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November 18, 2021

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

This is Addendum Four 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 Four 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 FOUR**  
**TO THE REQUEST FOR PROPOSALS**  
**FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES**  
**RFP CMD #21-01**

Addendum Four to the Request for Proposal 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 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~~  
Integrated Pest Management Program Compliance Certification
- D-19 ~~Five Year Revenue Disclosure Summary~~ Compliance with Fair Chance Employment Hiring Practices Certification
- D-20 Contractor's Certification of Office Locations

1. RFP Subsection 5.25, Proposer’s Acknowledgement of County’s Commitment to Fair Chance Employment Hiring Practices, has been revised to read as follows:

**5.25 Proposer’s Acknowledgement of County’s Commitment to Fair Chance Employment Hiring Practices**

On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952).

Contractors are required to complete Exhibit ~~D-18~~ D-19 (Compliance with Fair Chance Employment Hiring Practices Certification) in Appendix D, Required Forms, certifying that they are in full compliance with Section 12952, as indicated in the Sample Contract. Further, contractors are required to comply with the requirements under Section 12952 for the term of any contract awarded pursuant to this solicitation.

2. RFP Subsection

**7.9.14 Business Proposal Required Forms (Section G)**

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

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| Exhibit D-1         | Proposer’s Organization Questionnaire/Affidavit and 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-11-12     | (Pricing Sheet and Certification of Independent Price Determination and Acknowledgement of RFP Restrictions) |
| <u>Exhibit D-13</u> | <u>Budget Sheets and Budget Narrative</u>  |
| 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~~ Integrated Pest Management Program Compliance Certification
- Exhibit D-19 ~~Five Year Revenue Disclosure Summary~~ Compliance with Fair Chance Employment Hiring Practices Certification
- Exhibit D-20 Contractors Certification of Office Locations