



CYNTHIA A. HARDING, M.P.H.
Interim Director

JEFFREY D. GUNZENHAUSER, M.D., M.P.H.
Interim Health Officer

313 North Figueroa Street, Room 708
Los Angeles, California 90012
TEL (213) 240-8156 • FAX (213) 481-2739

www.publichealth.lacounty.gov

BOARD OF SUPERVISORS

Hilda L. Solis
First District
Mark Ridley-Thomas
Second District
Sheila Kuehl
Third District
Don Knabe
Fourth District
Michael D. Antonovich
Fifth District

January 22, 2016

**ADDENDUM NUMBER 4
TO
REQUEST FOR PROPOSALS NUMBER 2015-003
FOR
PROMOTING HEALTH CARE ENGAGEMENT AMONG VULNERABLE TARGET
POPULATIONS AT RISK FOR OR LIVING WITH HIV AND STDs**

On October 15, 2015, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) for Promoting Health Care Engagement Among Vulnerable Target Populations at Risk for or Living with HIV and STDs.

This Addendum Number 4 is being issued to make modifications to the RFP and to respond to Proposers' questions.

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

- **PART 1 – MODIFICATIONS TO RFP**
- **PART 2 – RESPONSES TO PROPOSERS' QUESTIONS**

PART 1 – MODIFICATIONS TO RFP

Pursuant to RFP Section 4.0, County Rights & Responsibilities, subsection 4.3, County's Right to Amend Request for Proposals, "the County has the right to amend the RFP by written addendum." Therefore, this Addendum Number 4 amends the RFP as indicated below (new or revised language is highlighted and deleted language is identified by a strikethrough for easy reference):

1. RFP Section 7.0, PROPOSAL SUBMISSION REQUIRMENTS, Subsection 7.11, Proposal Submission, the address/location where proposals are to be either hand-delivered or sent by a delivery service only (excluding U.S. postal service) has been revised and replaced in its entirety by the following:

Martiza Recinos, Contracts Analyst
County of Los Angeles, Department of Public Health
Contracts and Grants Division
600 South Commonwealth Avenue, ~~7th Floor, Suite 700~~
10th Floor – DHSP Reception Desk Area
Los Angeles, California 90005

2. RFP Section 8.0, SELECTION PROCESS AND EVALUATION CRITERIA, Subsection 8.4.1, Proposer's Qualifications – (95 Total Points) has been revised to include paragraph "D", Financial Capability (No Points) as follows:

"D. Financial Capability (No Points)

Subject matter experts will evaluate and make a recommendation based on the financial strength and capability of the company in the provision of required services throughout the term of any resultant Contract, as well as evidence of the company's capability to absorb all costs related to the provision of services for a minimum of sixty (60) days, during any resultant Contract. **Financial statements that do not meet the sixty (60) days requirement may result in point deduction(s).**

~~Proposers that submit financial statements that are determined to be deficient will be required to provide a performance security in the form of a certificate of deposit, letter of credit, or security bond prior to DPH making recommendations to the Board regarding the award of Contracts.~~

3. RFP Section 8.0, SELECTION PROCESS AND EVALUATION CRITERIA, Subsection 8.4.2, Financial Capability (No Points) shall be deleted its entirety.

4. Revisions to Appendix D, Required Forms

Proposer is advised that Appendix D, Required Forms has been revised and replaced in its entirety. Proposers are to submit their proposal(s) with the revised forms. Appendix D has been posted on the Department of Public Health Contracts and Grants website at: <http://publichealth.lacounty.gov/cg/index.htm>.

PART 2 – RESPONSES TO PROPOSERS' QUESTIONS

Part 2 of this Addendum contains the written questions received by the 3:00 p.m. (PT) January 7, 2016 deadline, along with the corresponding answers. Proposers are advised, pursuant to RFP, Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.3, Proposer's Questions, the County has reserved its right to group similar questions when providing answers.

Proposers are further advised that Addendum Number 2 and Number 4 constitute the official record of the County's responses to all questions received by the above-referenced deadline.

SECTION 1.0 - INTRODUCTION

Subsection 1.1, Purpose

Subsection 1.2, Program and Technical Requirement- Category 1/Subsection 1.3, Program and Technical Requirement- Category 2

- Q1. **I have a question about regions not covered by a cluster map. For example, Hawthorne is between Central and South, but in neither. If our service center must be in the cluster we plan to serve, how are the non-cluster areas accounted for?**

A1. This question was addressed in Addendum Number 3, released on December 22, 2015. Addendum Number 3 is posted 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>.

Q2. If our targeted location is between two cluster areas, and we can justify adequate target population numbers and need, do you recommend that we apply for the cluster that best represents the target population?

A2. Please refer to the response provided to Q1.

SECTION 3.0 – PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

Subsection 3.1, Category 1- Minimum Mandatory Qualifications/ Subsection 3.2, Category 2- Minimum Mandatory Qualifications

Q3. RFP Section 3.2.1, paragraph 1, on page 37. The text reads: 3.2.1 Experience: Proposer, or consultant/subcontractor, must have a minimum of three (3) years of experience, within the last five (5) years, providing transgender services in Los Angeles County. Our question is regarding what do you define as "transgender services"? For many years our agency has supplied HIV treatment and medical care (including hormone therapy) to transgender patients. Does this tailored care qualify as "transgender services" or are you looking for "trans-specific programming"?

A3. Transgender services are defined as services provided within Los Angeles County that improve access and quality of healthcare for transgender individuals. Such services include, but are not limited to, HIV treatment and medical care, hormone therapy, primary care, prevention, behavioral health, and/or specialty and inpatient care.

SECTION 7.0 – PROPOSAL SUBMISSION REQUIREMENTS

Q4a. According to Subsection 7.8.5.2, Proposer's Approach to Providing Required Services – Category 1 (Section F) B. Statement of Need – Category 1 (Section F.2) (Page 75) 1) Proposer must prepare an HIV and STD Prevention Services Summary table as shown in Table 13, HIV and STD Prevention Services Summary, and insert it into the Proposer's Section F.2, Statement of Need. Proposer must provide only the information requested in Table 13 as shown below. Do not add or omit information required for any row in the table. Is Table 13 on page 75, the first item in the Statement of Need Section followed by a description of service needs (question 2- page 76)?

A4a. Yes.

Q4b. Do we create Table 13 in Microsoft Word and then answer question on service needs (page 76)? Or do we print out and complete Table 13 on page 75 and insert printed Table 13 before description of service needs?

A4b. Please refer to the response provided to Q4a.

Q5a. Per Proposer's Minimum Mandatory Requirements for Category 1 and/or Category 2. 1-Page Narrative for Category 1 and/or Category 2 (page 66) Proposer must provide a one (1) page narrative summary of Proposer's relevant background information to demonstrate that the Proposer/Subcontractor has the capability to perform the required services, pursuant to Appendix B-1, Statement of Work for Category 1 and/or Appendix B-2, Statement of Work for Category 2, as a corporation or other entity. **Note:** Proposer must submit a separate 1-Page Narrative for Category 1 and/or Category 2. **Does the 1-page narrative go into the box provided under Experience in Exhibit 26A: Proposer's Minimum Mandatory Qualifications Form for Category 1?**

A5a. No. Exhibit 26A and/or Exhibit 26B and the one-page narrative serve different functions. Proposer's completed Exhibit 26A and/or Exhibit 26B must demonstrate Proposer/Subcontractor (as applicable) meets the Minimum Mandatory Requirements for Category 1 and/or Category 2 as applicable, pursuant to RFP Section 3.0.

Proposer's one (1) page narrative, for Category 1 and/or Category 2, should outline the Proposer/Subcontractor's relevant background information (as a corporation or other entity) that demonstrates the Proposer/Subcontractor has the capability to perform the required services, pursuant to Appendix B-1 and/or Appendix B-2.

Q5b. Does the 1-page narrative go into the box provided under Data Collection in Exhibit 26A: Proposer's Minimum Mandatory Qualifications Form for Category 1? Do we provide a 1-page narrative each for Experience and Data Collection boxes provided in Exhibit 26A Form?

A5b. Please refer to the response provided to Q5a.

Q5c. Do we provide a 1-page narrative in Exhibit 26A Form and in the Proposal (and where in the proposal)?

A5c. Please refer to the response provided to Q5a. Exhibit 26A, 26B, and the one-page narrative, for Category 1 and/or 2, should be submitted in "Proposer's Background and Experience (Section A.2) of the proposal. Proposers should refer to RFP Section 7.8.4.1, paragraph "B" for further information.

Q5d. Do we provide the 1-page narrative in a separate Word document after Exhibit 26A Form?

A5d. Yes.

Q5e. For Exhibit 26A: Proposer's Minimum Mandatory Qualifications Form for Category 1, where do we place "Attach additional sheets as necessary?" Do additional sheets go after Exhibit 26A Form? (Page 354/543)

A5e. Yes.

Q5f. Under Experience and Data Collection questions in Exhibit 26A: Proposer's Minimum Mandatory Qualifications Form for Category 1, what do we provide when asked "Please provide dates, name(s) of each agency/department in which Proposer or subcontract/consultant provided the required services that substantiates Proposer/Subcontractor meets the above-referenced requirement?" (Page 354/543)

A5f. Proposer must provide the actual dates and name(s) of each agency/department in which Proposer or subcontract/consultant provided the required services.

SECTION 8.0- SELECTION PROCESS AND EVALUATION CRITERIA

Subsection 8.1, Selection Process

Q6. Can you tell us who will be reviewing the applications? Is it the DPH staff or a specific committee?

A6. Pursuant to RFP Section 8.0 SELECTION PROCESS AND EVALUATION CRITERIA, subsection 8.1, Selection Process, the evaluation of the proposals will be made by an Evaluation Committee selected by the Department. Committee members will be comprised of professional subject matter experts who will be screened for any potential conflicts of interest. Such members can include civil service/government employees (i.e., local, State, federal) and/or other subject matter experts.

GENERAL QUESTIONS

Q7. When will the revised budget forms/templates be released?

A7. The revised budget forms/templates and budget instructions were released on December 14, 2015 under Addendum Number 2. Addendum Number 2, including the revised budget forms/templates and instructions has been posted and is available for download at 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>.

Q8. As stated in Addendum No. 2 (Q31), Memorandum(s) of Understanding (MOU) or Agreement (MOA) with agencies that leverage or obtain additional required support for the proposed program and constitute a written agreement to provide services as a result of any award should be included in the proposal to demonstrate a written agreement versus a verbal commitment. There is no mention of where in

the proposal do we include MOU or MOA? Please provide guideline on where in proposal to place MOU/MOA?

A8. MOU or MOAs should be included in Section F.3.1- Program Design of the Proposal.

Q9. Where in the Proposal do we place the following in:

- a. **Contractor's EEO Certification (Exhibit D)(page 237/543)**
- b. **Contractor Acknowledgement and Confidentiality Agreement (Exhibit E)(Page 238/543)**
- c. **Charitable Contributions Certification (Exhibit G)(Page 261/543)**
- d. **Contractor's Assignment and Transfer of Copyright (Exhibit K)(Page 265/543)**

A9. The above referenced exhibits are part of the Sample Contract, Appendix A, and are samples only and are not required as part of the proposal. These exhibits will be required as part of the contract execution process for those agencies recommended for award. Proposers should refer to Appendix D, Required Forms, for all the forms required to be submitted with Proposal.

Q10. In the Revised Appendix D you sent out, your Scope of Work example has 4 pages in it, each with 24-25 lines filled in. However, the fields on the Exhibit 27 Scope of Work pdf form you sent as part of the Revised Addendum are restricted, with only ~20 lines possible, allowing me to enter only part of one "Measurable Objective," and the security settings on the pdf you sent is not allowing me to extract a page to make multiple pages. Therefore I am unable to create a complete Scope of Work adhering to the format you supplied in the example. The original Scope of Work PDF had expandable fields, so more text could be filled in. Should we use that form? Or the new one? If the new one, how to proceed?

A10. Appendix D, Required Forms (in its entirety) has been revised and is included as part of this addendum and can be found at 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>.

Q11. Unlike the previous version of Appendix D, this version was published as a secured pdf. This raises several issues. As a secured pdf, I cannot add pages which is an issue because many of the Exhibits seek a great deal of information that requires additional sheets (e.g. Exhibits 3, 24, 26A, and 29). Also, at various places, I am asked to add attachments, such as financial reports, Registry of Charitable Trust filings, and tax filings. Additionally, I cannot delete pages. This is an issue because the Category 1 and Category 2 forms are comingled, and to create a single pdf file with continuous page numbering, the Category 2 Exhibits need to be removed.

A11. Please refer to the response provided to Q10.

Q12. On Exhibit 33, there is an issue with several of the check boxes, where checking one box populates several other boxes. In section 7.8.4.1, Exhibit 1b and the

Certificate of Limited Partnership boxes are linked. Section 7.8.4.4. Exhibit 22, the yes and no boxes are linked. And in Section 7.8.5.2 D,1, clicking the yes box populates yes, no, or both yes and no boxes for 12 other exhibits. As it currently stands, I cannot complete Exhibit 33 in the manner requested.

A12. Please refer to the response provided to Q10.

Q13. I was reviewing the revised Appendix D - 12/22/2015 - Addendum 3 for the 2015-003 RFP Health Care Engagement. I think that the title for Exhibit 32B (Pages 57-58) should say Program Component Checklist for Category 2 instead of Category 1.

A13. Please refer to the response provided to Q10.

Q14. Page 65, and Exhibit 33, in the RFP mentions about the Certificate of Limited Partnership. Since we are a non-profit organization do we have to apply for this?

A14. Pursuant to RFP Section 7.8.4.1, Proposer's Qualifications (Section A), paragraph "A" - Proposer's Organization Questionnaire/Affidavit (Section A.1), taking into account the structure of the Proposer's organization (e.g., Corporation or Limited Liability Company, Limited Partnership), Proposer shall determine which of the referenced supporting documents the County requires. If the Proposer's organization does not fit into one of these categories, Proposer is not required to "apply" for such status (e.g., Corporation or Limited Liability Company, Limited Partnership). If Proposer has a 501(c)(3) status, Proposer should submit a copy of its "determination letter granting tax exemption under IRS Section 501(c)(3) status" with its proposal under Section A.1.

As outlined in RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, subsection 4.3, County's Right to Amend Request for Proposals, Proposers are reminded that should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

Pursuant to RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, subsection 4.3, County's Right to Amend Request for Proposals, Addendum Number 4 has been made available to each person or organization which County records indicate was notified of the release of the RFP and posted 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>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1, 2, 3, and 4, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.