

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

12860 CROSSROADS PARKWAY SOUTH · CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 · Fax (562) 695-4801



SHERYL L. SPILLER  
Director



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October 3, 2012

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

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

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

and

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

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

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

1. RFSQ, Section 1.0, Introduction and Overview, has been revised to read as follows (**revision in bold**):

1.0 INTRODUCTION AND OVERVIEW

This Request for Statement of Qualifications (RFSQ) is a legal document and begins the process of identifying qualified proposers who are interested in providing services under the Community Services Block Grant (CSBG) program. The Los Angeles County Department of Public Social Services (DPSS) administers the CSBG Program.

This RFSQ process seeks applications from qualified non-profit community-based and faith-based organizations **and public entities** to enter into a Master Agreement with DPSS to provide CSBG services to families and individuals throughout the County. If you think your organization may be interested in participating please take the time to follow the following steps:

2. RFSQ, Section 1.4, A.1, Adherence to Minimum Qualifications, has been revised as follows (**revision in bold**):

1.4 Proposer's Minimum Qualifications

- A. Interested and qualified Proposers that meet the Minimum Qualifications stated below are invited to submit an SOQ:

1. Proposer must be a non-profit corporation qualified to do business in the State of California (this includes faith-based organizations) **or a public entity**;

3. RFSQ, Section 4.7.2, Part II – General Requirements, has been revised as follows (**revision in bold**):

B. Attachments 4-10

**Non-Profit** Proposers must include the following documentation as Attachments 4 through 10 to Part II of the SOQ. **Public Entity Proposers must include Attachments 8 and 10. The Attachments are the following:**

- Attachment 4 Articles of Incorporation as filed with the California Secretary of State (or State of Incorporation). The 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 Most recent Statement of Domestic (or foreign) Stock Corporation as filed with the California Secretary of State. If most recent statement does not include all officers, Organization must also include the most recent Statement that includes those officers.
- Attachment 7 A copy of the IRS Letter granting tax exempt status to the Organization.
- Attachment 8 Copies of the company's three most current fiscal years (for example 2011, 2010, and 2009) 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 9 Copy of most recent filing under Registry of Charitable Trusts.
- Attachment 10 Pending Litigation & Judgments. Identify by name, case and court jurisdiction 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.

4. RFSQ, Appendix A, Section 3.1, has been revised to include the City of Glendale in the Los Angeles County Community Action Agency Service Area (**revision in bold**):

3.1 The Los Angeles County Community Action Agency (CAA) includes the following cities:

Cities	Cities
Agoura Hills	La Puente
Alhambra	La Verne
Artesia	Lakewood
Avalon	Lancaster
Azusa	Lawndale
Baldwin Park	Lomita
Bell	Lynwood
Bellflower	Malibu
Bell Gardens	Manhattan Beach
Beverly Hills	Maywood
Bradbury	Montebello
Burbank	Monterey Park
Calabasas	Norwalk
Carson	Palmdale
Cerritos	Palos Verdes Estates
Claremont	Paramount
Commerce	Pico Rivera
Compton	Pomona
Covina	Rancho Palos Verdes
Cudahy	Redondo Beach
Culver City	Rolling Hills
Diamond Bar	Rolling Hills Estates
Downey	Rosemead
El Monte	San Dimas
El Segundo	San Fernando
Gardena	San Gabriel
<b>Glendale</b>	San Marino
Glendora	Santa Clarita
Hawaiian Gardens	Santa Fe Springs
Hawthorne	Santa Monica
Hermosa Beach	Signal Hill
Hawthorne	South El Monte
Hermosa Beach	South Gate
Hidden Hills	Temple City
Huntington Park	Torrance
Industry	Vernon
Inglewood	Walnut
Irwindale	West Covina
La Cañada Flintridge	West Hollywood
La Habra Heights	Westlake Village
La Mirada	Whittier

5. RFSQ, Appendix C, SOQ Checklist, has been has been deleted in its entirety and replaced with Attachment I. The SOQ Checklist, Part II was revised to indicate that Attachment 4, 5, 6, 7, and 9 are not required for Public Entity Proposers.
6. RFSQ, Appendix C, Exhibit 1, Proposer's Organization Questionnaire/Affidavit, has been deleted in its entirety and replaced with Attachment II. The Proposer's Organization Questionnaire/Affidavit, Question 1 was revised such that Proposers indicate whether they are a Non-Profit Corporation or a Public Entity. The Proposer's Organization Questionnaire/Affidavit, page 2 was revised to indicate that the first minimum requirement is that Proposer is either a 501(c)(3) non-profit corporation or a public entity.
7. RFSQ, Appendix D, Sample Master Agreement, Recitals, has been revised to read as follows (**revision in bold**):

#### RECITALS

WHEREAS, the County may contract with private non-profit community- based organizations **and public entities** for Community Services Block Grant Program (CSBG) Services when certain requirements are met; and

WHEREAS, the Contractor is a private non-profit community-based organization **or a public entity**; and

WHEREAS, this Master Agreement is therefore authorized under the Community Services Block Grant Act, 42 USC 9901 and the California Community Services Block Grant Program, California Code, Government Code Section 12725 et. seq.; and

WHEREAS, the Board of Supervisors has authorized the Director of DPSS or designee to execute and administer this Master Agreement; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

END

\_\_\_\_\_  
PROPOSER'S NAME

### SOQ CHECKLIST (Revised)

**Core Service Category:** \_\_\_\_\_ **Supervisorial District:** \_\_\_\_\_

#### Part I

<b>EXHIBIT</b>		<b>PAGE</b>
1.	PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT	___ 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 ___

<b>ATTACHMENTS</b>		<b>PAGE</b>
1.	COPY OF MINUTES OF BOARD OF DIRECTORS MEETING OR RESOLUTION GRANTING AUTHORITY TO SUBMIT THE SOQ AND EXECUTE THE COOPERATIVE AGREEMENT 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 Proposer's Part II Exhibits and Attachments are incorporated herein and are a part of the Proposer's SOQ for \_\_\_\_\_ Core Service Category in \_\_\_\_\_ Supervisorial District as follows:

<b>EXHIBIT</b>	<b>PAGE</b>
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 ___
<b>ATTACHMENTS</b>	<b>PAGE</b>
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 ___

**\* Not Required for Public Entities**

**Exhibit 1- Revised**

**PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT**

Please complete, date and sign this form and include it in Part I of the SOQ. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Master Agreement.

- 1. State Proposer's legal name (as found in your Articles of Incorporation):

\_\_\_\_\_  
Name

- Non-Profit Corporation  Public Entity

- 2. A. Check the Core Service Category for this SOQ (select only one Category)

- Employment Partnership  Emergency Services (Housing/Food & Related Services)
- Employment and Employment Support  Legal Services
- Family Resource Center  Domestic Violence
- Senior and Disabled Adults  Child and Family Development (Youth)

- B. Check the Supervisorial District to be served (Select only one District)

- First  Fourth
- Second  Fifth
- Third

- 3. If Proposer is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

- 4. Is Proposer wholly or majority owned by, or a subsidiary of, another firm? \_\_\_\_ If yes,

Name of parent firm: \_\_\_\_\_

State of incorporation or registration of parent firm: \_\_\_\_\_

- 5. Please list any other names your firm has done business as within the last five (5) years.

Name Year of Name Change \_\_\_\_\_  
\_\_\_\_\_



Attachment II

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

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Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Qualifications listed in *Paragraph 1.4 - Minimum Qualifications*, of this Request for Statement of Qualifications (RFSQ), as listed below.

1. Proposer is a 501(c)(3) non-profit corporation or is a public entity;
2. Proposer has a minimum of three (3) years' experience within the last five (5) years providing services described under the selected Core Service Category;
3. The Proposer's Contract Manager has two (2) years' experience within the last five (5) years providing similar services;
4. The Proposer has two (2) years' experience within the last five (5) providing health and/or human services in the designated Supervisorial District;
5. The Proposer has two (2) years' experience within the last five (5) providing services to low-income clients;
6. Proposer provided at least five (5) references that are familiar with the job performance and scope of work completed by the Proposer within the last five (5) years in the selected Core Service Category. One reference is from a public entity;
7. Proposer must have the financial capacity to provide services throughout the term of the Agreement.
8. If Proposer selected either Employment Partnership, Employment Support, Family Resource Center, Legal Services, or Domestic Violence, Proposer meets the Core-Specific minimum requirements specified for that Core Service Category;
9. Completed and submitted all of the required Exhibits and Attachments in the proper format as specified in Section 4.7 and 4.8;
10. Has no record of unsatisfactory performance, lack of integrity or poor business ethics;
11. Proposer is registered on the County's WebVen and provided their registration number below.

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Proposer's Name:

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Address:

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E-mail address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

On behalf of \_\_\_\_\_ (Proposer's name), I \_\_\_\_\_  
(Name of Proposer's authorized representative), certify that the information contained in this  
Proposer's Organization Questionnaire/Affidavit is true and correct to the best of my information  
and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Internal Revenue Service

\_\_\_\_\_  
Print Name

Employer Identification Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
County WebVen Registration Number

\_\_\_\_\_  
Date