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November 9, 2021

**ADDENDUM THREE
TO THE REQUEST FOR PROPOSALS
FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES
RFP CMD #21-01**

This is Addendum Three to the Refugee Employment and Acculturation Services (REAS) Request for Proposals (RFP CMD #20-02), which was released on August 23, 2021.

Part I of the addendum contains portions of the RFP that have been revised. Part II of this Addendum contains answers to the questions that were submitted prior to and at the Proposer's conferences held on September 9, 2021 and October 18, 2021.

The information contained in this Addendum Three supersedes any related information previously provided.

The Addendum will be posted on the following websites:

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

and

<https://doingbusiness.lacounty.gov/>

Proposals are due on and must be received by DPSS no later than 12:00 P.M. local time, December 20, 2021. **No late proposals will be accepted.**

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

"To Enrich Lives Through Effective And Caring Service"

ADDENDUM THREE

PART I

TO THE REQUEST FOR PROPOSALS REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES RFP CMD #21-01

Addendum Three to the Request for Proposals CMD #21-01 shall cause the following revisions. **Double strikethroughs signify deletions and underline font signify additions.**

1. Table of Content, Required Forms has been revised to read as follows:

D Required Forms: Forms that must be completed and included in the proposal.

- D-1 Proposer's Organization Questionnaire/Affidavit and CBE Information
- D-2 Prospective Contractor References
- D-3 Prospective Contractor List of Contracts
- D-4 Prospective Contractor List of Terminated Contracts
- D-5 Certification of No Conflict of Interest
- D-6 Familiarity with the County Lobbyist Ordinance Certification
- D-7 Request for Preference Consideration
- D-8 Proposer's EEO Certification
- D-9 Attestation of Willingness to Consider GAIN/GROW/REAS Participants
- D-10 Contractor Employee Jury Service Program Certification Form and Application for Exception
- D-11 Pricing Sheet
- D-12 Certification of Independent Price Determination & Acknowledgement of RFP Restrictions
- D-13 ~~(Intentionally Omitted)~~ Budget Sheets and Budget Narrative
- D-14 (Intentionally Omitted)
- D-15 Charitable Contribution Certification
- D-16 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- D-17 Zero Tolerance Policy on Human Trafficking Certification
- D-18 Compliance with Fair Chance Employment Hiring Practices Certification
- D-19 Five-Year Revenue Disclosure Summary

2. Section 7.0, Proposal Submission Requirements, Subsection 7.9, Business Proposal Format, Paragraph 7.9.10 has been revised to read as follows:

7.9.10.1. **Approach to the Statement of Work (Proposal Section C.1) – Limit to ten (10) pages.** The Proposer shall describe its proposed plan for the provision of REAS services. Describe the Proposer's understanding of the scope of services and how the operational goals included in Appendix A, Statement of Work, will be met. In addition, explain how the Performance Standards included in Appendix A, Statement of Work, Subsection 9.3, the Performance Requirements Summary (PRS) Chart and Appendix B, Technical Exhibits B-20 and B-21, will be met. Specifically, Proposer shall, at a minimum, explain their understanding of the following and its general plan of approach in addressing the County's needs:

1. The proposed plan for operating the CalWORKs, RCA, GR, CalFresh or non-aided Refugees Program flow. (See Appendix A, Statement of Work, Section 6.0)
2. The proposed plan to providing REAS services (See Appendix A, Statement of Work, Section 6.0)
3. The proposed plan to providing in Family Stabilization services (See Appendix A, Statement of Work, Section 6.0)
- ~~4. The proposed plan to providing SB 1041 (CalWORKs) services. (See Appendix A, Statement of Work, Section 6.0)~~
- ~~5~~4. The proposed plan to providing Services to Older Refugees (SOR) services. (See Appendix A, Statement of Work, Section 9.0)
- ~~6~~5. The proposed plan for administering resources to overcome barriers to employment.
- ~~7~~6. The proposed plan for meeting general administrative tasks associated with operating the Refugee Employment and Acculturation Services program.

3. Section 7.0, Proposal Submission Requirements, Subsection 7.9, Business Proposal Format, Paragraph 7.9.11 has been revised to read as follows:

7.9.11 Proposer's Staffing Plan (Proposal Section D)

Proposer must submit a staffing plan that is comprised of full-time employees, unless the Contractor can demonstrate to the County the

necessity of part-time staff. If a staffing plan contains part-time employees, Contractor must submit written justification for the use of part-time staff.

The Proposer must provide a detailed staffing plan that will ensure full compliance with the Contract's requirements and the Proposer's stated methodology of providing employment services. The plan must be supported by and consistent with the Proposer's Budgeted Costs (See Appendix D, Required Forms, Exhibit D-13 ~~and Exhibit D-14~~, and in RFP Subsection 7.10, Cost Proposal Format). In submitting a proposal, Proposers are asked to specifically address the manner in which they will ensure staffing needs are met for delivery of service as prescribed in the Appendix A, Statement of Work.

4. Subsection 7.9, Business Proposal Format, Paragraph 7.9.11.1 has been revised to read as follows:

7.9.11.1 Qualifications of Staff (Proposal Section D.1) – Limit to Fifteen (15) Pages including resumes.

1. The Proposer must identify and provide a resume for the **Contract Manager** who will be responsible for addressing staffing required service changes and monitoring this Contract. The Contract Manager will act as a liaison with DPSS and will be responsible for the overall management and coordination of this Contract. The Contract Manager's resume and all resumes noted below will include, at minimum, the following:
 - a. The current position and years with the firm.
 - b. The academic background, covering all education at the high school level and above, including the name of the institution(s) and dates of attendance.
 - c. The experience background, including the number of years of experience, position titles, and functions, while gaining experience in the provision of services to be delivered under the Contract.
 - d. The current business licenses, certifications or permits of personnel who will manage the Case Management Operations.
 - e. Three relevant client references, including the contact person's name, current telephone ~~and facsimile~~ numbers, and email.

5. Section 7.0, Proposal Submission Requirements, Subsection 7.9, Business Proposal Format, Paragraph 7.9.14 has been revised to read as follows:

7.9.14 Business Proposal Required Forms (Section G)

Proposal shall include all completed, signed, and dated forms identified in Appendix D (Required Forms).

Exhibit D-1	Proposer's Organization Questionnaire/Affidavit
Exhibit D-1a	Community Business Enterprise (CBE) Information
Exhibit D-2	Prospective Contractor Reference
Exhibit D-3	Prospective Contractor List of Contracts
Exhibit D-4	Prospective Contractor List of Terminated Contracts
Exhibit D-5	Certification of No Conflict of Interest
Exhibit D-6	Familiarity with the County Lobbyist Ordinance Certification
Exhibit D-7	Request for Preference Program Consideration
Exhibit D-8	Proposer's EEO Certification
Exhibit D-9	Attestation of Willingness to Consider GAIN/GROW/REAS Participants
Exhibit D-10	Contractor Employee Jury Service Program Certification Form and Application for Exception
Exhibit D-11 & D-12	(Pricing Sheet and Certification of Independent Price Determination and Acknowledgement of RFP Restrictions)
Exhibit D-13	Budget Sheets and Budget Narrative
Exhibit D-15	Charitable Contribution Certification
Exhibit D-16	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
Exhibit D-17	Zero Tolerance Policy on Human Trafficking
Exhibit D-18	Compliance with Fair Chance Employment Hiring Practices Certification
Exhibit D-19	Five-Year Revenue Disclosure Summary
Exhibit D-20	Contractors Certification of Office Locations

6. Section 7.0, Proposal Submission Requirements, Subsection 7.10, Cost Proposal Format, Paragraphs 7.10.4 and 7.10.5 have been revised to read as follows:

7.10.4 Bid prices must be firm and fixed for the term of the Contract. Proposers shall use the format found in Appendix D, Required Forms, Exhibit D-11, Required Pricing Sheet, and Exhibit D-13, Budget Sheets and Budget

~~Narrative, and Exhibit D-14, Employee Monthly Benefits Sheet.~~ Separate Budget Sheets, Form D-13 shall be submitted for REAS Case Management Services, Family Stabilization, and CalWORKs SB1041. Budgets for SOR will be submitted prior to Contract execution by the proposer who is awarded the Contract.

7.10.5 The content and sequence of the proposal must be as follows:

7.10.5.1 Cover Page

The cover may be hard or soft and shall, at a minimum, identify the document as a proposal stating the exact name of the RFP, RFP Number, proposal submission date, and the Proposer's name. It must also be labeled as "Original" on the cover page. Copies must be labeled on the cover page as "Copy 1 of 5," "Copy 2 of 5," etc., as appropriate.

7.10.5.2 Exhibit D-11 (Pricing Sheet) in Appendix D (Required Forms)

The Required Bid Sheet can be found in Appendix D, Required Forms, Exhibit D-11.

7.10.5.3 Exhibit D-12 (Certification of Independent Price Determination and Acknowledgement of RFP Restrictions) in Appendix D (Required Forms)

The Certification of Independent Price Determination and Acknowledgement of RFP Restrictions sheet can be found in Appendix D, Required Form, Exhibit D-12. The Certification of Independent Price Determination sheet must be completed and submitted in this section of the Cost Proposal.

7.10.5.4 Exhibit D-13 (Budget Sheets and Budget Narrative) in Appendix D (Required Forms)

The required Budget Sheets and Budget Narrative can be found in Appendix D, Required Forms, Form D-13. All proposals must have a narrative attached to each budget sheet listed in RFP Paragraph 7.10.4 of this RFP, providing a thorough and clear explanation of all projected line-item budget costs. The narrative must follow the same sequence as the line item budgets, and include an explanation of the method of allocating costs for any joint or shared budget item. This includes, but is not limited to, an explanation of what staffing ratios were used in determining the number of Full-Time Equivalent (FTEs) the Proposer believes would be best in providing this RFP's services. At County's sole discretion, budget narrative may be made a part of the Contract with the selected Proposer.

7. RFP, Appendix A, Statement of Work, Section 5.0, Eligible REP Participants, Subsection 5.2, Hours of Participation, has been revised to read as follows:

5.2 Hours of Participation

5.2.1 CalWORKs

CalWORKs participants are subject to participate in WtW activities for 20/30/35 hours a week per CalWORKs Minimum Participation ~~Senate Bill (SB) 1044~~ regulations, unless they have good cause to participate in less hours or are exempt.

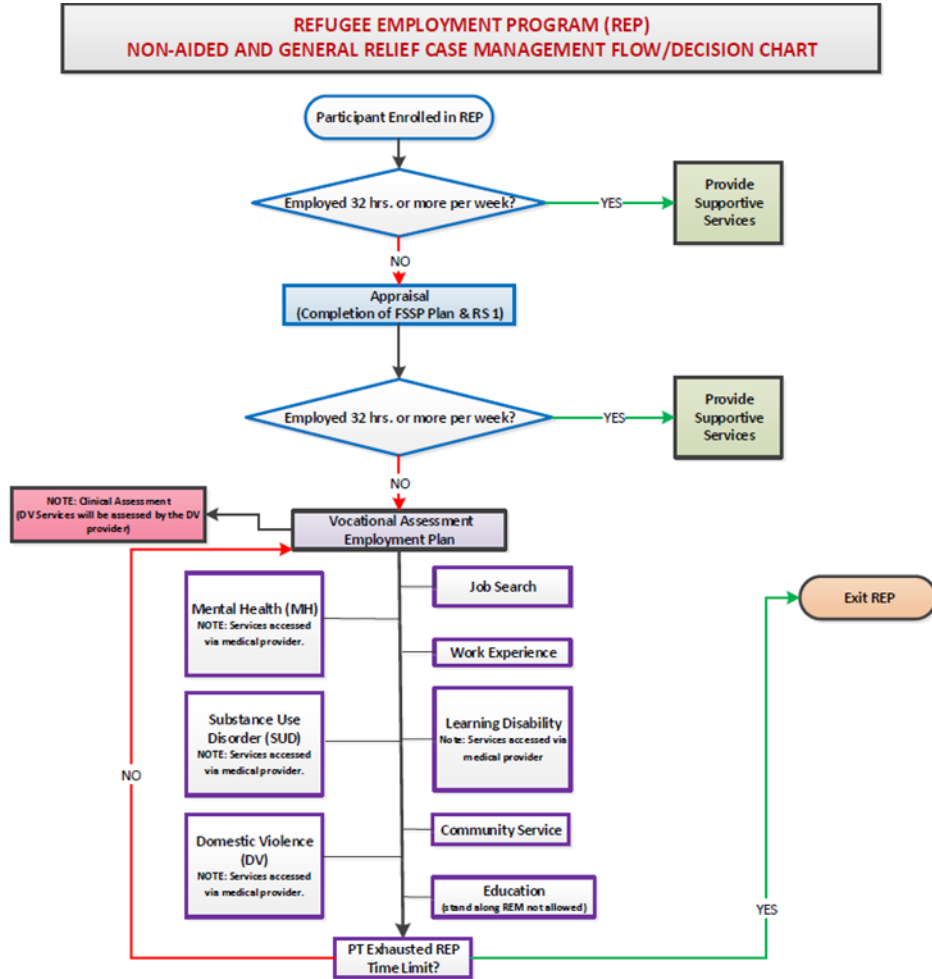
~~All CalWORKs participants will be determined to be meeting their required number of hours, including core hourly participation rates, based on current SB 1044 regulations.~~

5.2.1.1 Single parents, if there is no child under the age of six (6) in the household: Required to participate 30 hours per week.

5.2.1.2 Single parents with a child under age six (6): Required to participate 20 hours per week.

5.2.1.3 Two-parent assistance units: Required to participate 35 hours per week. Both parents may contribute toward the 35-hour work requirement.

8. RFP, Appendix A, Statement of Work, Technical Exhibit B-24, Page 3 of 3, has been revised to read as indicated on the attached Exhibit B-24.
9. RFP, Appendix C, Sample Contract, Exhibit AA-3, Monthly Invoice – Refugee Employment Acculturation Services Program (REAS) Family Stabilization Program, has been revised to read as indicated on the attached Exhibit AA-3
10. RFP, Appendix D, Required Forms, Exhibit D-11, Pricing Sheet, has been revised to read as indicated on the attached updated Exhibit D-11.
11. RFP, Appendix D, Required Forms, Exhibit D-13, Budget Sheets and Budget Narrative, has been added to read as indicated on the attached updated Exhibit D-13.



MONTHLY INVOICE
REFUGEE EMPLOYMENT ACCULTURATION SERVICES PROGRAM (REAS)
FAMILY STABILIZATION (FS) PROGRAM
INVOICE

I. Current Billing Month and Year:				Invoice Date:	
Contractor's Social Security or Taxpayer No.:				Contract No.:	
Contractor's Name:				Telephone No.:	
Contractor's Address				Flat Monthly Fee:	FS
II. Payment requested for Service Month of:					
				FS	
III. Participants served during the Service Month					
A. Number of active participants at the end of the service month.				=	
B. Number of active participants newly enrolled during the service month.				+	
C. Total number of participants served this month. (A+B)				=	
D. Invoice amount (Flat Monthly Fee)					
IV. Invoiced Amount Requested (D)					
A. Performance Penalty Deduction (if applicable)				-	
B. Amount Requested for Payment:				=	
CONTRACTOR'S AUTHORIZING SIGNATURE				DATE	
COUNTY CONTRACT ADMINISTRATOR'S APPROVAL				DATE	

**REQUIRED FORMS - EXHIBIT D-11
PRICING SHEET
FORM OF BID TO BE SUBMITTED BY PROPOSER**

The undersigned offers to furnish all personnel and materials for the provision of REAS. Said work shall be done for the period prescribed and in the manner set forth in RFP, Appendix A, Statement of Work and based on projected caseloads provided in Appendix B, Technical Exhibit B 23, Caseload Demographics. The projected caseloads are subject to change and do not constitute a guarantee of any number of participants to be served throughout the County.

I agree to provide comprehensive REAS case management services for refugees in Los Angeles County. The following prices being bid are firm and fixed for the term of the Contract:

REAS Component	Monthly Firm Fixed-Fee
REAS Case Management	\$
Family Stabilization	\$
Monthly Total	\$

The County will provide the monthly firm fixed rate per participant for SOR.

THIS BID SHALL REMAIN A FIRM OFFER FOR 365 DAYS FOLLOWING THE LAST DAY TO SUBMIT PROPOSALS.

_____ Date _____
Signature of Authorized Agent

Typed Name of Authorized Agent

Firm Name

Firm Address

**REQUIRED FORMS - EXHIBIT D-13
BUDGET SHEETS AND BUDGET NARRATIVE
SAMPLE BUDGET SHEET FOR _____ SERVICES**

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate	Monthly Salary
Employee Classification	_____	\$ _____	\$ _____
Employee Classification	_____	\$ _____	\$ _____
Employee Classification	_____	\$ _____	\$ _____
Others (Please continue to list)			
Total Salaries and Wages			\$ _____

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	_____	\$ _____
Dental Insurance	_____	\$ _____
Life Insurance	_____	\$ _____
Other (list)	_____	\$ _____
Total Benefits		\$ _____

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Payroll Taxes	\$ _____

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)	\$ _____
_____	\$ _____
_____	\$ _____
Vehicles	\$ _____
Supplies	\$ _____
Services	\$ _____
Office Equipment	\$ _____
Telephone/Utilities	\$ _____
Other (please continue to list)	\$ _____
Total Insurance/Misc. S & S	\$ _____

TOTAL DIRECT COSTS \$ _____

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$ _____
Management Overhead (Specify)	\$ _____
Other (Specify)	\$ _____

TOTAL INDIRECT COSTS \$ _____

TOTAL DIRECT AND INDIRECT COST \$ _____

PROFIT (Please enter percentage: _____%) \$ _____

TOTAL MONTHLY COSTS \$ _____

(ENTER REAS COMPONENT)
BUDGET SHEET

TOTAL ANNUAL COST\$_____

		PERCENTAGE
Employment Services (ES)	\$_____	_____%
English Language Training (ELT)	\$_____	_____%
On-the-Job Training (OJT)	\$_____	_____%
Skills Training	\$_____	_____%
Case Management	\$_____	_____%
Other (Please list)	\$_____	_____%

Employment Services (ES)

- Employment services, including the development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.
- Vocational and employability assessment services, including aptitude and skills testing.
- Translation and interpreter services, when necessary in connection with employment or participation in an employability service.
- Child care for children, when necessary for participation in an employability service or for the acceptance or retention of employment.
- Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment.
- Regular and Flex Job Services

English Language Training (ELT)

English language instruction, with an emphasis on English as it relates to obtaining and retaining a job.

- Vocational English-as-a-Second Language (VESL)
- Limited English Proficiency (LEP)

On-the-Job Training (OJT)

On-the job training, when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.

- Work Experience (WEX)
- Transitional Subsidized Employment

Skills Training

Skills recertification, when such training meets the criteria for appropriate training in Sec. 400.81(b) of this part.

- Self-Initiated Program
- Vocational/Educational Training
- Remediation
- Professional Development

Case Management

...as defined in case management services means the determination of which service(s) to refer a refugee to, referral to such service(s), and tracking of the refugee's participation in such services(s).] of this part, for refugees who are considered employable under and for recipients of CalWORKs and GR who are considered employable, provided that such services are directed toward a

refugee's attainment of employment as soon as possible after arrival in the United States.

- Appraisal
- Family Appraisal
- Coordinate and authorize supportive services
- Post-Employment Career Assessment
- Employment Retention Services
- Home Visit
- Sanction Action Plan

Other

- Information and referral services
- Orientation
- Learning Disabilities Diagnosis Screening/Evaluation (LD)
- Post-Employment Services (PES)
- Post-Time Limited Services (PTL)
- Life Skills Workshops
- Clinical Assessment
- Refugee Family Support Services
- Evaluation of Records
- Mentoring (Family)
- Compliance
- Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services.
- Social adjustment services, including: (Specialized Supportive Services)
 - (1) Emergency services, as follows: Assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
 - (2) Health-related services, as follows: Information; referral to appropriate resources; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
 - (3) Home management services (Life Skills Workshops), as follows: Formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
- Child care for children, when necessary for participation in a service other than an employability service.
- Transportation, when necessary for participation in a service other than an employability service.
- Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.
- Any additional service, upon County/State submission of a request to ORR and approval of the request by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.
- Citizenship and naturalization preparation services, including English language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment to legal permanent resident status and citizenship status, assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview.
- Assistance in obtaining Employment Authorization Documents (EADs)

Note: Page 3 and 4 are not included in the budgeting for bidding process.

(ENTER REAS COMPONENT)
REQUIRED LINE-ITEM BUDGET NARRATIVE

Proposers are required to complete a budget narrative for each separate line item in their Annual Budget Sheet for each REAS service area bid on. All figures and compilations must be clearly explained.

ADDENDUM THREE

PART II

TO THE REQUEST FOR PROPOSALS FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES RFP CMD #21-01

Questions and Answers

Disclaimer: The questions below are written as received by DPSS.

Question1: **Section 1.1 of the Introduction for the above referenced RFP says "The Los Angeles County (County) Department of Public Social Services (DPSS) is issuing this Request for Proposals (RFP) to solicit proposals from public or private non-profit organizations..." By this phraseology, is it the intent of the County to solicit or prohibit proposals from for-profit organizations/corporations?**

Answer: As stated in Section 3.0, Minimum Mandatory Requirements, Subsection 3.3, the County intends to solicit proposals from public and non-profit organizations qualified to provide services in the State of California.

Question 2: **Job Club is listed as a required service. Is this a required service under the REAS contractor?**

Answer: No. As stated in Appendix A, Statement of Work (SOW), Section 6.0, Specific Activities, Subsection 6.4, Job Club, Paragraphs 6.4.1 and 6.4.2, the Job Club program is provided by the Los Angeles County Office of Education via a County-approved Job Readiness and Career Planning Services contractor. The selected REAS Contractor shall refer participants to the County-approved Job Club contractor.

Question 3: **Is there opportunity for the contractor to work with subcontractors?**

Answer: Yes. A contractor may subcontract services; however, as stated in Section 8.0, Standard Terms and Conditions, Subsection 8.40, Subcontracting, Paragraph 8.40.1, the requirements of this Contract may not be subcontracted by the contractor without the advance approval of the County. Any attempt by the contractor to subcontract without the prior consent of the County may be deemed a material breach of the Contract.

Question 4: The Services to Older Refugees (SOR) is a firm fixed fee. Is this determined by the County at a later date?

Answer: No. As stated in in Appendix A, Statement of Work (SOW), Section 2.0, Purpose-Agreement for Refugee Employment and Acculturation Services, Subsection Sample Agree: County Terms and Conditions, Paragraphs 2.4.2.3 and 2.4.2.4, For Services to Older Refugees (SOR), the County has established the Monthly Firm-Fixed Rate per participant at \$121 and will remain firm and fixed for the three-year term of the Contract for performing SOR services. The County may re-negotiate the Contract rates; to be consistent with any County or State budget reductions should they occur.

Question 5: Services under Senate Bill (SB) 1041 are expiring before the new contract begins. Is that a cost that is being required in the cost proposal?

Answer: SB 1041 will expire as of May 2022, prior to the new contract effective date. Therefore, the cost for services under SB 1041 will not be required in the cost proposal.

Question 6: Does the applicant have to provide the whole menu of services: Refugee Employment; Family Strengthening and Senior Services?

Answer: Yes. As stated in Appendix A, Statement of Work (SOW), Section 6.0, Specific Activities, and Section 9.0, Services to Older Refugees (SOR) – Tasks and Deliverables, the Contractor will provide Refugee Employment Services, Family Stabilization and Services for Older Refugees (SOR).

Question 7: Could you clarify if DPSS will select one single contractor for each of these individual service areas?

Answer: As stated in Section 2.0, Purpose-Agreement for Refugee Employment and Acculturation Services, Subsection 2.1, Purpose of the RFP, the County of Los Angeles intends to award the contract to the top qualified proposer based on the evaluation process.

Question 8: The RFP indicates that Applicants must guarantee to provide program offices with full-service delivery at offices in Glendale/Burbank, San Gabriel Valley, Torrance, West LA, and Tarzana. Could you please clarify if the applicant needs to have offices in all of the mentioned areas?

Answer: As indicated in Addendum Two, Section 3.0, Proposer's Minimum Qualifications, Subsection 3.2, Minimum Mandatory Requirements, has been revised to read as follows, "Proposer must, at the time of the contract award, have facilities where services will be provided located in/around the Glendale/Burbank area, in the San Gabriel Valley area, in the Torrance/Hawthorne/South Bay area, in the West Los Angeles area, and in the Tarzana/Van Nuys/Reseda/West Valley area, including a main business office located within the County of Los Angeles with a responsible person to maintain all administrative records related to the proposed Contract and financial reports that are required herein."

Question 9: Did the Conference for this RFP occur on September 9, 2021, and if so, are those of us who weren't able to or didn't attend prohibited from responding to this RFP?

Answer: The First Mandatory Proposers' Conference was held on September 9, 2021. However, those who were not able to or did not attend the First Mandatory Proposers' Conference could attend the Second Mandatory Proposers' Conference held as posted, on October 18, 2021. As stated in Section 7.0, Proposal Submission Requirement, Subsection 7.7, Proposers' Conference, Paragraph 7.7.2, a Proposers failure to attend the REAS Mandatory Proposers' Conference on September 9, 2021 or October 18, 2021, at 9:30 A.M. shall eliminate such Proposer(s) from further competing in the RFP process.

Question 10: If the conference referred to above did occur, may I have a copy of the list of attendees?

Answer: DPSS reserves the right to not disclose the list of attendees to the two Mandatory Proposers' Conferences.

Question 11: I have a small business and by me having a small business do I qualify?

Answer: As long as you meet the minimum qualifications listed in Section 3.0, Proposer's Minimum Qualifications, and submit a proposal as outlined in Section 7.0, Proposal Submission Requirements, your proposal may be accepted and evaluated for the REAS RFP.

Question 12: I also started a nonprofit and by me having two business will I also qualify with the two different businesses

Answer: As long as the business that is used to apply meets the minimum qualifications listed in Section 3.0, Proposer's Minimum

Qualifications, and submit a proposal for each business as outlined in Section 7.0, Proposal Submission Requirements, your proposal for that business may be accepted and evaluated for the REAS RFP.

Question 13: Appendix D, required forms: budget forms 10 and 11 are missing; do we need 12,13?

Answer: Required Forms – Exhibit D-10, Contractor Employee Jury Service Program Certification Form and Application for Exception **is present and required.**

Required Forms – Exhibit D-11, Pricing Sheet, has been revised per this Addendum and **is required.**

Required Forms – Exhibit D-12, Certification of Independent Price Determination & Acknowledgement of RFP Restrictions **is required.**

Required Forms – Exhibit D-13, Budget Sheets and Budget Narrative, has been added per this Addendum and **is required.**

Question 14: RFP page 44-45, 7.9.11.1 Qualifications of Staff (Proposal Section D.1) – Limit to Fifteen (15) Pages including resumes. 7.9.11.1-1e: The Contract Manager’s resume and all resumes noted below will include, at minimum, the following: Three relevant client references, including the contact person’s name, current telephone and facsimile numbers, and email. Question: does “client references” as noted here mean program participants who received services from the Contract Manager? Or can professional references be included instead of service recipients? Question: If someone does not have a FAX number available, can we only include phone and email and still be seen as providing the required information?

Answer: As stated in Subsection 7.9, Business Proposal Format, Paragraph 7.9.11.1, client references refers to persons the proposer has contracted with and can answer questions about business work history, skills, and abilities listed on the resume. Additionally, Subsection 7.9, Business Proposal Format, Paragraph 7.9.11.1.1e has been revised to omit the requirement of a facsimile number.

Question 15: RFP page 44, 7.9.11 Proposer’s Staffing Plan (Proposal Section D): The Proposer must provide a detailed staffing plan that will ensure full compliance with the Contract’s requirements and the Proposer’s stated methodology of providing employment services. The plan must be supported by and consistent with the Proposer’s Budgeted Costs (See Appendix D, Required

Forms, Exhibit D-13 and Exhibit D-14, and in RFP Subsection 7.10, Cost Proposal Format). 7.10.5.2 Exhibit D-11 (Pricing Sheet) in Appendix D (Required Forms) The Required Bid Sheet can be found in Appendix D, Required Forms, Exhibit D-11. Question: Exhibit D-11 is not included in the Appendix D, Required Forms, beginning on page 474. Exhibits D-12 and D-13 are intentionally omitted. Are the budget forms available somewhere else?

Answer: Please refer to the answer for Question 13 above, regarding information on Required Forms – Exhibit D-11, Required Forms – Exhibit D-12, and Required Forms – Exhibit D-13. Required Forms – Exhibit D-14 has been intentionally omitted and is not required.

Question 16: **RFP, page 488 shows this: REQUIRED FORMS - EXHIBIT D-11 PRICING SHEET. (Pricing Sheet will be unique for each solicitation.) P 490 shows this: REQUIRED FORMS - EXHIBIT D-13 & D-14 INTENTIONALLY OMITTED**

Answer: Please refer to the answer for Question 13 above, regarding information on Required Forms – Exhibit D-11 and Required Forms – Exhibit D-13. Required Forms – Exhibit D-14 has been intentionally omitted and is not required.

Question 17: **Can charts or tables embedded in the response be less than 12pt Arial?**

Answer: All requirements set forth in this RFP. Proposal should adhere to the following format: Arial 12 pt. font; 1-inch margins; single spacing; and double-sided pages.

Question 18: **Can you please clarify the statement about the telephonic signature?**

Answer: As stated in the Statement of Work (SOW), Section 3.0, Contractor Responsibilities, Subsection 3.27, Telephonic Signature, Paragraph, 3.27.1, Telephonic Signature is an electronically recording of verbal response, such as "Yes", "No", "I agree", "I do not agree" or any other clear indication of agreement or disagreement, used to certify that the information provided to submit an application or any other form is true and accurate.

Question 19: **RFP, page 77, Statement of Work, Section 3.2.2.5 states “Contractor shall comply with the Telephonic and Electronic Signature system at no additional cost”. Question: Is DPSS covering the cost of implementing and using this new system?**

Or will the contractor be expected to take on this cost without financial support from DPSS?

Answer: Currently, the County is developing the contract language for the Telephonic Signature. The County intends to provide the equipment with regard to the telephonic signatures. This consists of software, laptops and headsets for case workers performing casework. Therefore, the contract language will be amended to indicate that some equipment may be provided by the County at the County's discretion for the sole purposes of performing program tasks required under the contract. The equipment will not be allowed to be used for any function other than CalSAWs. Therefore, the language will be clear that the contractor will still need to provide their own equipment for some tasks, such as, but not limited to, email, phones, printing, Electronic Document Management System, monitors to supplement the provided laptops, etc.

Question 20: Could not find required budget pages to be submitted. Will you provide those to us?

Answer: Required Forms – Exhibit D-11, Pricing Sheet, and Required Forms – Exhibit D-13, Budget Sheets and Budget Narrative have been revised per this Addendum and **are required**.

Question 21: Will you let us know by November 18, 2021, to use our own budget format or DPSS budget format?

Answer: Required Forms – Exhibit D-11, Pricing Sheet, and Required Forms – Exhibit D-13, Budget Sheets and Budget Narrative have been revised per this Addendum and **are required**.

Question 22: Will the addendum answer questions from the Proposers' Conference on September 9, 2021?

Answer: Yes. Addendum Three provides answers to the questions received from August 23, 2021 to October 18, 2021.