



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2728



ADOLFO GONZALES
Chief Probation Officer

May 2, 2022

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6402201 TO PROVIDE CAPACITY BUILDING SERVICES UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)

This is Addendum One - Request for Proposals for Capacity Building Services (RFP # 6402201), which was released on April 7, 2022. This Addendum contains responses to written questions that were submitted by April 19, 2022, 12 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us":
<https://camisvr.co.la.ca.us/LACoBids/BidLookUp/OpenBidList>

Los Angeles County Probation:
<https://probation.lacounty.gov/current-solicitations/>

Proposals are due on Thursday, May 26, 2022, 12 p.m., Pacific Time. No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

Tasha Howard, Director
Contracts & Grants Management Division

**CAPACITY BUILDING SERVICES
 UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)
 RFP # 6402201
 QUESTIONS AND ANSWERS**

Appendix A - 1.0 Scope of Work

Contract language:

"The County shall provide the list of identified CBOs to Contractor."

1	Question	Does this mean that all identified CBOs receiving services will be selected by the County?
	Answer	As stated in Appendix A - 1.0, the Community Based Organizations (CBOs) will be primarily identified through the Juvenile Justice Crime Prevention Act (JJCPA) Fiscal Intermediary Services Contract and aligned with the goals of the JJCPA and the County's Comprehensive Multiagency Juvenile Justice Plan (CMJJP). CBOs identified by the Contractor must be approved by the County.
2	Question	What list of CBOs will the County provide and for what?
	Answer	The County will provide the list of CBOs that will receive Capacity Building Services from the Contract.

Appendix A - 2.1.4.1

Contract language:

"The CBO capacity building plan shall include, at minimum, the following categories: strategic planning; goal setting; governance; financial management best practices that cover financial and programmatic audit preparation/reviews, grant writing, family and community engagement, self-assessment, and data collection for programmatic evaluation. Additionally, financial management best practices should include, at a minimum, the importance of documentation (including back-up documentation for invoicing), overhead costs, creation of a monthly financial summary, cost/benefit analysis and billing processes in order to support the financial stability of the CBOs; training shall include timelines for billing cycle (e.g., monthly, quarterly, etc.) in order to comply with grants and contracts."

3	Question	What ability will the contractor have to provide trainings, capacity building, technical assistance beyond those listed topics in the RFP?
	Answer	The listed topics in Appendix A – 2.1.4.1 are the required minimum: At minimum the listed topics must be included in the CBOs capacity building plan. If it is determined additional capacity building topics are needed, it should be included as part of the CBOs plan.

**CAPACITY BUILDING SERVICES
 UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)
 RFP # 6402201
 QUESTIONS AND ANSWERS**

4	Question	If and when assessments are completed and organizations need support in other areas how should this be addressed?
	Answer	The listed topics in Appendix A – 2.1.4.1 are the required minimum: The Contractor is responsible to design and implement a comprehensive tailored capacity building plan for CBOs whose programs aim at reducing juvenile crime and delinquency and should address through the developed tailored plan.
5	Question	Will the contract be able to meet those needs with these funds or is it mandated to only provide training in those outlined areas?
	Answer	The outlines areas are the minimum requirements. The Contractor's budget submission should include meeting those needs through these funds.
<p>Appendix C - Sample Contract</p> <p><u>Contract language:</u></p> <p>The annual Contract sum, inclusive of all applicable taxes, is estimated at \$1,500,000 for the term of the Contract and each subsequent twelve (12) month option periods.</p>		
6	Question	To confirm, is this the total amount for the term of this RFP?
	Answer	The contract sum is estimated at 1.5M annually.
7	Question	Can funds can be used to provide implementation grants to participating CBOs?
	Answer	No, implementation grants are not services identified in the Statement of Work.
8	Question	How long will payments take to process once invoices are submitted?
	Answer	An invoice is typically paid 30 days after it has been approved. An approved invoice is an invoice that accurately reflects services provided and includes supporting documentation.