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DEPARTMENT OF PUBLIC SOCIAL SERVICES

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November 25, 2024

ADDENDUM ONE
TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR COMMUNITY SERVICES BLOCK GRANT PROGRAM SERVICES
RFSQ #CSBG24-01

This is Addendum One to the Request for Statement of Qualifications (RFSQ) for the Community Services Block Grant (CSBG) Program (RFSQ #CSBG24-01), which was released on October 10, 2024.

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 28, 2024. 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:

<https://dpss.lacounty.gov/en/business/contracts.html>

and the Los Angeles County Solicitations website at:

<http://camisvr.co.la.ca.us/lacobids/>

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

<https://dpss.lacounty.gov/en/business/contracts.html>

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: Does the Contract Manager need to be a direct service provider for the types of services proposed? (RFSQ notes Contract Manager should have "at least 2 years" of experience providing services".)

Answer: No, the Contract Manager does not need to be a direct service provider for the new RFSQ. However, the Contract Manager must have experience providing direct services in the Core Service Category for which the agency is applying as specified in RFSQ, Subsection 4.7.

Question 2: If our agency already received funding in the past, is it safe to assume that we are already registered for WebVen, or do we have to register every cycle?

Answer: Agencies only need to register once. However, agencies should confirm their registration status and information to ensure the County has the agency's most current contact information to ensure that any information is going to the appropriate person.

Question 3: Our entity is a change of ownership. Our new entity is not older than 5 years. Even though we have the breadth and depth of what the RFSQ requires, with establishment and proof of service, it is not under the new entity name. All of our history, the years of successes, and the employer supports that we have for our training program are under a different entity. We took over the entity about 6 months ago. Will that be ok?

Answer: We recommend providing sufficient information and documentation, including Articles of Incorporation that reflects the change, to show that the agency has the required experience and meets the minimum mandatory requirements.

B. MASTER AGREEMENT PROCESS

Question 4: Appendix B, Request for Service (RFS) Process, Section A, DPSS will work with the Supervisorial District Offices to determine which Core Service Categories and Subservices are to be funded in the

five (5) Supervisorial Districts for the year. DPSS will identify the Master Agreement agencies that are qualified to provide services in the Core Service Category(ies) and Subservices in the Supervisorial Districts. DPSS will then send a Request for Services to such Master Agreement agencies.

If possible, please provide a general description of the anticipated timing for DPSS to send out Requests for Services for 2026. Will DPSS provide notice of impending Requests for Service, which would be of great help to smaller, volunteer-based organizations?

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 agencies and placed them on the Master Agreement list. Should your 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. Requests for Service will be issued based on the service needs and funding priorities of the Supervisorial Districts.

Question 5: Is there an estimate or a cap as to how much total funding is available to organizations and how many will be selected to enter into an agreement? How many agencies will be selected per Supervisorial District and Core Service Category?

Answer: At this time, the total amount of funding is not available. The annual funding is dependent on how much funding the County receives from the State. There is no minimum or maximum amount of funding or work guaranteed with award of a Master Agreement. Master Agreements are awarded to all qualified agencies that meet the minimum mandatory requirements. DPSS then works with the Supervisorial Districts to determine their service needs and funding priorities. There is no limit to the number of agencies that can be awarded funding per Supervisorial District and Core Service Category. However, it is dependent on the availability of funding.

Question 6: Could you please clarify what you mean when you say that an agency may be selected for a Master Agreement but there's no guarantee of funding for that agency? Is there a dollar amount asked in the RFSQ?

Answer: An RFSQ establishes a pool of qualified vendors. If an agency is determined to be qualified, they will be recommended for award of a Master Agreement and placed on the Master Agreement list. A Master Agreement does not guarantee any minimum amount of work or funding.

Funding is awarded through the Request for Service Process. Based on the service needs and funding priorities of the Supervisorial Districts, the County will send a Request for Service to those agencies that are prequalified to provide the services in the selected Core Service Category and Supervisorial District. Agencies would submit a response to the Request for Service, which would include a budget and a bid. Please refer to RFSQ, Subsection 2.4, Master Agreement Process, and Appendix B, Request for Service (RFS) Process. There is no dollar amount requested in the RFSQ.

Question 7: **Appendix C, Sample Master Agreement, Paragraph 5.5.2, Payment for all work will be on a fixed price per service basis, subject to the Total Maximum Amount specified in each Service Requisition less any amounts assessed in accordance with Subsection 8.25 (Liquidated Damages).**

Do Proposer's have the flexibility to propose a price per service that can change over the course of the contract? This would help manage the impact of contract start-up.

Answer: No. During the RFS process, Master Agreement agencies will provide a Firm-Fixed Fee amount based on its cost of providing the requested services. Because the RFS Process is a competitive process, the Firm-Fixed Fee will remain the same throughout the term of the Service Requisition. See RFSQ, Appendix B, Request for Service (RFS) Process, Sections B, C, and F.

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

Question 8: **Since Exhibit 11 is to be submitted in Excel, should one PDF file (with everything except Exhibit 11) and one Excel file (Exhibit 11 only) be submitted as part of the same email for an electronic submission?**

Answer: Yes, one PDF file (with everything except Exhibit 11, Community Business Enterprise (CBE) Information) and one Excel file (Exhibit 11 only) should be submitted as part of the same email if the file size permits it. In the body of the email, specify what attachments are included. Refer to RFSQ, Paragraph 8.5.1, Electronic Submission.

Question 9: **Are the narratives single or double-spaced?**

Answer: The narrative responses can be single spaced.

Question 10: Do we have to assign page numbers to the entire submission? Or can we identify the main sections and ensure they correspond to the Table of Contents?

Answer: Each page of the SOQ must be numbered consecutively. Refer to RFSQ, Paragraph 8.4.1, Table of Contents/Checklist.

Question 11: Would we have to submit an original SOQ for each Core Service Category we are applying for? Will there be a page max? Would we need to separate them in the binder?

Answer: No. You do not need to submit one SOQ for each Core Service Category you are applying for. You only need to submit one original SOQ and one copy, which would include all Core Service Category(ies) and Supervisorial District(s) for which your agency is applying. Refer to RFSQ, Subsection 8.4, Preparation and Format of the SOQ, and RFSQ, Paragraph 8.5.2, Hardcopy Submission. The page limits are indicated in RFSQ, Subparagraphs 8.4.2.1, Exhibits 1-7, and 8.4.3.1 Exhibits 8-14. The SOQ does not need to be separated by Core Service Category. Narrative responses in Exhibit 4, Proposer's Background and Experience, and Exhibit 5, Proposer's Plan to Provide Core Services, should address all core service categories for which an agency is applying.

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

Question 12: Would County employees from any department, including DPSS, be eligible to serve as references, provided they are familiar with the Proposer's job performance and the substantially similar scope of work completed within the last five years?

Answer: Yes, Proposers may provide County employees from any department, including DPSS, as references. However, references cannot be the Director of the Department or the Department's Executive Staff. Please refer to RFSQ, Subsection 8.3, Preparation and Format of the SOQ, Subparagraph 8.4.2.1, Exhibit 6.

Question 13: We are having difficulty distinguishing the difference between Exhibits 6 and 7. Can you please clarify?

Answer: In Exhibit 6, List of References, the Proposer must provide a list of references that are familiar with the job performance and scope of work completed by the Proposer. The County may contact these references to verify the Proposer's qualifications, accountability, and fitness. In Exhibit 7, List of Public Entities, the Proposer must list any contracts that

they have had with a public entity within the last three years where the same or similar scope of services was provided. A public entity includes but is not limited to, County Departments, schools, cities, etc. Refer to RFSQ, Subparagraph 8.4.2.1, Exhibit 6, List of References, and Exhibit 7, List of Public Entities.

Question 14: **RFSQ, Subparagraph 8.4.2.2, page 23, Attachment 1: Copy of the Proposer’s governing body (e.g., Board of Directors) meeting or resolution minutes, granting authority to submit the SOQ specifying the Core Service Category(ies), Supervisorial District(s), and identifying the person who can execute the Master Agreement and sign the SOQ.**

Can we use an existing, generic board resolution to satisfy requirement or does resolution need to be specific for SOQ?

Answer: Proposers cannot submit an existing, generic resolution. The board resolution must be specific to the CSBG Statement of Qualifications (SOQ). As required in the RFSQ, Proposers’ must submit a copy of the Proposers’ governing body meeting or resolution minutes, granting authority to submit the Statement of Qualifications specifying the core service category(ies), Supervisorial District(s), and must identify the person who can execute the Master Agreement and sign the SOQ.

Question 15: **Page 22, Section 8.4.2.1 (Exhibit 4) of the RFSQ states: “Provide relevant background information to demonstrate that the Proposer meets the minimum mandatory requirements stated in Section 4.0 of this RFSQ and has the required experience.” Could you clarify what would be considered relevant background information in this context? Additionally, if we submit existing contracts to demonstrate experience, can we include only the cover page (showing contract details) and the signature page (confirming execution) to minimize file size, or is it necessary to provide the entire contract?**

Answer: Exhibit 4, Proposer’s Background and Experience, contains questions agencies need to answer and specific information that needs to be included by the Proposer to demonstrate they meet the minimum mandatory requirements and have the required experience. Any additional documentation that is required will be noted in the question. We recommend that Proposers review RFSQ, Appendix D, Exhibit 4 Proposer’s Background and Experience, and Exhibit 5, Proposer’s Plan to Provide Core Services, and the questions that are outlined in the Exhibits for specific requirements. The Proposer does not need to submit copies of existing contracts under Exhibit 4 to demonstrate that they have the required experience.

Question 16: Under Exhibit 4, Question 4, what kind of additional documentation demonstrating the Proposer's qualifications is accepted or preferred? For the additional documentation referred to in Exhibit 4, Question #4, do we refer to the charts on pages 36, 37, 38, etc.?

Answer: Please refer to the RFSQ, Subsection 4.12, Category-Specific Minimum Mandatory Requirements, and the Core Service Category Matrix that is in RFSQ, Appendix A, Sample Statement of Work, Section 2.0, Core Service Categories and Subservices, which outline what the Core Specific Minimum Qualifications are. The matrix is on pages 36 through 43 of the RFSQ.

Question 17: Our agency is an SE, not a CBE. Do we need to submit the CBE or is the SE ok?

Answer: Proposers must submit Exhibit 11, Community Business Enterprise (CBE) Information, regardless of the agency's status as a Social Enterprise (SE). If your agency is qualified for a preference, you would indicate which preference your agency is requesting in Exhibit 9, Request for Preference Consideration.

Question 18: On Exhibit 12, Contribution and Agent Declaration Form, the instructions for paragraph 6 ask us to identify "compensated officers." Our Chief Financial Officer is compensated but is not on payroll. Should he be identified in this section?

Answer: If the individual is paid for their work or service, whether on payroll or not, they would be considered a compensated officer.

Question 19: We have annual audits that are done. They can range from about 25-30 pages. You mentioned you want the financial statements included for three years. Do you want the entire audit included for all three years, or do you just want the financial statements within the audit?

Answer: If you have audited financial statements, include the entire audit report. Refer to RFSQ, Subparagraph 8.4.3.2, Attachment 9.

E. STATEMENT OF QUALIFICATIONS SUBMISSION

Question 20: Would it be acceptable to use compressed files (e.g., ZIP files) to stay within the 80 MB limit, or should Proposers strictly split the SOQ into multiple emails without compressing the attachments?

Answer: Proposers may choose to either submit compressed files or to split their SOQ into multiple emails without compression. However, please note the maximum size for the whole email, including attachments, is 80 MB. If the body of the email contains logos, pictures, or other media, their size must be estimated and factored into the file limit as well. This limit applies regardless of the type of attachment.

Question 21: The Statement of Qualifications (SOQ) is due on December 19, 2024 by noon. Is this the deadline for the entire proposal to be submitted with all exhibits and attachments?

Answer: Yes, a complete SOQ, including all exhibits and attachments, must be submitted and received by December 19, 2024, 12:00 P.M. (Pacific Time), in order to be considered for Calendar Year 2026 funding. SOQs may be accepted after the deadline for future consideration, if funding is available. Please refer to RFSQ, Subsection 8.5, SOQ Submission.

Question 22: For Hardcopy submissions, do they need to be postmarked by or delivered by 12/19?

Answer: All submissions must be received and accessible by the County by December 19, 2024, 12:00 P.M. (Pacific Time). Refer to RFSQ, Subsection 8.5, SOQ Submission.

Question 23: Will we need to box up the SOQ like before?

Answer: For hardcopy submissions, the original SOQ and one copy must be sealed in an envelope or box, and labeled as outlined in RFSQ, Paragraph 8.5.2, Hardcopy Submission.

F. SAMPLE STATEMENT OF WORK

Question 24: Aside from the requirements for Domestic Violence Services, are there any specific certifications or licenses required for offering STI/HIV prevention counseling, substance abuse counseling, parenting classes, or other similar services?

Answer: No, there are no specific certifications or licenses required for STI/HIV prevention counseling, substance abuse counseling, parenting classes, or other similar services under the Child and Family Development Core Service Category. See RFSQ, Subsection 4.12, Category-Specific Minimum Mandatory Requirements.

Question 25: RFSQ, Subsection 3.1, states, “This RFSQ seeks qualified agencies to provide services to residents of the County of Los Angeles Community Action Agency, which 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.”

Our agency’s administrative office is located in Long Beach; however, our program services are conducted at our Emergency and Transitional Shelter facilities in Lakewood (located within the Los Angeles Community Action Agency) and 85% of our clients reside within the Los Angeles Community Action Agency (with the remainder residing in Long Beach, Orange County, or other regions of California). Is our agency eligible to provide services under CSBG and submit a SOQ package?

Answer: Yes, an agency may be eligible to provide services under CSBG if its service sites are located within the Supervisorial District for which it is applying, and services are provided to participants who reside in the Los Angeles County Community Action Agency service area. Please refer to RFSQ, Appendix A, Sample Statement of Work, Section 3.0, County of Los Angeles Community Action Agency Service Area; RFSQ, Appendix A, Sample Statement of Work, Subsection 4.2, Residence Eligibility Requirement; and RFSQ, Appendix A, Sample Statement of Work, Subsection 8.1, Facilities and Service Sites.

Question 26: Are proposers required to have an office in the Supervisorial District they are proposing to offer services in?

Answer: An agency must have a presence in the Supervisorial District. Refer to RFSQ, Section 4.0, Minimum Mandatory Requirements, for specific requirements. Additionally, RFSQ, Appendix A, Sample Statement of Work, Subsection 8.1, Facilities and Service Sites, states that the Contractor must 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.

Question 27: If our agency is based outside an eligible city but provides services in and to residents in an eligible city, is that acceptable?

Answer: Yes, your agency may be eligible to provide CSBG services. The client must reside within the Los Angeles County Community Action Agency service area. Eligibility is tied to the client.

Question 28: If awarded to become a partner, what is the minimum amount of people we need to serve to be effective?

Answer: There is no minimum amount of people an agency needs to serve. The agency will need to identify how many people they can serve with the amount of funding the agency is awarded.

Question 29: If we have been granted an exemption in writing for a current Master Agreement to receive more than 10% Self-Declarations of Income and Residency, does this count for the requirement of having prior approval listed in Appendix A, Sample Statement of Work, Subsection 4.3 of the Eligibility Requirements, which states "other documentation used for verification of income or residence must have prior written approval from the County Contract Administrator"? Do we need to seek County approval for this exemption from the County Contract Administrator in advance of being awarded a new master agreement?

Answer: Appendix A, Sample Statement of Work, Subsection 4.3 does not refer to the self-declaration form. Any documentation to verify income or residence that is not included in Paragraphs 4.1.1, Income Verification Documents, or 4.2.1, Residence Verification Documents, must be approved by the County Contract Administrator (CAA) before it can be used as verification. Additionally, any exemption or waiver that your agency has been granted under the current Master Agreement would not apply for 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. Approvals of waivers are at the County's discretion.

Question 30: Do the income and residence eligibility requirements apply to victims of domestic violence?

Answer: Yes, the income and residence eligibility requirements apply to victims of domestic violence.

Question 31: Regarding income eligibility, do we have to reverify participants or is it a one-time verification over the course of a contract?

Answer: Contractor must complete a new intake form and obtain updated verification of residence and income for all participants at least annually beginning with each Calendar Year, whenever a participant begins a new service, or after a lapse in service.

Question 32: Appendix A, Sample Statement of Work, Paragraph 6.1.3, Have passed a criminal background check as indicated in Sample Master Agreement, Section 7.5, Background and Security Investigations (See Appendix C).

Paragraph as written would require criminal background checks for Contract Manager and designated alternate prior to contract award. Please confirm.

Answer: No. The Contract Manager and designated alternate must pass a background check in the event that the Proposer is awarded a Master Agreement and Service Requisition, and prior to beginning work under the Master Agreement. See RFSQ, Appendix A, Sample Statement of Work, Section 6.0, Contractor's Personnel, and RFSQ, Appendix C, Sample Master Agreement, Paragraph 7.5.1.

Question 33: Is the annual ADA Title II training a new requirement? Can you briefly describe the training -- how many hours, is it on-demand or available only at specific scheduled times, in-person or virtual, etc.? Where is the ADA Title II mentioned in the RSFQ?

Answer: The ADA Title II training is not a new requirement. The ADA Title II Training is an annual online training and is 41 minutes long. The Contractor must coordinate the training with the County Contract Administrator. ADA Title II training is referenced in RFSQ, Appendix A, Sample Statement of Work, Subsection 7.1, Training, and RFSQ, Appendix C, Sample Master Agreement, Paragraph 8.6.1.

Question 34: Appendix A, Sample Statement of Work, Subsection 9.1, Contractor must maintain a physical case record file for each participant who receives CSBG Services in locked drawers and cabinets at the Contractor's office. Contractor must limit access to these files to Contractor's designated staff. These files are subject to audit and must be accessible to the County upon request during any business day. The records must be kept in a folder, identifiable by the CSBG participant's name.

Are digitized copies of physical records an acceptable approach to this requirement?

Answer: Contractor must obtain prior County approval to maintain digitized copies of participant files in lieu of physical case records. All other case record requirement, such as security measures and County's accessibility shall apply to digital files.

Question 35: Can an agency apply to provide services in a correctional facility?

Answer: Yes, an agency may apply to provide services in a correctional facility.

Question 36: Under the Legal Service Core Category, would assistance from an external law firm be considered using a subcontractor?

Answer: Yes, this would be considered using a subcontractor. Proposer must have attorneys licensed to practice law in the State of California. Proposer may not use attorneys from other law firms to qualify for the Core Service Category or to provide the services they are applying for.

Question 37: What is the data entry system used for CSBG services?

Answer: It is the Contract Invoicing System (CIS). Please refer to RFSQ, Appendix C, Sample Master Agreement, Section 2.0, Definitions, Subsection 2.8.

G. SAMPLE MASTER AGREEMENT

Question 38: Appendix C, Sample Master Agreement, Subsection 7.3, Approval of Contractor's Staff, County has the absolute right to approve or disapprove all of Contractor's staff performing work hereunder and any proposed changes in Contractor's staff, including, but not limited to, Contractor's Contract Manager. Contractor must provide County with a résumé of each proposed substitute and an opportunity to interview such person prior to any staff substitution.

Paragraph as written is sweeping and would conceivably apply to the majority of weekly volunteers at our facility, who could require a County interview before being allowed to volunteer. Is the intent of the paragraph to apply to designated contract staff positions? How responsive will the County be (in terms of days) to requests for staff substitution?

Answer RFSQ Subsection 7.3 applies to Contractor staff including, but not limited to, Contractor's Contract Manager, and volunteers, that are performing work under the Master Agreement and Service Requisition and have contact with Participants. Contractors are responsible ensuring that all designated staff meet the requirements in the Master Agreement to work under CSBG, including conducting background clearance and determining eligibility for hire. However, the County has the right to approve or disapprove Contractor staff performing work hereunder and any proposed changes in the Contractor's staff. Contractor will work with County Contract Administrator during onsite monitoring reviews and if staff substitution is required. The timeframe may vary depending on the complexity.

Question 39: Appendix A, Sample Statement of Work, Paragraph 6.2.1, Contractor must ensure all Contractor personnel, including volunteers, providing Contract services: Pass a criminal background check as indicated in Sample Master Agreement,

Section 7.5, Background and Security Investigations (see Appendix C).

Paragraph as written appears to be a more stringent requirement than Sample Master Agreement Section 7.5.1, which requires background investigation for personnel in "sensitive positions." Does the County have a defined criteria for "passing" a criminal background check? The term "Contract services" is quite broad and could encompass many volunteer personnel not directly associated with Contract effort. Can Proposers make a recommendation on applicability of background investigations in its Proposer's Qualification volume based upon risk associated with each staff position and the Core Service being provided?

Answer: RFSQ, Appendix C, Sample Master Agreement, Paragraph 7.5.1, defines the criteria for the criminal background check. The 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 will not be limited to, criminal conviction information. The background check would apply to all Contractor's staff, which may include volunteers, who are in a designated sensitive position and are performing services under this Master Agreement. After obtaining the Department of Justice results, if criminal conviction history is found, an individualized assessment is conducted to determine if the conviction history is incompatible with the duties that will be performed under the Master Agreement and Service Requisitions.

A sensitive position is any position involving duties which pose a potential threat or risk to the County or to the public when performed by persons who have a conviction history incompatible with those duties. This applies to employees and volunteers who will be working under the Master Agreement and any awarded Service Requisitions.

Examples of sensitive positions include but are not limited to, all staff working in domestic violence confidential shelter locations, staff who have contact with minors, dependent adults and/or seniors, staff with access to confidential information, etc..

H. GENERAL

Question 40: Our Master Agreement expires on December 31, 2025. Should we plan to submit for this RFP?

Answer: The solicitation is a Request for Statement of Qualifications (RFSQ), not a Request for Proposal (RFP). If your agency has a current Master Agreement, it is separate and apart from this RFSQ process. Your

current Master Agreement will expire on December 31, 2025. Should your agency wish to have a CSBG Master Agreement for the term of January 1, 2026 through December 31, 2028, your agency is required to submit a Statement of Qualifications by the due date of December 19, 2024, 12:00 P.M. (Pacific Time), local time.

Question 41: RFSQ, Paragraph 7.3.3., Certified SEs may only request the preference in each of their Service Requisition Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Service Requisition Bid response and submit their SE certification letter (“Certification for Federally Funded Solicitations”) from the DCBA with their bid. Subparagraph, 8.4.3.1, Exhibit 9, Request for Preference Consideration.

Paragraph 7.3.3 states that "Certified SEs may only request preference in each of their Service Requisition Bid responses", while Paragraph 8.4.3.1 asks for Requests for Preference Consideration in Exhibit 9. If a Proposer's request for Certification as an SE is still pending at the time of SOQ, please confirm the Proposer would have the opportunity to make preference request in their Service Requisition Bid response.

Answer: Yes. If a vendor's request for Certification as a Social Enterprise (SE) is still pending at the time of SOQ submission, the Proposer/bidder would still have the opportunity to request the preference in its Request for Service bid response. The same would apply to the Disabled Veteran Business Enterprise (DVBE) Preference.

Question 42: In Section 1.0, Solicitation Information and Minimum Mandatory Requirements, there is a Solicitation Requirements Review (SRR) Request due on October 24, 2024. What exactly is this?

Answer: The SRR is a request submitted by an agency for the Department to review the requirements of the solicitation on the basis that either a) application of the Minimum Mandatory Requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or b) due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposer. Please refer to RFSQ, Subsection 10.1, Solicitation Requirements Review.

Question 43: Will you confirm that the October 24, 2024, deadline posted for SRRs applies only to candidates who wish to be considered for this

RFSQ and had previously applied for CSBG funding but were not selected for recommendation of a Master Agreement? Who is supposed to have submitted the SRR? We currently have an active Master Agreement and SR but want to make sure we are not missing one of the first deadlines posted in the RFSQ. Does missing this deadline disqualify my agency from applying, or may we still apply?

Answer: The SRR is only for agencies who wish to contest a requirement of the RFSQ. The SRR is not a mandatory form to submit and does not impact your agency's ability to submit an SOQ. Please refer to RFSQ, Subsection 10.1, Solicitation Requirements Review.

Question 44: Written questions are due on October 21, 2024. Does this pertain to the Solicitation Requirements Review (SRR) Request? If not, what questions? Please clarify.

Answer: The written questions refer to any questions an agency may have about the RFSQ. All questions will be compiled with the appropriate answers and issued as an addendum to the RFSQ. Please refer to RFSQ, Subsection 8.2, Proposers' Questions.

Question 45: Are organizations selected to be on the Master Agreement required to set up a CAB?

Answer: No, Master Agreement agencies are not required to set up a CAB. The CAB is handled by the Department's CSBG Program.

Question 46: How does the core service for seniors offered by the CSBG Program differ from LA County's AD SSP program?

Answer: We are not familiar with the AD's SSP Program. Information about the CSBG Program and services offered under the program are outlined in the RFSQ.

Question 47: Does applying for this opportunity qualify us for any other types of funds?

Answer: This solicitation is exclusively for the CSBG Program Services. If an agency is interested in applying for other County contracts, then they need to apply for those County contracts separately.

Question 48: Will we get this presentation?

Answer: No. The PowerPoint presentation will not be released as the content is available in the RFSQ.

Question 49: Will the Proposer's Conference for the CSBG RFSQ be recorded?

Answer: The Proposer's Conference was audio recorded for internal use only. The recording will not be released.

Question 50: Will a list of grantees be provided from previous CSBG funding years?

Answer: No. A list of grantees from previous CSBG funding years can be requested via a Public Records Act Request.

Question 51: How much total funding will the State receive for CSBG?

Answer: The State receives funding from the federal government. The amount is discretionary, and there is no set amount.

Question 52: If we have more questions after today, can we ask them via the email listed?

Answer: No, additional questions may not be submitted. Per RFSQ Section 1.0, Solicitation Information and Minimum Mandatory Requirements, the deadline to submit written questions was October 21, 2024. All written questions submitted by the deadline or anything that was submitted at the Proposer's Conference will be compiled with the appropriate answers, and issued as an addendum to the RFSQ. See RFSQ Subsection 8.2, Proposers' Questions.

Question 53: What is the average number of SOQs submitted per this grant period and what's the percentage of those submissions that are approved?

Answer: There is no average number of SOQs submitted as the last RFSQ was open continuous, and the number of submissions varies. During the initial submission period for the last RFSQ, we were able to award a little over 50 Master Agreements, but this number can vary. Even if an agency misses the December 19, 2024 deadline, an agency can still apply for future consideration.

Question 54: Is there another working adobe document for the Required Forms that allows us to click and type (fillable pdf)?

Answer: At this time, a fillable "pdf" will not be made available. The Microsoft Word version of the Required Forms that need to be submitted with your Statement of Qualifications are available on the "Los Angeles County Solicitations" website and our DPSS website at:

<http://camisvr.co.la.ca.us/lacobids/>

and

<https://dpss.lacounty.gov/en/business/contracts.html>

We recommend that you visit the “Los Angeles County Solicitations” website and the DPSS website to access the file labeled as “Appendix D – Required Forms”.

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Addendum One

PART TWO

TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR COMMUNITY SERVICES BLOCK GRANT PROGRAM SERVICES
RFSQ #CSBG24-01

Addendum One to the Request for Statement of Qualifications #CSBG24-01 will cause the following revisions.

1. RFSQ, Section 1.0, SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS, is revised as follows (Revisions in red font).

1.0 SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS

RFSQ Release Date on or about	October 10, 2024
Solicitation Requirements Review (SRR) Request Due (not mandatory)	October 24, 2024
Written Questions Due	October 21, 2024
Optional Proposer's Conference (hybrid)	October 28, 2024
Questions and Answers Released via Addendum on or about	November 26, 2024
SOQ's Due	December 19, 2024, 12:00 P.M. (Pacific Time)
Anticipated Master Agreement Term	January 1, 2026 through December 31, 2028, with two additional one-year option periods. Option periods will be exercised at Department's sole discretion.
Minimum Mandatory Requirements (MMRs)	See Section 4 of RFSQ
RFSQ Contact	Lily Ventura, Administrative Services, Manager I, via email: CSBGRFSQ2024@dpss.lacounty.gov

2. RFSQ, Subsection 6.3, Mandatory Requirement to Register on County's WebVen, is revised as follows (Revisions in red font).

6.3 Mandatory Requirement to Register on County's WebVen

Prior to **submitting a SOQ**, all potential Contractors must register in the County's WebVen. The WebVen contains the Proposer's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>.

Proposers are encouraged to register using Commodity Code No. 95243. Commodity Code No. 95243 consist of: (a) Code No. 952 assigned to Human Services; and (b) Sub-Code No. 43 assigned to Family and Social Services to receive updates about the RFSQ.

Proposers are required to provide their WebVen registration number in the Statement of Qualifications. (See Appendix D, Required Forms, Exhibit 2).

3. RFSQ, Paragraph 8.5.2, Hardcopy Submission, is revised as follows (Revisions in red font).

8.5.2 Hardcopy Submission

The original SOQ and one (1) copy must be submitted in a **total of two separate** three-ring binders, sealed in an envelope or box, with the name and address of the Proposer and reference the solicitation as follows:

“SOQ FOR CSBG PROGRAM SERVICES (RFSQ#CSBG24-01)”

The SOQ must be delivered or mailed to:

Department of Public Social Services
Contract Development Division
12900 Crossroads Pkwy. **South**, 2nd floor
City of Industry, CA 91746
Attention: Lily Ventura, Administrative Services Manager I

4. RFSQ, Subsection 8.7, SOQ Withdrawals, is revised as follows (Revisions in red font).

8.7 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:

Attention: Enedelia Ornelas-Torres, Administrative Services Manager II
Department of Public Social Services
Contract Development Division
12900 Crossroads Pkwy. South, 2nd Floor
City of Industry, CA 91746

5. RFSQ, Appendix A, Sample Statement of Work, Section 9.0, RECORD KEEPING, is revised as follows (Revisions in red font).

9.0 RECORD KEEPING

9.1 Participant Records/Files

Contractor must maintain a physical case record file for each participant who receives CSBG Services in locked drawers and cabinets at the Contractor's office. Contractor must limit access to these files to Contractor's designated staff. These files are subject to audit and must be accessible to the County upon request during any business day. The records must be kept in a folder, identifiable by the CSBG participant's name. These records must include, but are not limited to, the following:

- a. Participant's Name;
- b. Primary Language;
- c. Birth date;
- d. Residence Address;
- e. Residence Phone Number;
- f. Message Number;
- g. Intake Form signed and dated by Participant/Legal Guardian and Staff;
- h. Case notes including time, date, and type of service with signature of staff;
- i. Service unit tracking logs;
- j. Documentation of outcomes achieved by participant and supporting documentation;
- k. Date of termination, discharge, or completion of service;
- l. Verification of income and residence; and
- m. Printout of each address search validated on the Los Angeles County Registrar-Recorder/County Clerk website.

- 9.2** Contractor must complete a new intake form and obtain updated verification of residence and income for all participants at least annually beginning with each Calendar Year, whenever a participant begins a new service, or after a lapse in service.

9.3 Contractor must maintain all records at a central facility for five (5) years after the termination of this Service Requisition or five (5) years after the conclusion of any audits that started during Service Requisition period, whichever is later.

9.4 Confidentiality of Records

9.4.1 Contractor staff, including volunteers, must maintain the confidentiality of CSBG participant records and sign the Confidentiality Agreements.

9.4.2 Contractor must maintain the confidentiality of its employees' and volunteers' records, including the Employee Confidentiality Agreement, by maintaining files in locked drawers and cabinets at the Contractor's headquarters. The Contractor must limit access to these files to Contractor's designated staff. These files are subject to audit and must be accessible to the County upon request during any business day.

9.5 Contractor must obtain prior written approval from the County Contract Administrator to maintain electronic copies of participant files in lieu of physical case records. All electronic records of participant files must meet Record Keeping requirements set forth in Section 9.0 in the Service Requisition.