
9. RFSQ, Appendix B DVSBP SOQ Application Part I, Exhibit 2 Description of Current Operations, Part c is deleted in its entirety and replaced as follows:
  - c. Describe the Proposer's current and past experience providing shelter to victims of domestic violence. Indicate the number of years the Proposer has operated a domestic violence shelter.
10. RFSQ, Appendix B DVSBP SOQ Application Part I, Exhibit 6 Estimated Number of Participants to be Served Per Year Per Shelter, is deleted in its entirety and replaced with Attachment 1.
11. RFSQ, Appendix D DVSBP Sample Contract, Section 8.0 Standard Terms and Conditions, Subsection 8.13 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law is deleted in its entirety and replaced as follows:

**8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO SAFELY SURRENDERED BABY LAW**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster, in Exhibit K, in a prominent position at the contractor's place of business. The contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. Information and posters for printing are available at [www.babysafela.org](http://www.babysafela.org).

12. RFSQ, Appendix D – DVSBP Sample Contract, Section 8.0 Standard Terms and Conditions, Subsection 8.15 County's Quality Assurance Plan is deleted in its entirety and replaced as follows:

**8.15 COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent(s) will monitor the contractor's performance under this Contract on not less than an annual basis. Such monitoring will include

assessing the contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate contractor performance database. The report to the Board will include improvement/ corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

13. RFSQ, Appendix D – DVSBP Sample Contract, Section 8.0 Standard Terms and Conditions, Subsection 8.32 Notice to Employees Regarding the Safely Surrendered Baby Law is deleted in its entirety and replaced as follows:

**8.32 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit K, Safely Surrendered Baby Law of this Contract. Additional information is available at [www.babysafela.org](http://www.babysafela.org).

**DVSBP SOQ  
ESTIMATED NUMBER OF PARTICIPANTS TO BE SERVED  
PER YEAR PER SHELTER**

\_\_\_\_\_  
**PROPOSER’S LEGAL NAME**

**Shelter Designation (if applicable):** \_\_\_\_\_

Please indicate the estimated number of participants to be served per year by this shelter for each Supervisorial District:

		Supervisorial District					Sub-Total
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>Estimated number of participants to be served per year</b>	<b>Participants (Adult)</b>						
	<b>Children</b>						

**Grand Total** \_\_\_\_\_