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October 5, 2021

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

This is Addendum Two to the Refugee Employment and Acculturation Services (REAS) Request for Proposals (RFP CMD #21-01), which was released on August 23, 2021.

The addendum contains a portion of the RFP that have been revised.

The information contained in this Addendum Two 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, Monday, 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 TWO
TO THE REQUEST FOR PROPOSALS
FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES
RFP CMD #21-01

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

1. RFP Section 1.0, Introduction, Subsection 1.1 has been revised to read as follows:

1.1 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 interested in operating the County's Refugee Employment and Acculturation Services (REAS) program throughout Los Angeles County.

2. RFP Subsections 3.2, Minimum Mandatory Requirements, has been revised to read as follows:

3.2 ~~Proposer must have a business office located within the County of Los Angeles, at the time of the contract award, with a responsible person to maintain all administrative records related to the proposed Contract and financial reports that are required herein. This information must be documented in the Proposal Subsection B.1.3 (see RFP Section 7.9.9.1.3).~~

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. This information must be documented in the Proposal Subsection B.1.3 (see RFP Section 7.9.9.1.3).

3. RFP Subsection 3.4, Minimum Mandatory Requirements, has been revised to read as follows:

3.4 Proposer must attend ~~the~~ one of the two REAS Mandatory Proposers' Conferences, as specified in this RFP, Section 7.0, Proposal Submission Requirements, Subsection 7.7, Proposers' Conferences. Those who attend the first REAS Mandatory Proposers' Conference are not required to attend the second REAS Mandatory Proposers' Conference.

4. RFP Subsection 7.3, RFP Timetable, has been revised to read as follows:

7.3 RFP Timetable

7.3.1 The timetable for this RFP is as follows:

- Release of RFP on or about08/23/2021
- Request for a Solicitation Requirements Review Due by 5:00 P.M. 10/12/2021
- Written Questions Due ~~09/07/2021~~ 10/14/2021
- **First** Mandatory Webex Proposers' Conference 09/09/2021
- **Second** Mandatory Webex Proposers' Conference..... 10/18/2021
- Questions and Answers Released on or about ~~09/30/2021~~ 11/18/2021
- Proposals Due by 12:00 P.M. (local time) ~~11/02/2021~~ 12/20/2021

5. RFP Subsection 7.5, Proposers' Questions, Paragraph 7.5.1 has been revised to read as follows:

7.5.1 Proposers may submit written questions regarding this RFP by mail or e-mail to the individual identified below. All questions for consideration at the Proposer's Conference must be received ~~September 7, 2021~~ by October 14, 2021. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

6. RFP Subsection 7.7, Proposers' Conference has been revised to read as follows:

7.7 PROPOSERS' CONFERENCES

7.7.1 ~~A Two REAS Mandatory~~ **Webex Proposers' Conferences** will be held to discuss the RFP. County staff will respond to questions from potential proposers. All potential proposers must attend ~~the~~ the first or second conference or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The conferences ~~is~~ are scheduled as follows:

First REAS Mandatory WebEx Proposers' Conference:

Date: September 9, 2021

Time: 9:30 A.M.

Site: Virtual Conference Via Webex

Website:

<https://ladpss.webex.com/ladpss/onstage/g.php?MTID=e3e3997b80ebff9cb3b695fbec2b01388>

Please register via Webex and you will receive an email to join the Webex meeting. Register at:

<https://ladpss.webex.com/ladpss/onstage/g.php?MTID=e3e3997b80ebff9cb3b695fbec2b01388>

Second REAS Mandatory Webex Proposers' Conference:

Date: October 18, 2021

Time: 9:30 A.M.

Site: Virtual Conference Via Webex

Website:

<https://ladpss.webex.com/ladpss/onstage/g.php?MTID=e133f9e85c3d41362ca5eb8123323e015>

Please register via WebEx and you will receive an email to join the Webex meeting. Register at:

<https://ladpss.webex.com/ladpss/onstage/g.php?MTID=e133f9e85c3d41362ca5eb8123323e015>

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. Whomever attended the first REAS Mandatory Proposers' Conference is not required to attend the second REAS Mandatory Proposers' Conference.

7. RFP Subsection 7.9, Business Proposal Format, Paragraph 7.9.9.1.3, has been revised to read as follows:

7.9 Business Proposal Format

7.9.9.1.3 ~~Provide the business office location within Los Angeles County, at the time of the contract award, that will have a responsible person to maintain all administrative records related to the Proposed Contract and financial reports that are required herein. The location of the office must meet the requirements outlined in RFP Section 3.0, Subsection 3.2, Minimum Mandatory Requirements. (Proposal Section B.1.3)~~

Provide the location, at the time of the contract award, where services will be provided 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 the main business office location within the County of Los Angeles, that will have a responsible person to maintain all administrative records related to the Proposed Contract and financial reports that are required herein. The location of the offices must meet the requirements outlined in RFP Section 3.0, Subsection 3.2, Minimum Mandatory Requirements. (Proposal Section B.1.3)

8. RFP, Appendix D, Required Forms, Exhibit D-1, Proposer's Organization Questionnaire/Affidavit and CBE Information, has been revised to read as indicated on the attached updated Exhibit D-1.

REQUIRED FORMS - EXHIBIT D-1**PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION**

Please complete, sign and date this form. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

1. Is your firm a corporation or limited liability company (LLC)? **Yes** **No**

If yes, complete:

Legal Name (found in Articles of Incorporation) _____

State _____ Year Inc. _____

2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. Is your firm doing business under one or more DBA's? **Yes** **No**

If yes, complete:

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

4. Is your firm wholly/majority owned by, or a subsidiary of another firm? **Yes** **No**

If yes, complete:

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Has your firm done business as other names within last five (5) years? **Yes** **No**

If yes, complete:

Name _____ Year of Name Change _____

Name _____ Year of Name Change _____

6. Is your firm involved in any pending acquisition or mergers, including the associated company name?

Yes **No** If yes, provide information:

Proposer acknowledges and certifies that firm meets and will comply with the Proposer's Minimum Qualifications as stated in Paragraph 3.0, of this Request for Proposal, as listed below.

Check the appropriate boxes:

- Yes** **No** Proposer has three years of experience out of the last 10 years providing case management services substantially similar to the services described in Appendix A, Statement of Work.

- Yes** **No** Proposer has 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, another office in the West Los Angeles area, and in the Tarzana/Van Nuys/Reseda/West Valley area, including a main business 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.
- Yes** **No** Proposer is a public or non-profit organization qualified to provide services in the State of California.
- Yes** **No** Proposer has attended the mandatory Proposer's Conference, as specified in the RFP.
- Yes** **No** Proposer does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

I. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

| Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Specify) _____ | | | | | | |
|--|--|--------|----------|--------|-------|--------|
| Total Number of Employees (including owners): | | | | | | |
| Race/Ethnic Composition of Firm. Distribute the above total number of individuals into the following categories: | | | | | | |
| Race/Ethnic Composition | Owners/Partners/ Associate Partners | | Managers | | Staff | |
| | Male | Female | Male | Female | Male | Female |
| Black/African American | | | | | | |
| Hispanic/Latino | | | | | | |
| Asian or Pacific Islander | | | | | | |
| American Indian | | | | | | |
| Filipino | | | | | | |
| White | | | | | | |

II. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

| | Black/African American | Hispanic/Latino | Asian or Pacific Islander | American Indian | Filipino | White |
|-------|------------------------|-----------------|---------------------------|-----------------|----------|-------|
| Men | % | % | % | % | % | % |
| Women | % | % | % | % | % | % |

III. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

| Agency Name | Minority | Women | Disadvantaged | Disabled Veteran | Other |
|-------------|----------|-------|---------------|------------------|-------|
| | | | | | |
| | | | | | |

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal 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.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

| | | |
|---|--|------------------------------|
| PROPOSER NAME: | | COUNTY WEBVEN NUMBER: |
| ADDRESS: | | |
| PHONE NUMBER: | E-MAIL: | |
| INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER: | CALIFORNIA BUSINESS LICENSE NUMBER: | |
| PROPOSER OFFICIAL NAME AND TITLE (PRINT): | | |
| SIGNATURE | | DATE |