



PHILIP L. BROWNING
Director

SHERYL L. SPILLER
Chief Deputy

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH - CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



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April 9, 2007

**ADDENDUM NUMBER ONE
REQUEST FOR STATEMENT OF QUALIFICATION
FOR FOOD STAMP PARTNERSHIP PROJECT WITH
COMMUNITY-BASED AND FAITH-BASED ORGANIZATIONS
TO PROVIDE FOOD STAMP APPLICATION ASSISTANCE SERVICES**

This is an Addendum to the Request for Statement of Qualifications (RFSQ) for the Food Stamp Partnership Project with Community-Based and Faith-Based Organizations to Provide Food Stamp Application Assistance Services, which was released on March 22, 2007. This Addendum consists of clarification of page numbering of the RFSQ, a revision of the RFSQ, the addition of Appendix N to the Cooperative Agreement and answers to questions received from potential proposers during the April 2, 2007 Proposers Conference.

The addendum is posted on the LA. County Bid website:

http://lacounty.info/doing_business/main_db.htm

and the Department of Public Social Services website:

<http://www.ladpss.org>

REMINDER: To be considered for the first round of 25 contracts the Statement of Qualification is due no later than April 19, 2007 by 5 p.m. (Daylight Savings Time)

Very truly yours,

Sandra Duran, Director
Contract Management Division Section II

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Attachments

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1.0 PAGE NUMBERING

- The RFSQ begins on page 1 and continues through page 36.
- There is no page 38.
- Appendix A, Statement of Work, begins on page 39 and continues through page 53.
- The Technical Exhibits to the Statement of Work are pages 54 – 96.
- Appendices B through N are pages 97– 239.

2.0 THE INFORMATION HEREUNDER SUPERSEDES ANY OTHER INFORMATION PREVIOUSLY PROVIDED

Section 2.12 of the RFSQ, page 23 is deleted and replaced with the following:

2.12 County's Quality Assurance Plan

After award of a Cooperative Agreement, the County or its agent will evaluate the Contractor's performance under the Cooperative Agreement on an annual basis. Such evaluation will include assessing Contractor's compliance with all terms in the Cooperative Agreement and performance standards. Contractor's deficiencies which the County determines are severe or continuing and that may jeopardize performance of this Cooperative Agreement will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Cooperative Agreement in whole or in part, or impose other penalties as specified in the Cooperative Agreement.

3.0 ADDITION OF APPENDIX N TO SAMPLE COOPERATIVE AGREEMENT (APPENDIX C) – RECONCILIATION REPORT

Section 5.5.3 of the sample Cooperative Agreement (Appendix C of the RFSQ), page 127, refers to the Reconciliation Report as Technical Exhibit 9. Section 5.5.3 is revised to refer to CBO/FBO Food Stamp Application Assistance Services Reconciliation Report as **Appendix N**. Appendix N is added to the sample Cooperative Agreement and is attached to this Addendum.

4.0 QUESTIONS AND ANSWERS FROM PROPOSERS CONFERENCE

The following questions were asked at the Proposers conference held on April 2, 2007. The Department's answer follows each question. Prospective Proposers are encouraged to review the Questions and Answers and to use this information when preparing the Statement of Qualifications.

1. **Q. If an incomplete Food Stamp application is submitted and eventually completed, will the CBO/FBO be compensated?**

A. Payment will not be made for Food Stamp applications which are incomplete or if the County must request additional documentation from the applicant. (Appendix A – Statement of Work, Section 1.1.9)
2. **Q. If an agency has offices in two Supervisorial Districts, would two SOQs have to be submitted?**

A. No. One SOQ shall be submitted by each agency providing a description of the locations, communities and populations served by the agency. This information is to be included in Exhibits 2 and 3 of the SOQ (Appendix B – SOQ Application and Required Forms).
3. **Q. We have been providing services to the Spanish Speaking population for 10 years but I'm not sure if we are certified. Where does this come from?**

A. As stated in Appendix A – Statement of Work, Section 1.5.2, "Organization's management services may include, but are not limited to providing COUNTY with standards used to certify fluency of staff providing services in languages other than English (e.g.; Native speaker and/or educational level in language). The CBO/FBO provides to the County a description of the method that the CBO/FBO uses to certify its staff as bilingual.
4. **Q. Do you want our corporate seal on Exhibit 13, the signature page of the Cooperative Agreement?**

A. No.
5. **Q. Is the Request for Solicitation Requirements Review form required to be turned in by all interested agencies? The RFSQ states that the due date is April 4, 2007. May we turn it in before the due date?**

A. The Request for Solicitation Requirements Review form is only to be submitted if an interested agency disagrees with the minimum qualifications stated in the RFSQ. The form may be turned in to DPSS any time prior to the due date. (See Page. 27, Section 3.3, RFSQ Timetable.)

6. **Q. The SOQ requests the most recent Statement of Information by a Domestic Stock Corporation. I am not sure if this applies to us since we are a nonprofit corporation, and if it does apply to us, I do not know if we have it.**
- A. The Statement of Information requirement applies to nonprofit corporations. The form for nonprofits is SI-100 and is available from the California Secretary of State website at <http://www.ss.ca.gov/business>. The form may also be filed online at <https://businessfilings.ss.ca.gov>. You may want to check with your organization's attorney or accountant.
7. **Q. Do we need to follow the format of the required SOQ Exhibits or can we answer the questions our own way?**
- A. Applicants must utilize the required forms included in Appendix B of the RFSQ. However, if additional space is needed, you may attach additional pages. Please clearly label any additional pages with the agency name, Exhibit number and item number.
8. **Q. We are proposing to serve several different Asian populations and the RFSQ indicates that DPSS will train two of our staff. Can we request that additional staff receive training? How will we know if this is okay?**
- A. Additional staff will be trained at the discretion of the County. Reasonable requests for additional training from CBO/FBO's selected for Cooperative Agreements will be honored as resources permit.
9. **Q. We are planning to re-hire some former employees to work on the Food Stamp Application Assistance project. Can they be considered Key Staff even though they are not presently employed by our agency? Do they have to be full-time, or can they be part-time?**
- A. Key Staff may be individuals who are current employees, individuals you have identified and intend to hire, or may be listed as a position to be filled together with the qualifications required for the position. Please indicate who your Key Staff are and describe their experience and other qualifications. It is the CBO/FBO's discretion as to how it will select and utilize staff.
10. **Q. Will a FBI background check suffice?**
- A. No. Staff must be cleared by the Department Of Justice (Live Scan). (Pg. 46, Section 2.2.2.3 b)

11. **Q. Will we be compensated for helping families at their annual review?**
- A. No. At this time the contract is only for initial applications. Compensation will not be made for assisting families with the annual recertification process.
12. **Q. Is there a page limit for the SOQ?**
- A. If you need additional space to submit your answers, feel free to do so. There is no page limit.
13. **Q. You ask for an estimated number of households that will be served by our agency, is there a target number you are looking for?**
- A. The Department estimates that between 1,000-3000 additional Food Stamp households will be added during the first year of the project county-wide. We request your organization provide us with an estimate as to how many households you will serve per month.
14. **Q. What do you mean by ‘must have significant interaction with low income families’?**
- A. The description of the population that your agency serves and the agency’s current operations will determine whether there is significant interaction with low income families. By ‘significant interaction’ we mean that the CBO/FBO comes into contact with low income individuals and/or families on a regular basis as a result of its current operations.
15. **Q. You stated that the agencies will be provided with applications in those languages they are certified to serve. What if we get an applicant who speaks a language we are not certified to serve? Will we be referring them to the DPSS District Offices?**
- A. The Cooperative Agreement will identify the particular languages in which your agency is designated to provide services. You will be precluded from providing services to persons who speak other languages. A mechanism will be developed prior to the service start date regarding referrals for persons who require assistance in other languages.
16. **Q. The Cooperative Agreement states that the contractor must provide translation of written materials in accordance with stated guidelines. Will there be a lot of translation required? What will be the methodology?**
- A. There will not be a large volume of translation required of the CBO/FBO. However, any promotional material developed by the CBO/FBO should be accurately translated and culturally appropriate. Procedures such as a community read or other acceptable methodologies should be utilized by contractors.

17. **Q. You ask for 3 copies of the SOQ, can they be in the same binder?**
- A. No. Each copy of the SOQ must be in a separate binder (Pg. 33, Section 3.8, SOQ Submission).
18. **Q. If we currently are County contractors, can the County be used as a reference?**
- A. Yes.
19. **Q. Is there a limit on the number of employees we must have?**
- A. No.
20. **Q. When will the training take place?**
- A. We are targeting training of selected CBO/FBO's during the summer months of 2007.
21. **Q. When will we begin implementation of the program?**
- A. Mid-summer of 2007.
22. **Q. Do we have to use volunteers as part of our staff?**
- A. Use of volunteers is at the discretion of the agency.
23. **Q. May we withdraw our SOQ?**
- A: Your organization may withdraw its SOQ, in writing, at any time prior to the date and time of the deadline for acceptance of SOQs (Pg. 33, Section 3.10, SOQ Withdrawals).

