



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY
DOWNEY, CALIFORNIA 90242
(562) 940-2501



GUILLERMO VIERA ROSA
Chief Probation Officer

November 30, 2023

ADDENDUM - REQUEST FOR PROPOSALS (RFP) #6402308 FOR SYSTEM NAVIGATION SERVICES

This Addendum is for Request for Proposals for System Navigation Services (RFP # 6402308), which was released on November 9, 2023. This Addendum contains responses to written questions that were submitted prior to the November 20, 2023, 12:00 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County Solicitations:
<http://camisvr.co.la.ca.us/lacobids>

Los Angeles County Probation:
[Current Solicitations – Probation \(lacounty.gov\)](http://lacounty.gov)

Proposals are due on Thursday, December 21, 2023, 12:00 p.m., (Pacific Time). No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Tasha Howard".

Tasha Howard, Director
Contracts & Grants Management Division

**SYSTEM NAVIGATION SERVICES
RFP #6402308
QUESTIONS AND ANSWERS**

1.	Question	RFP paragraph 7.6.7.2, page 20, states: "The Proposer must provide three (3) references where the same or similar scope of services was provided and must include all public entities contracts for the last three (3) years." Are proposers allowed to include LA Probation Department (this RFP funder) as a reference?
	Answer	Yes
2.	Question	RFP paragraph 7.6.7.1, page 19, states: "Include a resume for the Project Director, demonstrating that the Project Director demonstrating that the Project Director has provided the required or similar services for a minimum of two (2) years' experience within the last five (5) years, current employee of the agency and holds a bachelor's degree." If the proposer intends to hire a Project Director, what must the proposer include in lieu of a resume?
	Answer	The Project Director must be a current employee of the agency at the time of proposal submission.
3.	Question	RFP item 3.2, page 2, states: "The Proposer must demonstrate they are a non-profit community-based organization (CBO)." Will a copy of the Proposer's 501c3 IRS status be sufficient to demonstrate CBO status?
	Answer	Yes
4.	Question	SOW, paragraph 1.0, page 1, states: "The Contractor shall provide System Navigation Services to Adult Probationers, including emerging adults ages 18-25 (participants), at Probation Area Offices." Will referrals also include adults older than 25, or will referrals only include adults ages 18-25?
	Answer	Referrals will also include adults older than 25.
5.	Question	SOW, paragraph 2.2, page 2, states: "The Contractor shall be located at a Probation Area Office and provide at a minimum of 40 hours per week and shall be flexible enough to meet the needs of the participants." Are all services required to be provided at the Probation Area Office, or can/are some provided in the community (e.g., outreach)?
	Answer	At the Probation Area Offices

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6.	Question	SOW, paragraph 2.4, page 2, states: "The Contractor shall perform a needs assessment which includes identification of participant priorities, capacities and needs, to maximize the appropriateness of referrals and all documents shall be made available to the County upon request." Can Probation please list/describe any specific assessment tool(s) that the Contractor will be required or encourage to utilize ?
	Answer	It is up to the Proposer to determine the needs assessment to utilize.
7.	Question	SOW, paragraph 2.11, page 2, states: "The Contractor shall provide monthly reports to the County..." Could the County please clarify what format or system Contractors will use to submit the monthly reports?
	Answer	It is up to the Proposer to determine the monthly report to utilize.
8.	Question	RFP, paragraph 2.2, page 2, states: "The Contractor's rates will remain firm and fixed for the term of the Contract." If the costs to provide services increases over the course of the 7-year contract, will Contractors be able to renegotiate rates as needed?
	Answer	An agency may submit a request and provide a justification for the County's review and determination.
9.	Question	SOW, paragraph 1.0, page 1, states: "The County anticipates making an estimated 500 to 1,000 referrals annually." Is this number total for all offices or is it per office?
	Answer	Per Probation Area Office
10.	Question	SOW, paragraph 6.4.1, page 8, states: "The Contractor shall provide competent staff to perform the terms of the Contract." Could the County please specify if there is a required maximum ration of participants to staff?
	Answer	There is no required ratio.