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November 4, 2019

**ADDENDUM ONE
TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR THE COMMUNITY SERVICES BLOCK GRANT PROGRAM
RFSQ #CMD 19-02**

This is Addendum One to the Request for Statement of Qualifications (RFSQ #CMD 19-02) for the Community Services Block Grant (CSBG) Program, which was released on September 11, 2019.

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 10, 2019. 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 Department of Public Social Services (DPSS) website at:

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

and the County's Doing Business With Us website at:

<http://www.lacounty.gov/business/doing-business-with-the-county/purchasing-contracts-opportunities>

The RFSQ application forms are available in Microsoft Word format at:

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

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

Addendum One

PART ONE

**ANSWERS TO QUESTIONS SUBMITTED PRIOR TO AND
DURING THE CSBG PROPOSER'S CONFERENCE**

A. PROPOSERS' MINIMUM QUALIFICATIONS

Question 1: You mentioned that for Attachment 11 we needed a Data Universal Numbering System (DUNS) number for each location, and you mentioned that was a typographical error?

Answer: There was a typographical error in the description for Attachment 11. The Unique Entity Identifier, formerly known as a DUNS number, needs to be submitted only once per agency with their Statement of Qualifications Part II. Please refer to Part Two of this Addendum One.

Question 2: Can a Proposer use its main administrative DUNS number or does the Proposer need to have to a separate DUNS number for each location we are applying for?

Answer: A separate Unique Entity Identifier, formerly known as a DUNS number, does not need to be provided for each location. The Unique Entity Identifier that has been assigned to the Proposer (business) shall be provided as part of their Statement of Qualifications Part II. Please refer to Part Two of this Addendum One.

Question 3: Can we submit a Board resolution instead of Board Minutes if the Board resolution states what is required?

Answer: Yes, it can be a copy of the Board minutes or the resolution. RFSQ Page 36, Attachment 1 states, "Copy of the minutes of the Proposers' governing body meeting or resolution granting authority to submit the Statement of Qualifications specifying the core service category(s), Supervisorial District(s), and to execute the Master Agreement, to the person signing.

Question 4: In reference to page 7 in the RFSQ, Proposers' Minimum Qualifications, does an applicant need to be a Community-Based Development Organization (CBDO) in order to apply for the RFSQ? Is CBDO a requirement for this RFSQ?

Answer: CBDO is not a requirement under this RFSQ. As indicated in the Proposers' Minimum Qualifications, Proposers' must be non-profit corporations qualified to do business in the State of California (this includes faith-based organizations or public entities). Please refer to

RFSQ Subsection 1.4, Proposers' Minimum Qualifications to determine if your agency meets all of the Minimum Qualifications.

Question 5: If an organization already has a Master Agreement for various core service categories in various Supervisorial Districts, do they have to submit a Statement of Qualifications for those same core service categories again, or do they only need to submit a Statement of Qualifications for a new core service category in a new Supervisorial District that they don't have a Master Agreement for?

Answer: If your agency has a current Master Agreement, it is separate and apart from this RFSQ process. Your current Master Agreement will expire. Should your agency wish to have a new CSBG Master Agreement for the same core service categories and Supervisorial District(s) or a new core service category and Supervisorial District, your agency is required to submit a Statement of Qualifications/Application by the due date of December 3, 2019, 12:00 noon, local time.

Question 6: Do public entities have to provide financial statements and other documentation that's required?

Answer: Yes, Part II of the Statement of Qualifications requires public entities to submit Attachments 9, 10, and 11 only, which includes financial statements. This includes a city or a park and recreation district. Please refer to RFSQ Subsection 4.7 and Part Two of this Addendum One for a detailed description of the documents to be submitted by public entities.

B. MASTER AGREEMENT PROCESS

Question 7: It appears during the RFSQ process there is no budget or proposed dollar amount, do we submit a Statement of Qualifications and negotiate funding later?

Answer: The Master Agreement prequalifies agencies to provide CSBG services. If your agency is determined to be qualified and you are recommended for a Master Agreement, you will be placed on a list. Based on the services that are needed, the County will send out a Request for Services to request specific services. At that time, agencies will be notified about the availability of funding and agencies would submit a response to the Request for Service, which would include a budget and a bid. Please refer to RFSQ, Subsection 1.5, Master Agreement Process and Appendix B, Request for Service (RFS) Process.

Question 8: What is the total amount of funding available under this RFSQ and are there minimum or maximum levels of funding that can be applied for? How many proposals will be funded in each supervisorial district?

Answer: At this time, the total amount of funding is not available. There are no minimum or maximum levels of funding that can be applied for. There is no funding tied to the Master Agreement. Should an agency be awarded a Master Agreement, and the County determines there is a need for the core service category and subservices for CY 2021 for which your agency is prequalified, DPSS will contact you via email with a Request for Service.

The number of agencies funded in each Supervisorial District is contingent upon the service needs and funding priorities of the County and the actual amount of funding the County receives from the State.

Question 9: The RFSQ stated that not all services will be needed or funded in each supervisorial district. Will the services needed in each district be shared?

Answer: Proposers' must first be prequalified to provide core service(s) in one or more Supervisorial Districts and be placed on the Master Agreement list. Should an agency be awarded a Master Agreement and the County determine there is a need for the core service category and subservices for which your agency is prequalified, DPSS will contact you via email with a Request for Service. The Request for Service will identify the needed services.

Question 10: Do you know when the Requests for Service will be issued and will it be one Request for Service for all six core service categories?

Answer: We cannot provide a timeframe of when Requests for Service will be issued. Requests for Service will be issued after we have established a pool of qualified Contractors and placed them on the Master Agreement list. Should your agency qualify and be approved to be placed on the Master Agreement list, Requests for Service will be issued based on the service needs and funding priorities of the Supervisorial Districts. Requests for Service are issued separately for each core service category in each District. For example, if your agency has a Master Agreement for Legal Services in all five Districts and there is a need for your services in all five Districts, you would get five separate Requests for Service.

C. COUNTY RIGHTS AND RESPONSIBILITIES

Question 11: Where can I find the RFSQ, Addenda, and Appendix C?

Answer: The RFSQ, the Microsoft Word version of Appendix C - Statement of Qualifications Required Forms, and all Addenda can be found by accessing the link below:

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

Please note that the Microsoft Word version of Appendix C, Statement of Qualifications Required Forms can only be accessed from the DPSS website. Appendix C cannot be accessed from the County's Doing Business With Us website. Please refer to RFSQ, Subsection 1.7, County Rights & Responsibilities.

D. PREPARATION AND FORMAT OF THE STATEMENT OF QUALIFICATIONS – FORMAT

Questions 12: For Exhibit 2 and 3, the RFSQ states that additional pages can be used, but may not exceed the indicated page limit. It also states that if additional pages are included, each page number must be labeled with Proposer's name, exhibit number, question number and must be formatted as indicated in Subsection 4.8. Does the box outline that appears on Exhibit 2 and 3 need to be included on the additional pages?

Answer: The box outline does not need to be added on additional pages included as part of Exhibit 2 and 3; however, Proposer's must follow the formatting instructions in RFSQ, Subsection 4.7 (B), Exhibits 1-6 and Subsection 4.8, Statement of Qualifications submission. We have provided the Microsoft Word version of the Exhibits in Appendix C, Statement of Qualifications Required Forms so that proposers can format them.

Question 13: I have a question regarding page numbering. Is it not necessary to number each page since we are going to use your form as our table of contents? Should we plan on numbering documents sequentially or not?

Answer: Yes, it is necessary to number each page sequentially. For example, on the Statement of Qualifications checklist you would indicate Exhibit 1 is on page 1 to 3.

Question 14: Should we only use the exhibit documents provided to meet the page limit? For Exhibit 2 and 3, are we allowed to remove that paragraph that precedes the box to be able to maximize the amount of space from the first page and additional pages?

Answer: Proposer shall use the Statement of Qualifications Required Forms provided in Appendix C. The paragraph above the box in Exhibit 2 and 3 cannot be removed from each first page, however, it does not need to appear on additional pages as long as the page includes proposers name, exhibit, and question number.

Question 15: Subsection 4.7, Preparation and Format of the Statement of Qualifications, 4.7.1 Part I – Core Service Category, Subservice, and Supervisorial District Specific Requirements.

If a proposer has an existing Master Agreement and is currently approved for core service categories, subservices, in certain supervisorial districts, will the proposer need to prepare Part I Statement of Qualifications for these, or will a proposer with an existing Master Agreement only need to prepare Part I Statement of Qualifications for core service categories, subservices in supervisorial districts where they are currently not qualified but desire to be?

Answer: All agencies that currently have a Master Agreement or have both a Master Agreement and a Service Requisition that want to continue doing business with the County by providing CSBG services in Calendar Year 2021 or beyond, must download the new RFSQ #CMD 19-02 solicitation document and the Statement of Qualifications Required Forms for 2019. All Proposers' must meet the Minimum Qualifications and submit Statement of Qualifications Part I and Statement of Qualifications Part II as outlined in the RFSQ.

E. PREPARATION AND FORMAT OF THE STATEMENT OF QUALIFICATIONS – CONTENT

Question 16: If we are submitting for multiple core service categories, do we need to submit a separate reference list for each of the core services we are submitting for?

Answer: Yes, proposers shall provide references where the same or similar scope of service as the service for which the Proposer is applying has been provided. References should be from organizations familiar with the operations of the agency. For example, if an agency applies for Child and Family Development and Domestic Violence; the references listed for each core service category should confirm the agency's experience providing the same or similar service(s) as those for which the Proposer is applying. Please refer to RFSQ, Subsection 4.7,

Preparation and Format of the Statement of Qualifications, Subsection 4.7.1, Part I – Core Service Category, Subservice, and Supervisorial District Specific Requirements (B), Exhibit 4.

Question 17: Under Exhibit 4, Proposer’s References, when you say do not include names of Department Heads or Executive Staff are you referring to Department Heads of a County Department?

Answer: Yes.

Question 18: A Department Head cannot be a reference?

Answer: No, a Department Head or Executive Staff cannot be a reference. A reference needs to verify the agency’s experience and the information needed to ensure that the agency meets the RFSQ requirements.

Question 19: Does the agency need to identify one Contract Manager for the entire RFSQ or is that by the Supervisorial District and the Core Service? Would this be included in the Statement of Qualifications Part I?

Answer: If your agency is going to have a different Contract Manager for each core service category, then your agency would provide the name of each Contract Manager. If you are going to have one Contract Manager to administer all Core Service Categories for which you are applying, then it would only be one. As a reminder, the person you identify as a Contract Manager must meet the minimum qualifications outlined in RFSQ, Subsection 1.4, Proposers’ Minimum Qualifications.

The Contract Manager and other key staff shall be identified in Statement of Qualifications Part I, Exhibit 3 on the Proposer’s Plan to Provide Core Services.

Question 20: Do we have to submit a Statement of Qualifications for each subservice listed under the core service category?

Answer: No, Proposers’ shall submit a Statement of Qualifications for each core service category they wish to apply for. In RFSQ, Appendix C, Statement of Qualifications Required Forms, Exhibit 3, Question 3, Proposers shall list which subservices they are planning to provide under the specific core service category for which they are applying. Proposers’ shall provide responses to all questions in Exhibit 3 to support their ability to provide the core service and any subservices listed.

Question 21: **Would an agency have to submit another Statement of Qualifications if it wants to add a subservice at a later time to a core service category for which it has been awarded a Master Agreement? Will there be an opportunity to add a subservice later if we are not sure at this moment that we want to include that subservice in our submission? Should we just include everything now if we are thinking about using CSBG funds for any possible services?**

Answer: Yes, agencies are required to submit a new Statement of Qualifications for any core service category and subservices since the County needs to verify that the agency has the required experience and meets the requirements in the RFSQ. Agencies may want to consider including all subservices it may want to provide and for which it qualifies in their SOQ submission.

Question 22: **Is Exhibit 6, Proposers List of Terminated Contracts only for contracts that have been terminated for cause? Would this include contracts that have expired?**

Answer: Yes, Exhibit 6, Proposers List of Terminated Contracts is where you would list any contracts that your agency had that were terminated for cause, such as lack of funding or poor performance. You would not include contracts that have come to the end of their term and have expired.

Question 23: **If the Board of Directors is not meeting before the Statement of Qualifications due date or if the meeting will be held shortly before the Statement of Qualifications due date and we don't have minutes available at the time we submit, can we submit the agenda or some other statement, but not minutes?**

Answer: A Board resolution may be submitted. Please refer to RFSQ, Subsection 4.7, Preparation and Format of the Statement of Qualifications, Subsection 4.7.1 (C), Attachment 1 for this requirement.

Question 24: **Do the Board Minutes or resolution have to be for each core services and each District or can it be one resolution/Board minutes for all?**

Answer: The Board resolution or minutes need to identify all core service categories that are being applied for. If your agency is applying for three core service categories in three Districts, then that resolution needs to identify that the Board of Directors is granting authority to submit for each core service category in each District. For example, Agency "X" is granted authority to submit a Statement of Qualifications for Domestic Violence, Child and Family Development, and Senior and Disabled Adult Services in Districts One, Two, and Three.

Question 25: Page 79, Part I - Statement of Qualifications Checklist, states: Copy of Minutes of Proposer's governing body meeting or Resolution Granting Authority to Submit the Statement of Qualifications and Execute the Master Agreement to the Person Signing.

Can a proposer submit a general resolution with signatory/contracting authority or does the proposer need a Board Resolution specific to this grant? Can the attached board resolution satisfy the requirement stated above?

Answer: Proposers' cannot submit a general resolution with signatory/contracting authority. The board resolution that was attached to this question does not satisfy the requirement. As required in the RFSQ, Proposers' must submit minutes of the Proposers' governing body meeting or resolution, granting authority to submit the Statement of Qualifications specifying the core service category, Supervisorial District, and to execute the Master Agreement, to the person signing. Please refer to RFSQ Subsection 4.7, Preparation and Format of the Statement of Qualifications, Subsection 4.7.1.

Question 26: Can we limit by age group (i.e. only transition age youth) whom we propose to provide services to under the Employment Services Core Services Category, or do services need to be made available to all individuals regardless of age? Where are services expected to be delivered?

Answer: It is the Proposer's responsibility to inform the County of its proposed methodology to provide services including the target population and location where services will be provided. Please refer to RFSQ, Appendix C, Exhibit 3.

F. STATEMENT OF QUALIFICATIONS SUBMISSION

Question 27: If an agency is applying for multiple core service categories in multiple Supervisorial Districts, can we put all the binders into one box, or do we have to prepare different boxes for each core service category and Supervisorial District?

Answer: Agencies applying for multiple core service categories in multiple Supervisorial Districts may place all binders in one box as long as the box identifies each core service category and Supervisorial District that the agency is submitting a Statement of Qualifications for. The binders themselves also need to be labeled to identify the core service category, the Supervisorial District, Original, Copy 1, and Copy 2 so that we are able to clearly identify what your agency is applying for and what you have submitted. The box also needs to be labeled as outlined in RFSQ, Subsection 4.8, Statement of Qualifications Submission.

Question 28: Does the narrative/written sections need to be single spaced or double spaced?

Answer: The narrative/written sections can be single spaced.

G. SAMPLE STATEMENT OF WORK

Question 29: Under the Legal Services core service category, can immigration and citizenship services be provided to participants?

Answer: Yes, immigration and citizenship services can be provided under Legal Services. Please refer to RFSQ, Subsection 2.5 for the description of services that can be provided under Legal Services.

Question 30: Under Legal Services, are immigration and citizenship services limited to individuals who meet the income and residence requirements and are Domestic Violence survivors?

Answer: To be eligible for services under CSBG, participants need to meet two eligibility requirements: (1) Income eligibility requirements, and (2) Residence eligibility requirements. Please refer to RFSQ, Appendix A, Sample Statement of Work, Section 4.0, CSBG Participant Eligibility Requirements. Immigration and citizenship services under the core service category of Legal Services are not limited to Domestic Violence survivors.

Question 31: Under the core service category of Legal Services does an agency need to provide both the Domestic Violence related legal services and the governmental benefits assistance services?

Answer: No, the services listed in Appendix A, Sample Statement of Work, Subsection 2.5, Core Service Category, Legal Services are examples of some of the services that can be provided. Proposers need to provide their proposed plan to provide services. Your agency would let us know what specific services under legal services it's proposing to provide.

Question 32: If we don't have an office in a particular Supervisorial District does that prohibit us from being eligible for a Master Agreement in that Supervisorial District?

Answer: Contractors shall provide service sites that are located in the Supervisorial District for which the Service Requisition has been awarded or obtain County approval for special circumstances. Please refer to RFSQ, Sample Statement of Work, Subsection 8.1.2.

Question 33: Are there measurable targets for the number of individuals served?

Answer: There are performance measures that shall be consistent with the Family National Performance Indicators for the specified core service categories and subservices. Contractors shall maintain performance levels at a percentage to be determined during the RFS process. Please refer to RFSQ, Appendix A, Sample Statement of Work, Section 2.0, Core Service Categories and Subservices and Section 12.0, Performance Standard and Performance Outcome Measures.

Question 34: We have women who are coming out of prison and they are all homeless initially and have no income. At what point would we ask for self-declaration letter?

Answer: Self-declarations are requested from participants upon first point of contact and would only be applicable if the agency is awarded a Service Requisition.

Question 35: We currently have a Master Agreement and several core service categories. Under one of the core service categories, we have an emergency shelter in District 5 and its location is confidential. Years ago when we applied for this Master Agreement, we received a waiver to provide services in another District. Will that waiver still stand, or do we need to request another waiver?

Answer: The waiver is applicable to your current Master Agreement and would not apply to the new Master Agreement. Should your agency qualify for a new Master Agreement and be awarded a Service Requisition, your agency may request a waiver at that time. Approval of waivers are at the County's discretion.

Question 36: The RFSQ mentions that agencies need to get prior approval from the County Contract Administrator to have an exception to the 10% cap on self-declaration for income or residence verification requirements. What is the process for getting the prior written approval and at what point of the process do we seek that approval?

Answer: Requests for approval to the 10% cap on self-declaration for the verification of income or residence requirement may be submitted after an agency has been awarded a Service Requisition. It is at that point where the agency may communicate with the County Contract Administrator and request any approvals or waivers. Approvals or waivers are at the County's discretion.

Question 37: How is location defined for eligibility? If our agency is located in the City of Los Angeles, but we're providing services to people that live in Glendale would we be able to apply for funding under this program?

Answer: CSBG eligibility is tied to where the participant resides. If your agency has been pre-qualified and awarded funding to provide a service in the First Supervisorial District, then you will be able to service participants who live in the First District Community Action Agency service area as long as they meet the income requirements as well. However, if you have been pre-qualified and awarded funding to provide services in the First District and your participant lives in another Supervisorial District, your agency will not be able to charge that participant to CSBG. Please refer to RFSQ, Appendix A, Sample Statement of Work, Section 3.0 in its entirety.

Question 38: Regarding the income eligibility documentation, will there be any new information or clarification about getting documentation from sources like Door Dash or Uber? We've had some problems obtaining official income verification from these companies. Currently, they only issue unofficial independent contractor verification that has some money that participants have earned, but its not an official document. Can they screen shot their app, even though that's not a paystub? We want to know what the parameters are for income verification documentation.

Answer: Any verification of income documents that are not listed in the RFSQ, Sample Statement of Work, Subsection 4.1.1, must have prior written approval from the County Contract Administrator. Alternative income verification documents for participants employed by Door Dash, Uber, or similar companies shall be presented to the County Contract Administrator for review and approval. Approval of such requests will be at the County's discretion.

Question 39: RFSQ, Subsection 2.1, states, "This RFSQ seeks qualified agencies to provide services to residents of the County of Los Angeles Community Action Agency. The County of Los Angeles Community Action Agency Service area includes all of the County of Los Angeles except the following: City of Los Angeles; Long Beach; Pasadena; South Pasadena; Arcadia; Duarte; Sierra Madre; Monrovia; and the unincorporated area of Altadena."

Are all providers in the City of Los Angeles disqualified from applying for this funding?

Answer: All providers in the City of Los Angeles are not disqualified from applying for this funding. However, an agency cannot serve participants that live in the City of Los Angeles. Agencies may only provide services to participants who reside in the Los Angeles County Community Action

Agency service area and Supervisorial District for which they receive funding. Please refer to RFSQ, Appendix A, Sample Statement of Work, Section 3.0; County of Los Angeles Community Action Agency Service Area and RFSQ, Appendix A, Sample Statement of Work, Subsection 4.2, Residence Eligibility Requirement.

Question 40: **Appendix A, Sample Statement of Work, Subsection 3.2, states that the RFSQ includes unincorporated area of County Los Angeles, including some that seem to be within the City of Los Angeles. Could you provide zip codes for the unincorporated areas that are eligible for this CAA funding?**

Answer: There are no zip code listings for this RFSQ. To determine whether a potential participant resides within the County of Los Angeles Community Action Agency Service Area, an address search may be performed at Los Angeles County Registrar Recorder/County Clerk website: <https://www.lavote.net/apps/precinctsmaps#>. This search will also indicate if the participants' address is in an unincorporated area. Please refer to Part Two of this Addendum One for the updated link to the Los Angeles County Registrar Recorder/County Clerk website.

Question 41: **Income Eligibility Requirement: On page 59, Subsection 4.1, states, "Applicants/households that do not receive CalWORKs must be at or below 100% of the United States Department of Health and Human Services income poverty guidelines.**

Applicant/households that receive CalWORKs, but do not exceed 125% of the Federal Poverty Level may also be eligible for CSBG funded services."

Can eligible participants include undocumented immigrants (who can provide proof of income and residence)? Can participants include those who qualify for CalWORKs but choose to not participate; previous CalWORKs recipients who timed out, or were disqualified for lack of participation in the Welfare-to-Work program?

Answer: CSBG eligibility has only two requirements: 1) Participants must meet the Federal Poverty Level income eligibility requirements for the CSBG Program outlined in Appendix A, Sample Statement of Work, Subsection 4.1.2 and 2) Participants must also reside in the County of Los Angeles Community Action Agency service areas as described in Appendix A, Sample Statement of Work, Section 3.0, County of Los Angeles Community Action Agency service area and Subsection 4.2, Residence Eligibility Requirement.

H. SAMPLE MASTER AGREEMENT

Question 42: Will legal service providers have the Child/ Elder Abuse/ Fraud Reporting requirements listed in Subsection 3.27 waived? We are not legally able to comply with this requirement. Attorneys are bound by extremely strict rules and requirements of confidentiality as set forth by the California Attorney-Client privilege found at California Evidence Code Section 952, et. al., the California Rules of Professional Conduct, Rule 3-100 and the California Business & Professional Code Section 6068 (e). Paralegals are held to the same strict standard of confidentiality as attorneys pursuant to California Business and Professions Code Section 6453.

Answer: The Child/Elder Abuse/Fraud Reporting requirement will not be waived for Legal service providers. All Contractor staff performing work under this Master Agreement and subsequent Service Requisitions shall comply with the Child/Elder Abuse/Fraud Reporting requirement as outlined in RFSQ, Subsection 3.27 and Sample Master Agreement Subsection 9.3.

Question 43: What positions will the County be designating as sensitive positions?

Answer: Sample Master Agreement Subsection 7.5.1 indicates that, "Each of Contractor's staff performing services under this Master Agreement who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Master Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation."

For example, all staff working in a domestic violence confidential shelter location are considered to be in a sensitive service position.

Question 44: Who is required to carry Privacy/Network Security (Cyber) Liability Insurance? It does not clearly state when this is applicable.

Answer Privacy/Network Security (Cyber) Liability Insurance is required should an agency be awarded funding through a Service Requisition. Privacy/Network Security (Cyber) Liability Insurance is required to protect participant information.

I. GENERAL

Question 45: Can a licensed attorney supervise legal interns or para-professionals to conduct CSBG services?

Answer: Yes, a licensed attorney can supervise legal interns or para-professionals to provide CSBG services. The agency will be required to submit a detailed explanation describing the agency's proposed plan to provide services.

Question 46: Will this PowerPoint be posted up on your website?

Answer: The PowerPoint presentation will not be posted as content is available in the RFSQ.

Question 47: Are you going to respond to the written questions today or will that be in the answers posted later?

Answer: We will respond to some of the questions submitted in writing; however, there are some questions that we are still obtaining clarification on. When all answers have been finalized, they will be released as part of Addendum One and will be accessible at the website outlined in RFSQ, Subsection 1.7.

Question 48: Do you encourage cross communication between agencies? For example, my agency services a Domestic Violence victim and that participant also needs assistance with Legal Services, can we refer that participant to another agency to receive assistance with another core service that we may not provide?

Answer: Yes, partnerships and communication amongst agencies is always encouraged. Many of our current agencies already partner amongst each other and refer participants to other agencies for other services. If you recognize a service need that your agency does not provide, you can refer the participant to one of the other CSBG agencies for service. The CSBG Program has a resource guide on the CSBG website. The resource guide contains a listing by service category and contains all the current CSBG agencies that provide a specific service. You may also call 211 on the participants' behalf or the participant may call on their own. The 211 hotline is available for you or a participant to call and ask for a specific service and be referred to an agency that provides the requested service.

Question 49: Can you make the exhibits available in a fillable "pdf" so that we don't have to fill the documents out by hand?

Answer: At this time, a fillable "pdf" will not be made available. The Microsoft Word version of the documents that need to be submitted with your

Statement of Qualifications Part I and Part II are available on our DPSS website at:

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

Please note that the exhibits are not available on the “Doing Business With Us” website. We recommend that you access the DPSS website and the file labeled as “Appendix C – Statement of Qualifications Required Forms” and electronically complete all required documents. Please refer to RFSQ, Subsection 1.7 for the links to access the RFSQ, Appendix C – Statement of Qualifications Required Forms, and any Addenda.

Question 50: **It seems like we complete the same exhibits multiple times for all the different solicitations we apply for with the County. Is there a way to have a repository on WebVen that gets updated once a year so that Proposers’ don’t have to keep filling out the same forms?**

Answer: No, we do not have a repository on WebVen and we cannot confirm if that will be an available feature in the future. As it relates to the exhibits, not all exhibits apply across the County for all Departments. Although some exhibits may be the same, many of them are not because each Department provides different services and within each Department there are different services that we solicit for that require specialized forms.

Question 51: **Is there a requirement for placing an electronic copy of the Statement of Qualifications on a flash drive or disk and including it with the hard copy submission?**

Answer: There is no requirement in the RFSQ to submit a flash drive or a disk with the hard copy. Due to the vast number of Statement of Qualifications we receive and data security, we only accept hard copy submissions of Statement of Qualifications.

Question 52: **Appendix A - Statement of Work – Subsection 1.2, Core Service Categories, page 46 - Are there any special requirements by County Supervisorial Districts that must be addressed at this point in time or will these come with specific RFPs if our agency is offered a Master Agreement.**

Answer: The solicitation is a Request for Statement of Qualifications (RFSQ), not a Request for Proposal (RFP). The CSBG RFSQ is a competitive process. All requirements and CSBG services are outlined in the RFSQ. It is recommended that you thoroughly read through the entire document to familiarize yourself with the minimum qualifications and CSBG services.

Question 53: In our records, we show a letter sent on December 10, 2009 to the chief contracts development and administration division with DMH, where we submitted our Statement of Qualifications, and were subsequently awarded funding for the Prevention & Early Intervention program (PEI). I then also see a letter dated September 22, 2014 from the Deputy Director Program Support Bureau with DMH, where we were awarded OEP (Outreach and Education Pilot) funds. If we were awarded these funds, does that mean we need to submit our statement of qualifications again to apply for future CSBG funding? And another question, do we need to submit multiple statements of qualifications (as in for different departments and programs)?

Answer: Proposers' that have Master Agreements and/or Service Requisitions/Work Orders with County departments other than the DPSS are required to submit a Statement of Qualifications in response to the CSBG RFSQ for DPSS. Please note that although the Department of Mental Health (DMH) and DPSS are both a part of the County of Los Angeles, we are two different departments with different services, requirements, and contracts.

Should a Proposer want to apply for multiple core services in multiple supervisorial districts, the Proposer must submit a separate Statement of Qualifications for each core service category and each supervisorial district. Please refer to RFSQ Subsection 4.7, Preparation and Format of the Statement of Qualifications.

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Addendum One

PART TWO

TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR COMMUNITY SERVICES BLOCK GRANT PROGRAM
RFSQ #CMD 19-02

Addendum One to the Request for Statement of Qualification #CMD 19-02 shall cause the following revisions.

1. RFSQ, Subsection 4.7.1, Part I – Core Service Category, Sub-Service, and Supervisorial District Specific Requirements, Paragraph (A) is revised as follows (**Revisions in red font**).

A. Statement of Qualifications Checklist Part I

The Statement of Qualifications Checklist **Part I** must be a comprehensive listing of material included in the Statement of Qualifications **Part I**. It will also serve as the Table of Contents for your Statement of Qualifications **Part I**. After compiling all of the Exhibits and Attachments in order, consecutively number each page of the Statement of Qualifications Part I and indicate the page numbers for each Exhibit and Attachment on the Checklist. A separate Statement of Qualifications Checklist **Part I** must be included for each Statement of Qualifications submitted and must include the agency's legal name, core service category, and Supervisorial District for which Proposer is applying.

2. RFSQ, Subsection 4.7.2, Part II – General Requirements (One Per Proposer) is revised as follows (**Revisions in red font**).

4.7.2 Part II – General Requirements (One Per Proposer)

Proposers shall complete and submit Part II – Statement of Qualifications Checklist, Exhibits 7 through 17 and Attachments 4 through 11 as Part II. One original and two copies of Part II shall be submitted once per agency as outlined in the example in Section 4.7.1.

A. Statement of Qualifications Checklist Part II

The Statement of Qualifications Checklist **Part II** must be a comprehensive listing of material included in the Statement of Qualifications **Part II**. It will also serve as the Table of Contents for your Statement of Qualifications **Part II**. After compiling all of the Exhibits and Attachments in order, consecutively number each page of the Statement of Qualifications Part II and indicate the page numbers for each Exhibit and Attachment on the Checklist.

B. Exhibits 7-17 (Limit one page per exhibit)

Proposers are to complete Exhibits 7 through 17 and include them in Part II of the Statement of Qualifications. These forms can be found in Appendix C, Statement of Qualifications Required Forms.

Exhibit 7	Signature Page of Master Agreement;
Exhibit 8	Certification of No Conflict of Interest;
Exhibit 9	Proposer's EEO Certification;
Exhibit 10	Familiarity with the County Lobbyist Ordinance Certification;
Exhibit 11	Attestation of Willingness to Consider GAIN/GROW Participants;
Exhibit 12	County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception;
Exhibit 13	Charitable Contributions Certification;
Exhibit 14	Certification of Compliance with the County's Defaulted Property Tax Reduction Program;
Exhibit 15	Zero Tolerance Policy on Human Trafficking Certification;
Exhibit 16	Compliance with Fair Chance Employment Hiring Practices Certification; and
Exhibit 17	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tiered Covered Transactions (45 C.F.R Part 76).

C. Attachments 4 -11 (No page limit for Attachments 4 – 11)

Non-Profit Proposers must include the following documentation as Attachments 4 through 11 to Part II of the Statement of Qualifications.

Public Entity Proposers must include Attachments 9, 10, and 11 only to Part II of their Statement of Qualifications.

The Attachments are the following:

Attachment 4	Articles of Incorporation as filed with the California Secretary of State (or State of Incorporation). The
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document may be a photocopy, but shall be a photocopy of the certified articles.

Attachment 5 Certificate of Good Standing with State of California or State of Incorporation.

Attachment 6 Conformed copy of the most recent Statement of Information as filed with the California Secretary of State listing corporate officers or members and managers. If most recent statement does not include all officers, Proposer must also include the most recent Statement that includes those officers.

Attachment 7 A copy of the Internal Revenue Service Letter granting tax exempt status to the Proposer.

Attachment 8 Copy of most recent filing under Registry of Charitable Trusts.

Attachment 9 Copies of the Proposer's three most current fiscal years (for example 2018, 2017, and 2016) financial statements. Statements should include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page. Failure to meet this requirement will, at minimum, result in minimal evaluation points, and may, at County discretion, result in determination of non-responsiveness.

Attachment 10 Pending Litigation & Judgments. Identify by name, case number, court jurisdiction, and case summary any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer. If this item is not applicable, the Proposer shall submit a written statement on Proposer's letterhead indicating that Pending Litigation & Judgments are not applicable.

Attachment 11 Unique Entity Identifier (formerly known as Data Universal Numbering System (DUNS) number). The Unique Entity Identifier is a unique nine-digit identification number assigned to all businesses registered with the US federal government for contracts or grants. Proposer's who fail to provide its Unique Entity Identifier may be disqualified.

3. RFSQ, Appendix A, Sample Statement of Work, Subsection 4.2, is revised as follows (Revisions in red font).

4.2 Residence Eligibility Requirement:

Applicants/Households must reside in the County of Los Angeles Community Action Agency Service Area as described in Statement of Work, Section 3.0, County of Los Angeles Community Action Agency Service Area, herein. To determine whether a potential participant resides within the County of Los Angeles Community Action Agency Service Area, an address search may be performed at Los Angeles County Registrar Recorder/County Clerk website:

<https://www.lavote.net/apps/precinctsmaps#>

4.2.1 Residence Verification Documents:

The following documents will be acceptable to verify residence eligibility requirements for the program:

- Mortgage, Rent/Lease agreement with participants name and current address;
- Gas or Electric bill with participants name and current address. If participant is a minor, the parent or responsible guardian name and current address must appear on the documentation; or
- Self-declaration form cannot be used to provide proof of residence for more than 10% of the Contractor's projected annual number of participants, unless granted prior written approval from the County Contract Administrator.