

RFP CMD#09-01  
GAIN CASE MANAGEMENT SERVICES

County of Los Angeles, Department of Public Social Services (DPSS) is seeking proposals from qualified agencies to provide management and delivery of case management services of the County's CalWORKs Welfare-to-Work (W-t-W) program in the County's Greater Avenue for Independence (GAIN) Regions (II and VII) that serve northern and northwestern areas of Los Angeles County (San Fernando Valley and Antelope Valley).

Vendors must have experience of at least three years out of the last ten years, providing case management services, or substantially similar services. Vendors may bid on one or both GAIN Regions. Proposals for combined Regions will be evaluated against each other, proposals for Region II will be evaluated against each other, and proposals for Region VII will be evaluated against each other.

The required services entail operating the GAIN Program and providing full-time W-t-W case management services in County's GAIN Regions (II and VII). This includes providing ongoing management and maintenance of the daily operations of W-t-W activities in the County's GAIN Regions. The Contract resulting from this solicitation is authorized by Section 44.7 of the County Charter and the selected Contractor(s) will be required to comply with all the requirements in the County's Living Wage Ordinance with no exceptions.

If interested in submitting a proposal, the RFP will be posted and available for download on the following websites:

The Los Angeles County's "Doing Business with Us" Website

[http://lacounty.info/doing\\_business/main\\_db.htm](http://lacounty.info/doing_business/main_db.htm)

The DPSS Contracting Opportunities Website

<http://www.ladpss.org>

Internet access is available at County libraries.

Inquiries regarding this RFP may be addressed via electronic mail to Cathy Robinson at [cathyrobinson@dpss.lacounty.gov](mailto:cathyrobinson@dpss.lacounty.gov) or to Cathy Robinson at (562) 908-3558.

There is a mandatory Proposer's Conference to discuss the RFP and Living Wage Requirements scheduled as follows:

Date: December 10, 2009  
Time: 9:00 a.m.  
Location: 12820 Crossroads Parkway South – West Annex  
City of Industry, CA 91746  
Conference Room #282

County staff will respond to the written questions received prior to the conference and verbal questions at the conference.

All potential Proposers must attend this conference.

Additionally, there are two mandatory Site Visits scheduled as follows:

**Date: December 14, 2009**  
**Time: 11:00 A.M.**  
**Address: 1050 E. Palmdale Blvd., Palmdale, CA 93550**

All potential Proposers must attend this site visit.

**Only** those potential Proposers who attend the Proposers' Mandatory Conference are invited to attend this Palmdale site visit. At this site visit, County staff will respond to questions received from potential Proposers regarding this Palmdale facility only.

**Date:** December 15, 2009  
**Time:** 10:00 A.M.  
**Address:** 3307 N. Glenoaks Blvd., Burbank, CA 91504

All potential Proposers must attend this site visit.

**Only** those potential Proposers who attend the Proposer's Palmdale Mandatory Site Visit are invited to attend this Burbank site visit. At this site visit, County staff will respond to questions received from potential Proposers regarding this Burbank facility only.

Failure to attend the Mandatory Proposers Conference and both Mandatory Site Visits will result in a failure to meet the Minimum Mandatory Requirements listed in the RFP, and the proposals will be rejected and returned unopened.

**Significant dates:**

Release of RFP.....November 24, 2009  
Written Questions Due by **5:00 p.m. (Pacific Time)**.....**December 3, 2009**  
Last day to request Solicitation Requirements Review  
(ten [10] business days after Issuance of RFP).....December 10, 2009  
**Proposers' Mandatory Conference.....December 10, 2009**  
**Proposers' Mandatory Palmdale facility Site Visit December 14, 2009**  
**Proposers' Mandatory Burbank facility Site Visit.....December 15, 2009**  
Questions and Answers Released December 31, 2009  
Submission of Application for Exemption to the Living Wage  
Program.....December 28, 2009  
**Proposal Submission Deadline 5:00 p.m. (Pacific Time)..January 19, 2010**

**Contact Name:** Cathy Robinson  
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**Contact E-Mail:** [cathyrobinson@dpss.lacounty.gov](mailto:cathyrobinson@dpss.lacounty.gov)  
**Last Changed On:** XXXXXXXX