



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

ANISH P. MAHAJAN, M.D., M.S., M.P.H.
Chief Deputy Director

313 North Figueroa Street, Suite 806
Los Angeles, CA 90012
TEL (213) 288-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov

BOARD OF SUPERVISORS

Hilda L. Solis
First District

Holly J. Mitchell
Second District

Lindsey P. Horvath
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

February 9, 2024

**ADDENDUM NUMBER 2
TO
REQUEST FOR APPLICATIONS
FOR
HEALTHY FAMILIES AMERICA AND PARENTS AS TEACHERS
HOME VISITING PROGRAM
RFA #2024-001**

On January 18, 2024, the County of Los Angeles (County) Department of Public Health (Public Health) released Request for Applications (RFA) #2024-001 for Healthy Families America (HFA) and Parents As Teachers (PAT) Home Visiting Program.

The addendum consists of two (2) parts as outlined below:

- **PART 1 – MODIFICATIONS TO RFA**
- **PART 2 – RESPONSES TO APPLICANTS QUESTIONS**

PART 1 – MODIFICATIONS TO RFA

Pursuant to RFA Section 1.7, County Rights & Responsibilities, Public Health has the right to amend the RFA by written addendum. This Addendum Number One amends this RFA as indicated below (new RFA language in **highlight** and revised or deleted language in ~~strike through~~ for easy reference).

1. RFA, Section 1.4, Applicant’s Minimum Mandatory Requirements, Subsections 1.4.1.1 and 1.4.2.1, are amended as follows:

1.4.1.1 Applicant must be actively accredited as an Affiliate Site of the HFA National Office, the signature home visiting program of Prevent Child Abuse America.

Must provide proof of accreditation from the HFA National Office.

1.4.2.1 Applicant must be actively accredited as an Affiliate Site of the PAT National Center.

Must provide proof of accreditation from PAT National Office.

2. RFA, Section 2.8, Preparation and Submission of the Application Packet is amended to revise Exhibits 2a and 2b, and add Exhibit 10:

Applicants must submit a complete Appendix B, Application Packet in response to this RFA to the individual(s) identified in Section 1.8, Contact with County Personnel, and include "**Application for RFA #2024-001**" in the subject line of the e-mail transmission.

The contents of the Application Packet are as follows:

- **Exhibit 1** - Applicant's Organization Questionnaire/Affidavit: Form identifying the Applicant's general information.
- **Exhibit 2a (REVISED) (HFA)** - Applicant's Adherence to Minimum Mandatory Requirements: Form certifying that Applicant meets the minimum mandatory requirements for HFA. Applicants must complete all required sections and attach required documents/information for each or both HVP services to demonstrate applicant meets the minimum mandatory requirements.
- **Exhibit 2b (REVISED) (PAT)** - Applicant's Adherence to Minimum Mandatory Requirements: Form certifying that Applicant meets the minimum mandatory requirements for PAT. Applicants must complete all required sections and attach required documents/information for each or both HVP services to demonstrate applicant meets the minimum mandatory requirements.
- **Exhibit 3** - Certification of Compliance: Form certifying Applicant's compliance with County's programs, policies, and ordinances.
- **Exhibit 4** - Application Transmittal Form: Form describing the Applicant's legal name, address, authorized representative, and contact information.
- **Exhibit 5** - Acceptance of Terms and Conditions Affirmation: Form certifying Applicant's acceptance of all the terms and conditions and criteria contained in this RFA and any addenda thereto.
- **Exhibit 6** - Community Business Enterprise (CBE) Information (Excel Worksheet): Excel form identifying Applicant's company composition and make-up to be used by the County for statistical purposes only.
- **Exhibit 7** - Proposed Annual Budgets.
- **Exhibit 8** - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (45 C.F.R. Part 76).
- **Exhibit 9** - Proposed Service Planning Area (SPA) for Home Visiting Program.
- **Exhibit 10** - Application Checklist.
- **Proof of Insurability** - Applicant must provide proof of insurability that meets all insurance requirements set forth in Appendix A (Sample Contract), Paragraphs 12 and 13. If an Applicant does not currently have the required coverage, a letter from a qualified

insurance carrier may be submitted with the application indicating a willingness to provide the required coverage should the Applicant be selected to receive a contract.

▪ **Applicant's Financial Capability**

The County will conduct a review of Applicant's financial capability. Applicant must provide copies of the company's most current and prior two (2) fiscal years financial statements. Statements should include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

At the Director's sole discretion, late applications received after the due date may be considered, in the order received, if a determination is made that there is a specific unmet need.

3. RFA, Appendix B, Application Packet - Exhibit 2a, Applicant's Adherence to Minimum Mandatory Requirements – Healthy Families America is revised and replaced in its entirety with **Exhibit 2a (REVISED)**, and is attached hereto. **Any references to Exhibit 2a in the RFA is now deleted and replaced with Exhibit 2a (REVISED)**.
4. RFA, Appendix B, Application Packet - Exhibit 2b, Applicant's Adherence to Minimum Mandatory Requirements – Parents As Teachers is revised and replaced in its entirety with **Exhibit 2b (REVISED)**, and is attached hereto. **Any references to Exhibit 2b in the RFA is now deleted and replaced with Exhibit 2b (REVISED)**.
5. RFA, Appendix B, Application Packet - Exhibit 7, Proposed Annual Budgets are revised and replaced in its entirety with:
 - a. **Appendix B, Application Packet – Exhibit 7 – (HFA) Budget C-1 (REVISED)**
 - b. **Appendix B, Application Packet – Exhibit 7 – (PAT) Budget C-1 (REVISED)**
 - c. **Appendix B, Application Packet – Exhibit 7 – (HFA) Budget C-2 (REVISED)**
 - d. **Appendix B, Application Packet – Exhibit 7 – (PAT) Budget C-2 (REVISED)**
6. RFA, Appendix B, Application Packet, Exhibit 9 – Service Planning Area (SPA) is revised and replaced in its entirety with **Appendix B, Application Packet – Exhibit 9 (REVISED)** - SPA, and is attached hereto.
7. **RFA, Appendix B, Application Packet, Exhibit 10 – Application Checklist is added to the RFA, and attached hereto.**

PART 2 – RESPONSES TO APPLICANTS’ QUESTIONS

Pursuant to RFA Section 2.6, Applicants’ Questions, answers to questions received by the deadline are being issued as part of this Addendum. Applicants are advised that the County reserves the right to group similar questions when providing answers.

SECTION 1.0 – INTRODUCTION:

Q1. a) 1.0 – Introduction/1.1 – Purpose, Page 5: Do we submit a separate proposal for each SPA within the PAT model or is it just one PAT application for the two SPAs we want to serve? The RFA language is: Interested and qualified agencies may submit one complete application per home visitation model (HFA or PAT), or a maximum of two (HFA and PAT) applications under this RFA.

b) Hope you both are doing well. I am reaching out to ask a question about the RFA; our agency currently provides Home Visiting Services to families in SPA 5 and SPA 8; if we wanted to add another SPA would that be something we include in this application or would we have to submit two separate applications?

c) Our organization currently has contracts for SPA 4 & 7, would it be possible to be awarded two SPAs? Would we need to complete two applications if we are interested in two SPAs?

d) If we are interested in applying for multiple SPAs (ie SPA 6 and 4), would we submit a budget for each SPA we are interested in?

A1. Applicant must submit and complete Appendix B, Exhibit 9 (REVISED) and include the SPA which the agency is apply for, and one set of budgets [C-1 (REVISED) and C-2 (REVISED)] per home visitation model. Please note that as indicated in Exhibit 9 (REVISED), the County retains the right to negotiate SPAs to be served. Contracts in each SPA will be awarded by home visiting model based on geographical need and Applicants may not be awarded a contract for each SPA they’ve selected. If an Applicant is selected for two SPAs, they will have the opportunity to submit a second budget during the negotiation phase.

SECTION 1.4 – APPLICANT’S MINIMUM MANDATORY REQUIREMENTS:

Q2. We are certified for HFA and are an affiliate, but for PAT we only use the curriculum, but we are not yet affiliated. Can we do it in advance for this proposal’s submission?

A2. RFA minimum requirements section 1.4 states that the requirements must be met by the date on which applications are due. Subsection 1.4.2.1 states that applicants must be actively accredited as an Affiliate Site of the PAT National Center.

SECTION 1.5 – ANTICIPATED CONTRACT TERM:

Q3. a) I currently have an active CalWORKs agreement (PH-003676). Is this RFA meant to replace that current contract? If so, does that mean that the populations we serve

will change? If we don't apply for the RFA, does that mean that we won't have a CalWORKs (PH-003676) for FY2024-25?

b) I am writing to you for clarification. Currently we have a DPSS/DPH funded CalWORKs HFA Home Visitation program in SPA 4 here at Children's Institute and we would like clarification about the current RFA and if we must apply and be re-funded that way and if we do not apply does that mean our current program would not be funded and therefore sunset.

A3. The current Public Health Home Visitation Program contracts will sunset on June 30, 2024. This RFA is meant to identify a new set of contracts that will replace the current contracts and be effective for the term beginning July 1, 2024. Agencies that do not apply will not have a contract for the new term. Please complete Appendix B, Exhibit 9 (REVISED) for the preferred SPAs. The population you serve will be based on the service areas selected. If you would like to continue serving the same population, please select the same SPA as your first priority.

SECTION 1.6 – FUNDING:

Q4. Our question references text under the RFA Introduction, Section 1.6 Funding which begins on page 7 and continues to page 8.

**Introduction (p 7 – p 8).
Section 1.6 Funding**

The County anticipates awarding approximately 22 contracts. Funding amounts differ by home visitation model.

1) 9 HFA contracts at least one for each SPA, each at an estimated annual amount of \$850,000, consisting of funding from DPSS CalWORKs.

2) 2 HFA contracts (one in SPA 2 and one in SPA 6), each at an estimated annual amount of \$1,150,000, consisting of \$850,000 in funding from DPSS CalWORKs, and \$300,000 from DCFS.

Context and Question

Context: We are interested in applying for the HFA contract in SPA 6 for the estimated amount of \$1,150,000, consisting of \$850,000 in funding from DPSS CalWORKs, and \$300,000 from DCFS. However, we would like to confirm (in case we do not receive the DPSS/DCFS contract) that we will also be in competition for a contract in SPA 6 or one of our other preferred SPA for the DPSS contract of \$850,000.

Question: If the applicant submits one complete application which includes budget forms for DPSS CalWORKs and DCFS, are they able to compete for (be considered for) one of the nine (9) HFA contracts for \$850,000 (in SPA 6 or a different SPA) and the \$1,150,000 contract in SPA 6?

A4. If an Applicant submits an application that includes budget forms for DPSS and DCFS, they can be considered for one of the two HFA DPSS/DCFS contracts. If the Applicant is not selected for one of these two contracts, they can still be considered for a HFA DPSS contract in another preferred SPA.

Q5. Can we expect funding expansion for the CHVP funding?

A5. Public Health expects CHVP funding to continue but funding expansion is not expected at this time. However, the level of funding is contingent upon available funding from the California Department of Public Health.

SECTION 2.8 – PREPARATION AND SUBMISSION OF THE APPLICATION PACKET:

Q6. A) RFA page 5, B – Application Packet: This states that “forms that must be completed and submitted along with required information and documentation described in this RFA. What are these, please?

b) Exhibit 3: Are there supporting documents we need to submit at this time or just check the boxes as appropriate? We see only one required attachment (registry of charitable trusts).

A6: Refer to RFA, Section 2.8, Preparation and Submission of the Application Packet. The list of Required Forms (Exhibit 1 thru Exhibit 10) to be completed for Application submission.

Q7. Exhibit 1: Business Structure – We are a nonprofit organization and have checked that box on the left side of the form. So, do we need to fill in the information on the right side of the form?

**If Corporation or Limited Liability Company (LLC):
Legal Name (as stated in Articles of Incorporation):**

State if Incorporation: _____

Year of Incorporation: _____

A7. No, the right side of the form is not applicable to nonprofit organization.

Q8. Exhibit 8 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion is NOT included on the list of forms from the DPH web page.

A8. Exhibit 8 can be found on (page 284) of the RFA document.

Q9. Exhibit 9 – Proposed SPAs for HFA – fillable areas are not separated by the columns provided.

A9. Please use the updated Appendix B - Application Packet, Exhibit 9 (REVISED) – Service Planning Area (SPA) attached to this addendum.

Q10. Exhibit 2b – MMR for PAT Applicants – where can we state this Exhibit is N/A to our application?

A10. Refer to the updated Appendix B – Application Packet, Exhibit 10, Application Checklist to select the applicable Home Visitation Model (HFA or PAT).

Q11. Exhibit 6 – CBE Information – this form is difficult to navigate as an Excel file, will it be changed to a PDF fillable?

A11. No. Exhibit 6 will not be changed to fillable. Per RFA, Appendix B (page 262), Instructions for Completing Form, Applicant must submit Exhibit 6 - Community Business Enterprise (CBE) Information form in Excel format.

Q12. Another question about Exhibit 6 CBE Form – we are a nonprofit organization. We do not have “Owners/Partners/Associate Partners,” as the first column is labeled. Nor is there “Ownership of the Firm,” as the second column is labeled. How do we complete this form?

A12. Check the box that states, “Not Applicable”.

Q13. If an organization is not applying for the HFA or PAT program how do we identify this choice in the form attached to this email? Are we required to submit both forms if we are only submitting for PAT?

A13. Appendix B – Application Packet, Exhibit 10 – Applicant Checklist is added to provide Applicants the options to identify and select HFA or PAT home visitation model for application to be submitted.

Q14. Regarding Appendix B Exh 7 C-1, Please explain this: 13 county holidays and certification, What do we do if we don't recognize all 13 holidays?

A14. Appendix B, Exhibit 7 – Budgets (C-1 and C-2) are revised and replaced in its entirety under this addendum to:

1. Appendix B, Application Package, Exhibit 7 – (HFA) Budget C-1 (REVISED)
2. Appendix B, Application Package, Exhibit 7 – (PAT) Budget C-1 (REVISED)
3. Appendix B, Application Package, Exhibit 7 – (HFA) Budget C-2 (REVISED)
4. Appendix B, Application Package, Exhibit 7 – (PAT) Budget C-2 (REVISED)

Q15. I want to confirm submission is via email to Scpham@ph.lacounty.gov and esvaldez@ph.lacounty.gov?

A15. Yes, please refer to RFA, Section 2.8, Preparation and Submission of the Application Packet: Applicants must submit a complete Appendix B, Application Packet in response to this RFA to the individual(s) identified in Section 1.8.

Q16. Is the County able to explain the reasoning behind offering the PAT model in every SPA except SPA 1? There are key access differences between the PAT and HFA models. For HFA, enrollment is prenatally up to just 3 months of age. That is a very

limited window of opportunity to enroll in a Home Visiting program. Alternatively, the PAT model offers prenatal enrollment up to 5 years of age/Kindergarten. In a community that often lacks robust resources for families, removing PAT will remove Home Visiting entirely for families who might otherwise benefit, except that their child is over the allowable enrollment age of 3 months to receive HFA. Currently, there is nothing in SPA 1, comparable to Home Visiting, to fill that gap between 4 months of age and Kindergarten age (at time of enrollment).

Additionally, the PAT model builds in socialization/education opportunities for enrolled families through Group Connections. HFA model does not have an equivalent. In a community isolated by its location/geography/lacking public transportation/infrastructure, Group Connections serve to reduce those feelings of isolation and replace them with connections to other families and to the local community.

It is our hope that the County will retain equitable access for families to Home Visiting countywide, rather than removing resources for families from an already underserved/under-resourced community.

A16. Please see updated Appendix B, Exhibit 9 (REVISED).

Q17. a) I am interested in applying for the Bid number 2024-001. I am new vendor/provider. We currently work on in the category with the regional centers. Parenting and home visits etc. How do I apply for this. I see documents. I guess am confused on what you need by the 25th of January. Do I download the documents in the exhibits and complete and email back to you?

A17. Yes. Please refer to RFA, Section 2.8, Preparation and Submission of the Application Packet for information on Application submission. In addition, Appendix B, Application Package, Exhibit 10 – Application Checklist is added to assist Applicants to ensure all required forms and documents are completed for Application submission.

Q18. a) Is there a narrative section?

b) I am writing to confirm that RFA does not include a narrative part we see the exhibits yet not a narrative included? Thank you for your time and the information.

A18. No, there is no narrative included.

Q19. What will be the approved number of Parent Educators for the DPSS contract?

A19. Applicants should determine the number of home visitors and staff based on the scope of work, respective home visitation model requirements and available funding. There is no approved number, but Public Health recommends four Parent Educators for the PAT DPSS contract.

RFA, APPENDIX A – SCOPE OF WORK:

Q20. SHIELDS currently has a FY23-24 contract with CalWORKS and is applying for the RFA# 2024-001 for FY24-26. I have a question about the Attachment A DPSS SOW #17 which states" Agency will implement the Material Good Allowance set forth for CalWORKS...." Is this allowance of \$1000 funded from the \$850,000 CalWORKSs HVP budget amount? or is this \$1000 allowance, separate in addition to the \$850,000 as indicated in All County Information Notices and letters? Thank you for your assistance.

A20. The \$850,000 CalWORKS HVP budget amount includes Material Good Allowance of \$1,000 per client.

Q21. Scope of Work: The RFA provides the prescribed number of health education by funding sources (for example, DPSS Scope of Work, page 2). Is all the other staffing for the project to be proposed by the applicant?

A21. Applicants should determine the number of home visitors and staff based on the scope of work, respective home visitation model requirements and available funding. Staff not prescribed by the scope of work or home visitation model can be proposed by the Applicant.

Pursuant to RFA, Section 1.7, County Rights & Responsibilities, Addendum Number 2 has been made available on the Department of Public Health Contracts and Grants website at <http://publichealth.lacounty.gov/cg/index.htm> and on the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Except for the revisions contained in Addendum Number 2, there are no other revisions to the RFA. All other terms and conditions of the RFA remain in full force and effect.