

**ADDENDUM TWO TO THE REQUEST FOR PROPOSALS
DRP-0108 FOR THE PROVISION OF
DISPUTE RESOLUTION PROGRAM SERVICES**

The purpose of this Addendum is to amend sections of the RFP and Exhibits as a result of proposer's questions received by CSS.

Addendum Two to the Request For Proposals # DRP-0108 shall cause the following revisions (revisions to the RFP sections in this Addendum are noted in **bold**):

1. RFP, Section 1.3: County Focus has been revised to include the following Sub-section:

1.3.3 Youth Program

To provide services that result in disputes being resolved in a timelier and less costly manner than would be typical if the dispute were to be decided through the court system;

To provide services that are less complex and more user-friendly than the court system by limiting administrative paperwork required to be completed by both parties. This includes making any documents provided to youth and/or parents/guardians easy to understand regardless of the level of educational attainment;

To provide face-to-face parent/guardian-child mediations, victim-offender mediations, and school peer mediations using a pool of properly trained and adequately supervised volunteers reflective of the diversity of Los Angeles County to provide the services;

To have programs operated and overseen on a daily basis by an individual with considerable salaried work experience in administering and overseeing youth program;

To have programs that help resolve a significant number of disputes to which they provide services;

To have programs for which no fees are charged;

To maximize the percentage of Participants from both resolved and unresolved cases who rate the overall services received as excellent, and;

To ensure that peer mediations conducted in the school setting by students has an overall positive impact on the school environment as well as between individual students.

2. RFP, Section 2.7: Preparation And Format Of The Proposal; Subsection 2.7.6: Required Forms, has been revised to read as follows:

2.7.6 Required Forms

Proposer shall include all of the following forms (which are included as appendices to this RFP):

APPENDIX C STATEMENT OF WORK

APPENDIX D BUDGET

APPENDIX F ATTESTATION OF WILLINGNESS TO
CONSIDER GAIN/GROW PARTICIPANTS

APPENDIX H CERTIFICATION OF NO CONFLICT OF
INTEREST

APPENDIX I CHARITIBLE CONTRIBUTIONS
CERTIFICATION

APPENDIX J PROPOSER'S ADMINISTRATION

APPENDIX K PROPOSER'S EMPLOYEE
ACKNOWLEDGEMENT AND
CONFIDENTIALITY AGREEMENT

APPENDIX M PROPOSER'S EQUAL EMPLOYMENT
OPPORTUNITY (EEO) CERTIFICATION

APPENDIX N PROPOSER'S NON-EMPLOYEE
ACKNOWLEDGEMENT AND
CONFIDENTIALITY AGREEMENT

APPENDIX P PROPOSER'S ORGANIZATION
QUESTIONNAIRE/AFFIDAVIT

APPENDIX Q COST ALLOCATION PLAN

APPENDIX S FAMILIARITY WITH THE COUNTY
LOBBYIST ORDINANCE CERTIFICATION

APPENDIX W JOINT REVENUE DISCLOSURE

APPENDIX X JURY SERVICE PROGRAM CERTIFICATION

APPENDIX AA DRP RFP OVERVIEW COVERSHEET

APPENDIX BB PROPOSER'S LIST OF CONTRACTS

APPENDIX CC PROPOSER'S LIST OF TERMINATED
CONTRACTS

APPENDIX DD PROPOSER'S REFERENCES

APPENDIX GG REQUEST FOR LOCAL SBE PREFERENCE
PROGRAM CONSIDERATION AND CBE
FIRM/ORGANIZATION INFORMATION FORM

**APPENDIX HH TRANSITIONAL JOB OPPORTUNITIES
PREFERENCE APPLICATION (If Applicable)**

3. RFP, Section 3.4: Proposal Evaluation and Criteria; Sub-section 3.4.3: Youth Programs, Part II. Program Service Plan, Program Objective(s), and Work Plan (300 points); Part E, has been revised to read as follows:

E. Describe in narrative form or in the alternative, include a copy of: 1) The curriculum to be implemented, 2) documents to be used in tracking cases (if applicable), 3) if adult volunteers are used in the youth program, what screening process is used to ensure safety of the Youth.

4. RFP, Section 3.4: Proposal Evaluation and Criteria; Sub-section 3.4.3: Youth Programs, Part III. Personnel (200 points); Part E, has been revised to read as follows:

E. In lieu of describing training of neutrals and volunteers in narrative form, Proposer may, in the alternative, submit training manuals and other related forms under the category of additional data.

5. RFP, Section 3.4: Proposal Evaluation and Criteria; Sub-section 3.4.3: Youth Programs, Part III. Program Evaluation (150 points), has been revised to read as follows:

III. Program Evaluation (150 points)

For the FY 2009-2014 RFP Cycle, DRP will have peer mediation programs operating in elementary, middle, and high schools. Submit an evaluation of the program effectiveness in achieving specific goals. The report must include the goal(s) of the program, background for selecting the age group/class, the method of evaluation, significant findings, and summation of findings.

Describe in detail the means of gathering data, how the agency will compare program participants and non-participants in describing the effectiveness of the program. If the evaluation measure/tool does not take into account non-

participants, describe the means the agency will employ to objectively assess the program effectiveness.

Include the following documents:

A. Evaluation Tools (if developed)

Limit your response to one (1) page

6. Exhibit B, Statement of Work, of the Sample Contract, has been revised to correct the mislabeled header of Appendix C Page 1 of 8 to read as: **Exhibit B, Page 1 of 8.**

7. RFP, Section 1.8: Other Issues of Importance to Proposers; Sub-section 1.8.11: Case Types – Specialization Allowed Not To Exclusion of Other Case Types, has been revised to read as follows:

All Proposers considered for funding to provide services under the Community Program component must handle all community case types. The definition of a community case type includes but is not limited to: consumer-merchant, landlord-tenant, family-domestic household, neighbor-neighbor, employer-employee, business-business, and government-citizen, among others.

Community programs may have areas of specialization in certain types of dispute or involving certain special populations. However every program must publicize and offer services to all of the community case types, regardless of the specific case types or any characteristics of the parties.

Except as provided by addendum, all other terms and conditions of the RFP remain unchanged.

Request For Proposals (RFPs) are due on Monday, November 24, 2008, by 5:00 p.m. No late proposals will be accepted. We look forward to receiving your proposals.