

State of Louisiana  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

REQUEST FOR PROPOSALS  
FOR

STRATEGIES TO EMPOWER PEOPLE (STEP) PROGRAM  
REQUEST FOR PROPOSAL (RFP) # 360PURSSRFP016

ADDENDUM  
01

**Modification to RFP Section 5.6 Cost Information:**

*From: first paragraph (page 11):*

The proposer shall submit a total cost for providing all services in the service delivery area proposed (region(s) or statewide) as described in the RFP for the thirty-six (36) month contract period. This cost per service delivery area shall remain firm for the entire term of the contract. The proposer should adhere to all budget guidelines regarding expenditures described in this section.

*Changed To: first paragraph (page 11):*

The proposer shall submit a total cost for providing all services in the service delivery area proposed (region(s) or statewide) as described in the RFP for the twelve (12) month contract period. This cost per service delivery area shall remain firm for the entire term of the contract. The proposer should adhere to all budget guidelines regarding expenditures described in this section.

*From: second paragraph (page 11):*

The proposer should provide cost information in the following formats: Budget(s), Budget Narrative(s), and Cost Allocation (if applicable).

*Changed To: second paragraph (page 11):*

The proposer should provide cost information for each region proposed in the following formats: Budget(s), Budget Narrative(s), and Cost Allocation (if applicable).

*From: Cost Allocation Plan (page 12):*

**Cost Allocation Plan** – A cost allocation plan should be included for all costs that are shared between programs.

*Changed To: Cost Allocation Plan (page 12):*

**Cost Allocation Plan** – A cost allocation plan should be included for all costs that are shared between programs and/or regions.

**Modification to Attachment I: Scope Of Services, Section 2 Tasks and Services:**

*From: Contractor Responsibilities (page1):*

The Contractor must conduct assessments that will help match a client's strengths and weaknesses with the best available jobs in the local markets, identify and address barriers to employment, develop employment plans, provide transportation services, contact the State for other supportive services, conduct job placement, retention and wage progression activities, maintain individual client work activity documentation, and report any changes in the status of a client's work activity to the state as required.

*Changed To: Contractor Responsibilities (page1):*

The Contractor must conduct assessments that will help match a client's strengths and weaknesses with the best available jobs in the local markets, identify and address barriers to employment, develop employment plans, contact the State for other supportive services, conduct job placement, retention and wage progression activities, maintain individual client work activity documentation, and report any changes in the status of a client's work activity to the state as required.

*From: Contractor Responsibilities (page2):*

The Contractor must ensure that all clients are engaged in work activities within ten calendar days of referral.

*Changed To: Contractor Responsibilities (page2):*

The Contractor must ensure that all clients are engaged in work activities within ten calendar days of referral. The Contractor may receive referrals for applicants or recipients who will participate in work activities.

*From: Contractor Responsibilities (page4):*

The Contractor must ensure that all Work Experience Program placements shall be in non-profit or governmental agencies and that all participants receive training in work related skills that will enhance their future employability. The Contractor must monitor Work Experience Program placements to assure that the placement is in compliance with policy and to assure the safety and well-being of the individual participants.

*Changed To: Contractor Responsibilities (page4):*

The Contractor must ensure that all Work Experience Program placements shall be in non-profit, for-profit or private or public governmental agencies and that all participants receive training in work related skills that will enhance their future employability. The Contractor must monitor Work Experience Program placements to assure that the placement is in compliance with policy and to assure the safety and well-being of the individual participants.