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www.publichealth.lacounty.gov

November 20, 2015



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**ADDENDUM NUMBER 1
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.

On November 3, 2015, a Mandatory Proposer's Conference (MPC) was held in which Proposers requested a copy of the MPC sign-in roster and a list of zip codes and/or census tracts for each of the five (5) HIV and STD syndemic cluster areas. In response to the request, Attachment A, MPC sign-in roster and Attachment B, Cluster Area Zip Codes are attached to this Addendum Number 1.

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 1 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 3.0, PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS, subsection 3.1, Category 1 (HIV and STD Prevention Services for YMSM) Minimum Mandatory Qualifications, paragraph 3.1.6, Mandatory Intent to Apply, has been removed in its entirety and is not a minimum mandatory qualification.
2. RFP Section 3.0, PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS, subsection 3.2, Category 2 (HIV and STD Prevention Services for Transgender Individuals) Minimum Mandatory Qualifications, paragraph 3.2.5, Mandatory Intent to Apply, has been removed in its entirety and is not a minimum mandatory qualification.
3. RFP Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, subsection 4.3, County's Right to Amend Request for Proposals shall be deleted in its entirety and replaced by the following:

"4.3 County's Right to Amend Request for Proposals

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available

to each person or organization which County records indicate was notified of the release of the RFP and posted at <http://publichealth.lacounty.gov/cg/index.htm>. 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.”

- RFP Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.2, RFP Timetable, shall be deleted in its entirety and replaced by the following:

“7.2 RFP Timetable

The timetable for this RFP is as follows:

Table 12. RFP Timetable

RFP TIMETABLE	
Key Event	Date of Occurrence
Release of RFP	10/15/2015
Mandatory Intent to Apply Form due by 3:00 PM on	10/28/2015
Request for a Solicitation Requirements Review due by 3:00 PM on	12/08/2015
Mandatory Proposer Conference at 9:00 AM	11/3/2015
Written Questions due by 3:00 PM on	11/6/2015
Alternate Mandatory Proposer Conference at 9:30 AM	12/09/2015
Questions and Answers Released	12/14/2015
Additional Written Question Due by 3:00 PM on	12/18/2015
Additional Questions and Answers Released	01/06/2016
PROPOSALS DUE BY 3:00 PM on	01/28/2016

All times as listed above and throughout this RFP are Pacific Time (PT).”

- RFP Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.6, Mandatory Proposer Conference shall be revised to include the following provision:

“Alternate Mandatory Proposer Conference”

“An Alternate Mandatory Proposer Conference (MPC) will be held to play the audio recording of the MPC which took place on 11/03/15.

All potential Proposers who did **NOT** attend the MPC held on 11/03/15 **MUST** attend the Alternate MPC, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration.

Proposer is advised to register for the Alternate MPC. Space is limited, therefore Proposer may only register up to two (2) representatives per agency to attend the Alternate MPC. Substitutions can be made up to the day prior to the Alternate MPC. No more than two (2) agency representatives will be admitted to the Alternate MPC.

Proposer registering for the Alternate MPC should do so via email to the County representative identified in Paragraph 5.2, Contact with County Personnel. Email registrations must include the following:

- Subject Line: Alternate MPC Registration
- Proposer (Agency) Name
- Name and title of each agency representative
- Email address of each agency representative
- Contact Number for each agency representative

The Alternate MPC is scheduled as follows:

Date: Wednesday, December 9, 2015
Time: 9:30 AM
Location: County of Los Angeles, Department of Public Health
Division of HIV and STD Programs
600 South Commonwealth Avenue
9th Floor – Room 927A/B
Los Angeles, California 90005

Proposer is advised to bring a copy of the complete RFP package to the MPC; the County will not distribute copies at the MPC.

Parking is available on-site at the Commonwealth location as well as other local parking lots and street parking. The County **will not validate**, nor reimburse fees for parking. Parking fees are the responsibility of the Proposer. Proposers are advised there is significant construction activity across from and adjacent to the Commonwealth location so they are encouraged to arrive early to secure parking and allow adequate time to pass through building security.

Proposer is not permitted to record and or video tape the MPC.

Additional questions from potential Proposers, resulting from the Alternate MPC or thereafter, may be submitted in the described format pursuant to RFP subsection 7.4 and must be received by the due date and time pursuant to RFP Paragraph 7.2, RFP Timetable.”

6. RFP Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.4, Proposer's Questions shall be deleted in its entirety and replaced by the following:

"Proposer will have two (2) opportunities to submit written questions regarding this RFP via e-mail only (PDF format only) to the individual identified below. All questions must be received by the due dates and times pursuant to RFP Paragraph 7.2, RFP Timetable. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, the Proposer must specify the RFP section number, paragraph number, page number, and quote the language that prompted the question. This will ensure that the questions can be quickly and accurately found in the RFP. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum mandatory qualifications, evaluation criteria and/or business requirements would unfairly disadvantage Proposer or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer.

Questions should be addressed to:

Maritza Recinos, Contract Analyst
County of Los Angeles, Department of Public Health
Contracts and Grants Division
E-mail: mrecinos@ph.lacounty.gov

Proposers are reminded that any and all contact/communication(s) regarding this RFP **MUST** be conducted in accordance with RFP Section 5.0, PROPOSER'S REQUIREMENTS AND CERTIFICATIONS, subsection 5.2, Contact with County Personnel. If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified in subsection 5.2 regarding this solicitation, County, in its sole determination, **may disqualify their proposal from further consideration.**

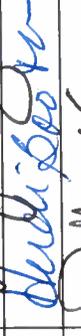
Pursuant to RFP Section 4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES, subsection 4.3 County's Right to Amend Request for Proposals, Addendum Number 1 has been made available to each person or organization which County records indicate was notified of the release of the RFP and posted on the Department of 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>.

Proposers are advised that an addendum that will provide information on revised forms, budget templates, etc. is forthcoming.

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

PROMOTING HEALTH CARE ENGAGEMENT AMONG VULNERABLE TARGET POPULATIONS AT RISK FOR OR LIVING WITH HIV AND STD'S
RFP NO. 2015-003

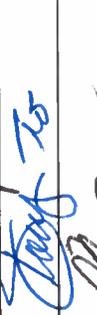
MANDATORY PROPOSER'S CONFERENCE
TUESDAY, NOVEMBER 3, 2015 @ 9:00 AM
PROPOSER ATTENDANCE ROSTER

Agency Name	Name of Representative	Title of Representative	Email Address	Contact Number	Representative Signature
1 AltaMed Health Services	Monica Ramirez	Manager HIV Prevention	monramirez@la.altamed.org	323-307-0137	
2 AltaMed Health Services	Caroline Hong-Bridges	Senior Grant Writer	chong@la.altamed.org	323-889-7329	
3 APLA HEALTH AND WELLNESS	Terry L. Smith	Associate Director, Prevention	tsmith@apla.org	323.329.9901	
4 APLA HEALTH AND WELLNESS	Anthony Moreno	Evaluation Specialist	amoreno@apla.org	323.329.9902	
5 Bienestar Human Services, Inc.	Jesus Gaeta	Program Manager	jgaeta@bienestar.org	(866) 590-6411 ext. 403	
6 Bienestar Human Services, Inc.	Victor Martinez	Program Manager	vmartinez@bienestar.org	(866) 590-6411 ext. 501	
7 Children's Hospital Los Angeles	Miguel Martines	Program Manager	mimartinez@chla.usc.edu	323-361-3908	
8 Children's Hospital Los Angeles	Grissel Granados	Project Coordinator	ggranados@chla.usc.edu	323-361-7514	
9 Comprehensive Health Care Services, LLC	Robert Jaramillo	CEO/Administrator/Chief Nursing Officer	robertjaramillo28@yahoo.com	818-549-0683	
10 Comprehensive Health Care Services, LLC	Santiago J. Rodriguez	Director of Contracts and Grants	robertjaramillo28@yahoo.com	818-549-0683	
11 East Valley Community Health Center	Efren Chavez	HIV Prevention Coordinator	echavez@evchc.org	909 620-8088 ext. 3404	
12 East Valley Community Health Center	Vicki Ashley Johnson	HIV Counseling & Testing Coordinator	vashley@evchc.org	909 620-8088 ext. 3412	
13 Friends Research Institute	Kimberly Kisler, Ph.D.	Project Director	kkisler@friendsresearch.org	323-463-1601	
14 Friends Research Institute	Jennifer Reyes	West Coast Director	jreves@friendsresearch.org	562-924-2872	
15 Greater Los Angeles Agency on Deafness, Inc.	Heidi Booth	Director of Health Education/Services	hbooth@gladinc.org	(323) 892-2204	
16 In The Meantime Men's Group, Inc.	Jeffrey King	Executive Director	inthemeantimemen@aol.com	323-733-4868	
17 In The Meantime Men's Group, Inc.	Carl Highshaw	Consultant	carl@yahoo.com	323-733-4868	
18 JWCH Institute, Inc.	Sergio Avina	Division Director	savina@jwchinstitute.org	(323) 201-4516 ext. 3043	

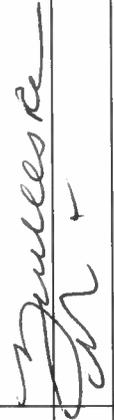
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Agency Name	Name of Representative	Title of Representative	Email Address	Contact Number	Representative Signature
19 JWCH Institute, Inc.	Rob Lester	Senior Grant Writer	rl Ester@jwchinsititute.org	(323) 201-4516 ext. 3017	
20 Los Angeles Centers for Alcohol and Drug Abuse (LA CADA)	Lisa Berger	Grantwriter	thelisabergergroup@earthlink.net	(562) 505-1059	
21 Los Angeles Centers for Alcohol and Drug Abuse (LA CADA)	Juan Navarro	Acting Executive Director	jnavarro@lacada.com	562-906-2686	
22 Los Angeles LGBT Center	Robert Whirry	Program Development Consultant	roblink@aol.com	415-515-5567	
23 Los Angeles LGBT Center	Andre-Jamison Molete	YMSM Spectrum Navigator	Amolette@laigbtcenter.org	213-400-1361	
24 Men's Health Foundation	Brian Risley	Director - Programs and Education	Brian.risley@mhfoundation.org	310-550-1014	
25 Men's Health Foundation	Anthony Mills	Executive Director	tonymills@mhfoundation.org	310-550-1010	
26 Olive Medical Center, Inc.	Larry J. Pipes	Chief Management Consultant	ljpipes@yahoo.com	(310) 650-9394	
27 Olive Medical Center, Inc.	Cheryl Branch	Management Consultant	cherylbranch@gmail.com	(323) 273-4586	
28 REACH LA (Realistic Education in Action Coalition to foster Health)	Martha Chono-Helsley	Executive Director	Martha@reachla.org	213-622-1650 x100	
29 REACH LA (Realistic Education in Action Coalition to foster Health)	Traci Bivens	Community Engagement Specialist	Traci@reachla.org	213-622-1650 x105	
30 Special Service for Groups/APAIT	Stacy To	Director of Research, Evaluation & Development	stacyt@apaitonline.org	(213)553-1899	
31 Special Service for Groups/APAIT	Peter Cruz	Associate Director	peterc@apaitonline.org	(213)553-1871	
32 St. John's Well Child and Family Center	Ernesto Barahona	Development Director	ebarahona@wellchild.org	(323) 541-1600 x1115	
33 St. John's Well Child and Family Center	Patrice Wagonhurst	Consultant	pwagonhurst@wellchild.org	(213) 453-3727	
34 Tarzana Treatment Centers, Inc.	Alex Sandro Salazar	Grants Manager	alsalazar@tarzanatc.org	818 342 5897 x 1294	
35 The Wall Las Memorias Project	Richard Zaldivar	Executive Director	richard.zaldivar@twimp.org	323-257-1056 ext. 27	
36 The Wall Las Memorias Project	Andres Magaña	Community Engagement Manager	andres.magana@twimp.org	323-257-1056 ext. 28	

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Agency Name	Name of Representative	Title of Representative	Email Address	Contact Number	Representative Signature
37 Valley Community Health Care	Ms. Connie Kruzan	Director of Adolescent Services	ckruzan@vchcare.org	818.301.6319	
38 Valley Community Health Care	Mr. Kevin Weiler	Director of HIV/AIDS Services	kweiler@vchcare.org	818.301.6361	
39 Watts Healthcare Corporation (WHC)	Jorge Reyes, MS	Director	jorge.reyes@houseofuhuru.org	323-5683-5419	
40 Watts Healthcare Corporation (WHC)	Yvette Wells, RN, BSN	Director	yvette.wells@wattshealth.org	323-564-4331	
41 We Write the Grants, Inc.	Danny Jenkins	Director	danny@we writethegrants.com	(818) 331-8625	
42 We Write the Grants, Inc.	Jasper Do	Development Specialist	jasper@we writethegrants.com	(626) 378-2726	
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PROMOTING HEALTH CARE ENGAGEMENT AMONG VULNERABLE TARGET POPULATIONS AT RISK FOR OR LIVING WITH HIV AND STDs

RFP NO.: 2015-003

Mandatory Proposer's Conference

Tuesday, November 3, 2015 9:00 AM

Conference Room 907A/B

Proposer (Agency) Name	Name of Agency Representative	Title of Agency Representative	Email address	Contact Number	Signature
1. Claire Husted	consultant	N/A	chusted@gmail.com	760-660-7253	
2. Watts Healthcare Corporation	Maya Jackson		maya.jackson@wattshealth.org		
3. Center for Health Justice	Olisin O'Shaughnessy	Director, Education	oisin@healthjustice.net	(213) 229-0985 x 2020	
4. ATAT Terri Jay	Terri Jay	SAC	terri.jay@education	213 753 8330	
5. STAY FREE ADIP Terri Scott	Terry Scott Bernice James	Director	terrysc-terry@yakov.com	403-1623	
6. T.T.C.	Terri Markez	Director	Terri Markez@zamberry.com	(818) 212-5017	
7. Trasgenor Services provider bestbest	Queen Victoria	Choir	queen.victoria@qyakov.com	(323) 819-2612	
8.					
9. City of Pasadena	Angelica Palmeros	Division Manager	opalmeros@cityofpasadena.net	(626) 744-6158	

PROMOTING HEALTH CARE ENGAGEMENT AMONG VULNERABLE TARGET POPULATIONS AT RISK FOR OR LIVING
 WITH HIV AND STDs RFP NO. 2015-003
 Addendum 1-Attachment B

Zip Codes by Cluster Area						
Central ¹		East ¹	North ²	Northwest ¹	South ¹	
90001	90062	90601	93534	91303	90201	90822
90002	90068	90602	93535	91306	90220	90831
90003	90069	90603	93536	91324	90221	90840
90004	90071	90605	93550	91325	90222	90846
90005	90089	91006	93551	91330	90240	
90006	90211	91007	93552	91331	90241	
90007	90212	91101		91335	90242	
90008	90255	91104		91343	90247	
90010	91608	91106		91344	90248	
90011		91107		91345	90262	
90012		91108		91352	90280	
90013		91125		91367	90501	
90014		91126		91401	90502	
90015		91706		91402	90630	
90016		91709		91403	90650	
90017		91710		91405	90670	
90018		91722		91406	90701	
90019		91723		91411	90703	
90020		91724		91423	90706	
90021		91731		91504	90712	
90023		91732		91505	90713	
90026		91733		91601	90715	
90027		91740		91602	90716	
90028		91744		91604	90723	
90029		91745		91605	90744	
90033		91746		91606	90745	
90035		91766		91607	90746	
90036		91768			90747	
90037		91770			90755	
90038		91773			90802	
90039		91775			90804	
90043		91776			90805	
90044		91780			90806	
90046		91789			90807	
90047		91790			90808	
90048		91791			90810	
90057		91792			90813	
90058		91801			90814	

¹ Zip codes selected based on centroid (center of the zip code) falling within the cluster.

² Zip codes selected based on intersection between zip code and cluster. Only one zip code centroid fell within the north cluster (in bold).