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January 10, 2020

## ADDENDUM NUMBER 1 TO INVITATION FOR BIDS (IFB) FOR CHILD PASSENGER SAFETY TRAINING IFB NO. 2019-005

On December 10, 2019, the County of Los Angeles (County) Department of Public Health (DPH) released an Invitation for Bids (IFB) for Child Passenger Safety Training services.

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

- PART 1 Modifications and Revisions to IFB
- PART 2 Responses to Bidders' Questions

### PART 1 – MODIFICATIONS AND REVISIONS TO IFB

As indicated in the IFB, Section 1.5, County's Rights and Responsibilities, the County has the right to amend this IFB by written addendum. This Addendum Number 1 amends this IFB as indicated below (new or revised language is shown in highlight and deleted language is shown in red strikethrough for easy reference).

- 1. IFB Section 1.4, **BIDDER'S MINIMUM MANDATORY REQUIREMENTS**, Subsection 1.4.2, is hereby amended as follows:
  - "1.4.2 Bidder must have an established CPS training team that includes:
    - 1. <u>Certified Lead CPS Instructor</u> with at least five (5) years of experience and located providing services in LAC.
    - 2. <u>Certified CPS Instructor</u> with at least five (5) years of experience and located providing services in LAC.

Bidder must provide information on the established CPS training team and include a copy of a valid National CPS Certification for each of the above-referenced personnel and include detailed descriptions of the individual's experience as required above." IFB #2019-005 Addendum Number 1 January 10, 2020 Page 2 of 2

 IFB, Appendix D, Required Forms, Exhibit 15, Bidder's Affidavit of Adherence to Minimum Mandatory Requirements, is deleted and replaced in its entirety with Exhibit 15 (Revised), Bidder's Affidavit of Adherence to Minimum Mandatory Requirements, attached hereto and incorporated by reference. Wherever Exhibit 15 is referenced in the IFB, it shall be deemed amended to read as Exhibit 15 (Revised).

# PART 2 – RESPONSES TO BIDDER'S QUESTIONS

As indicated in the IFB, Section 2.0, INSTRUCTIONS TO BIDDERS, Subsection 2.5, Bidders' Questions, questions received by the date and time indicated in Subsection 2.3, IFB Timetable, will be compiled with the appropriate answers and issued as an addendum to the IFB. This Addendum Number 1, Part 2, provides response to the question received.

### Section 1.4, Bidder Minimum Mandatory Requirements

Q. In reviewing this IFB I noticed it states the Instructors must be located in LA County. I live in Riverside, but teach all over, including for LAC in the past and my instructor team also comes from various Counties. Am I disqualified from bidding for this contract?

1.4.2 Bidder must have an established CPS training team that includes: 1.Certified Lead CPS Instructor with at least five (5) years of experience and located in LAC. 2.Certified CPS Instructor with at least five (5) years of experience and located in LAC. Bidder must provide information on the established CPS training team and include a copy of a valid National CPS Certification for each of the above-referenced personnel and include detailed descriptions of the individual's experience as required above.

A. No. Please see Part 1 – Modifications and Revisions to this IFB, Item 1, of this Addendum.

Pursuant to IFB, Section 1.5, County's Rights and Responsibilities, Addendum Number 1 has been made available on the Department of Public Health Contracts and Grants Division website at <a href="http://publichealth.lacounty.gov/cg/index.htm">http://publichealth.lacounty.gov/cg/index.htm</a> and on the County's website at <a href="http://publichealth.lacounty.gov/cg/index.htm">http://publichealth.lacounty.gov/cg/index.htm</a> and on the County's website at <a href="http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp">http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp</a>.

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

Attachment (1) #04879

# REQUIRED FORMS – EXHIBIT 15 (Revised) BIDDER'S AFFIDAVIT OF ADHERENCE TO MINIMUM MANDATORY REQUIREMENTS

Bidder must demonstrate its ability to meet **each** of the Bidder's Minimum Mandatory Requirements outlined in Section 1.4 of the IFB **by the date on which bids are due.** Bidder should document all relative experience and qualifications in order to demonstrate compliance with the Bidder's Minimum Mandatory Requirements. Bidder acknowledges and certifies that firm meets and will comply with the Minimum Mandatory Requirements as stated in Section 1.4. of this Invitation for Bids, as listed below. **Subcontractor(s) and/or consultant(s) may not be used to meet any of the Bidder's Minimum Mandatory Requirements (MMR).** 

**Check the appropriate boxes:** (Bidder must check a box under each Section below. Failure to check any boxes or provide required responsive information may result in disqualification of your bid as non-responsive.)

MMR 1.4.1 □ Yes □ No	Bidder must have a minimum of five (5) years' experience, within the last seven (7) years, working with government agencies providing Child Passenger Safety trainings/workshops as identified in Appendix B, Statement of Work.							
	Bidder must describe years of experience that clearly demonstrates that Bidder meets the above-referenced requirement. Bidder must provide dates, organization/agency name(s) and description of events that Bidder worked.							
Indicate Years of E	xperience from to mm/yrmm/yr.							
above-referenced r	<b>Derience</b> – Bidder must provide a detailed narrative to demonstrate that Bidder meets the equirement by providing detail information to support the number of years and description attach additional sheets as necessary.							

# **REQUIRED FORMS – EXHIBIT 15 (Revised)**

MMR 1.4.2	Bidder must have an established CPS training team that includes:						
🗌 Yes 🔲 No	1. Certified Lead Child Passenger Safety Instructor with at least five (5) years of experience providing services in LAC.						
	2. Certified Child Passenger Safety Instructor with at least five (5) years of experience providing services in LAC.						
	Bidder must provide information on the established CPS training team <u>and</u> include a copy of a valid National Child Passenger Safety Certification for <u>each</u> of the above-referenced instructors and include detailed description of the individual's experience as required above.						
a) Indicate Years	s of Experience for Certified Lead Child Passenger Safety Instructor						
from m	to nm/yr. mm/yr.						
	s of Experience for Certified Child Passenger Safety Instructor						
from m	to nm/yr mm/yr.						
above-referenced r	<b>perience</b> – Bidder must provide a detailed narrative to demonstrate that Bidder meets the requirement by providing detail information to support the number of years and description attach additional sheets as necessary.						

### MMR 1.4.3

### Unresolved Disallowed Costs:

If Bidder's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Bidder must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

Bidder **<u>does not</u>** have unresolved disallowed costs as explained above.

Bidder <u>has</u> unresolved disallowed costs as explained above.

Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Bid are made, the Bid may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

On behalf of (Bidder's Name)

I, (Bidder's Authorized Representative)

hereby certify that this Bidder's Affidavit is true and correct to the best of my information and belie	hereby	y certify that	at this Bidder's	Affidavit is true and	d correct to the b	pest of my	information and belief
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Signature

Title