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www.publichealth.lacounty.gov

December 11, 2019

## ADDENDUM NUMBER 1 TO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR AS-NEEDED SUBSTANCE USE PREVENTION SERVICES RFSQ #2019-010

On November 19, 2019, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Statement of Qualifications (RFSQ) for As-Needed Substance Use Prevention Services.

This Addendum Number 1 is being issued to make modifications to the RFSQ.

As indicated in the RFSQ, Section, 1.8, County Rights and Responsibilities, the County has the right to amend the RFSQ by written addendum. This Addendum Number 1 amends this RFSQ as indicated below (new or revised language is shown in highlight and deleted language is shown in strikethrough for easy reference).

1. RFSQ, Section 1.4, Vendor's Minimum Mandatory Qualifications, Subsection 1.4.3, shall be amended as follows:

"1.4.3 Vendor must be either 1) tax-exempt, registered non-profit organization qualified under Internal Revenue Service's Code (IRS) – Section 501(c)(3) and must submit a copy of its IRS 501(c)(3) Determination Letter, or 2) public entity or public agency."

- RFSQ, Section 2.7, Preparation and Format of the SOQ, Subsection 2.7.2, Vendor's Qualifications (Section A), sub-subsection A. 4) Vendor's Organizational Structure, shall be amended as follows:
  - "4) Vendor's Organizational Structure:

Taking into account the structure of the vendor's organization, vendor shall determine which of the below referenced supporting documents the County requires. If the vendor's organization does not fit into one (1) of these

categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the vendor's business organization and authority of individuals to sign Master Agreements/MAWOs.

If the below referenced documents are not available at the time of SOQ submission, vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

## 1) Non-Profit Organization:

The vendor must submit the following documentation with the SOQ:

- a. A copy of a "Certificate of Good Standing" with the state of incorporation/organization or provide a copy of a statement on status of the request.
- b. A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers or provide a copy of a statement on status of the request.
- c. A copy of its "IRS 501(c)(3) Determination Letter" which must state that vendor's organization qualifies for tax-exempt status under section 501(c)(3) status of the Internal Revenue Code.

## 2) Public Entity or Public Agency:

The vendor must verify they are a public entity or public agency."

- RFSQ, Appendix A, Required Forms, Exhibit 1, Statement of Qualifications (SOQ) Checklist, is deleted and replaced in its entirety with Exhibit 1 (Revised), Statement of Qualifications (SOQ) Checklist, attached hereto and incorporated by reference. Wherever Exhibit 1 is referenced in the RFSQ shall be deemed amended to read Exhibit 1 (Revised).
- 4. RFSQ, Appendix A, Required Forms, Exhibit 2, Vendor's Organization Questionnaire/Affidavit and CBE Information, is deleted and replaced in its entirety with Exhibit 2 (Revised), Vendor's Organization Questionnaire/Affidavit and CBE Information, attached hereto and incorporated by reference. Wherever Exhibit 2 is referenced in the RFSQ shall be deemed amended to read Exhibit 2 (Revised).
- 5. RFSQ, Appendix A, Required Forms, Exhibit 2.1, Additional Categories Vendor's Organization Questionnaire/Affidavit, is deleted and replaced in its entirety with

Exhibit 2.1 (Revised), Additional Categories Vendor's Organization Questionnaire/Affidavit, attached hereto and incorporated by reference. Wherever Exhibit 2.1 is referenced in the RFSQ shall be deemed amended to read Exhibit 2.1 (Revised).

6. RFSQ, Section 2.3, RFSQ Timetable, is hereby amended as follows:

## "2.3 RFSQ Timetable

## The timetable for this RFSQ is as follows:

$\triangleright$	Release of RFSQ	11/19/2019
$\triangleright$	Request for a Solicitation Requirements Review Due	<mark>12/17/2019</mark>
$\triangleright$	Written Questions Due by 4:00 PM (Pacific Time) 12/05/19	<mark>12/17/2019</mark>
$\succ$	Questions and Answers Released	<del>3</del> <mark>1/10/2020</mark>
$\triangleright$	*SOQ due by 4:00 PM (Pacific Time)	ə <mark>1/21/2020</mark>

\*SOQs that are submitted after the initial due date and time indicated above shall be considered for review at the convenience of the County. Please note the County may at any time issue an addendum as described in Section 1.8 to close this RFSQ."

Pursuant to RFSQ, Section 1.8, County Rights and Responsibilities, Addendum Number 1 has been made available on the Department of Public Health Contracts and Grants website at <u>http://publichealth.lacounty.gov/cg/index.htm</u> and on the County's website at <u>http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp</u>.

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 RFSQ. All terms and conditions of the RFSQ remain in full force and effect.

Attachments (3)

#04834

## COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH STATEMENT OF QUALIFICATIONS (SOQ) CHECKLIST – EXHIBIT 1

The purpose of this document is to ensure vendor has submitted all applicable sections, forms, exhibits, attachments, etc. with its SOQ. Please check the appropriate box(es).

Additionally, vendor is encouraged to complete the attached optional Vendor Survey Questionnaire, Exhibit 1 (Attachment A).

VENDOR'S NAME (Legal Full Name): Identify Service Category(ies): Individual Education and Skills Development Community Health Promotion Provider Education Coalition and Network Development Organizational Practices and Community Nor Policy Advocacy for Environmental Change Risk Reduction Initiatives					
RFSQ Reference, Sub-section 2.7.1, Table of	Contents (Vendor's SOQ)	Included ⊟Yes			
RFSQ Reference, Sub-section 2.7.2, Vendor'	s Qualifications (Vendor's SOQ Se	ection A.1)			
Exhibit 1: Statement of Qualifications (SOQ)	Checklist	□Yes			
Exhibit 2: Vendor's Organization Questionna	□Yes				
For each category that vendor is attempting	to qualify, vendor:				
<ol> <li>submitted a Statement of Experience (SOE)</li> </ol>	that:				
<ul> <li>a) demonstrates ability to carry out the subst described in the RFSQ for the following:</li> </ul>	tance use prevention services as				
<ul> <li>Community H</li> <li>Provider Eduction</li> <li>Coalition and</li> <li>Organizational</li> </ul>	cation Network Development al Practices and Community Norms acy for Environmental Change	<ul> <li>□Yes</li> <li>□N/A</li> </ul>			
<ul> <li>b) provides a summary of relevant backgrou the vendor meets the minimum qualification stated in Section 1.4 of this RFSQ:</li> </ul>					
<ul> <li>Individual Edu</li> <li>Community H</li> </ul>	ucation and Skills Development ealth Promotion	□Yes □N/A □Yes □N/A			

<ul> <li>Provider Education</li> <li>Coalition and Network Development</li> <li>Organizational Bractices and Community Normal</li> </ul>	□Yes □N/A □Yes □N/A □Yes □N/A				
<ul> <li>Organizational Practices and Community Norms</li> <li>Policy Advocacy for Environmental Change</li> </ul>	⊡Yes ⊡N/A				
<ul> <li>Risk Reduction Initiatives</li> </ul>	⊡Yes ⊡N/A				
c) does not exceed three (3) pages.					
Individual Education and Skills Development	□Yes □N/A				
<ul> <li>Community Health Promotion</li> </ul>	□Yes □N/A				
<ul> <li>Provider Education</li> </ul>	□Yes □N/A				
<ul> <li>Coalition and Network Development</li> <li>Organizational Prostings and Community Network</li> </ul>	□Yes □N/A				
<ul> <li>Organizational Practices and Community Norms</li> <li>Policy Advocacy for Environmental Change</li> </ul>	□Yes □N/A □Yes □N/A				
<ul> <li>Risk Reduction Initiatives</li> </ul>	⊡Yes ⊡N/A				
<ol> <li>furnished a copy of "Certificate of Good Standing" with the state <u>OR</u> provide a copy of a statement on status of the request</li> </ol>	<mark>□Yes □N/A</mark>				
2) furnished a convert "Statement of Information" as filed with the California					
3) furnished a copy of "Statement of Information" as filed with the California Secretary of State <u>OR</u> provide a copy of a statement on status of the request					
4) furnished a copy of its "IRS 501(c)(3) Determination Letter"					
which must state that Vendor's organization qualifies for tax-exempt status under					
section 501(c)(3) status of the Internal Revenue Code					
RFSQ Reference, Sub-section 2.7.2, B. Vendor's References (Vendor's SOQ Section 2.7.2, B. Vendor's SoQ Section 2.7.2, B. Vendor	ection A.2)				
Exhibit 7: Prospective Contractor References	□Yes				
Exhibit 8: Prospective Contractor List of Contracts	□Yes				
Exhibit 9: Prospective Contractor List of Terminated Contracts	□Yes				
RFSQ Reference, Sub-section 2.7.2, C. Vendor's Pending Litigation and Judgn SOQ Section A.3)	nents (Vendor's				
Exhibit 17: Prospective Contractor Pending Litigation and Judgments					
(Section A.3 of SOQ)					
RFSQ Reference, Sub-section 2.7.2, D. Vendor's Financial Viability (Vendor's S	SOQ Section A 4)				
Provided copies of the company's annual financial statements issued for the last three (3) years.					
RFSQ Reference, Sub-section 2.7.3, Required Forms (Vendor's SOQ Section B					
Exhibit 3: Certification of No Conflict of Interest	□Yes				
Exhibit 4: Vendor's Equal Employment Opportunity (EEO) Certification	□Yes				
Exhibit 6: Familiarity with the County Lobbyist Ordinance Certification	□Yes				

Exhibit 10: Attestation of Willingness to Consider GAIN/GROW Participants	□Yes
Exhibit 11: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception	□Yes
Exhibit 12: Charitable Contributions Certification	□Yes
Exhibit 13: Certification of Compliance with the County's Defaulted Property Tax Reduction Program	□Yes
Exhibit 14: Zero Tolerance Policy on Human Trafficking Certification	□Yes
Exhibit 15: Vendor's Compliance with Encryption Requirements	□Yes
Exhibit 16: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	□Yes
Exhibit 18: Acceptance of Terms and Conditions Affirmation	□Yes
Exhibit 19: Compliance with Fair Chance Employment Practices	□Yes
RFSQ Reference, Sub-section 2.7.4, Proof of Insurability (Vendor's SOQ Section	on C)
Provided proof of insurability or a letter from a qualified insurance carrier indicating a willingness to provide the required coverage:	□Yes
COMMERCIAL GENERAL LIABILITY	
General Aggregate: \$2 million	□Yes
Products/Completed Operations Aggregate: \$1 million	□Yes
Personal and Advertising Injury: \$1 million	□Yes
Each Occurrence: \$1 million	□Yes
AUTO LIABILITY	
Auto Liability: \$1 million	□Yes
WORKERS' COMPENSATION	
Each Accident: \$1 million	□Yes
PROFESSIONAL LIABILITY	□Yes
Not less than \$1 million per claim and \$3 million aggregate	
RFSQ Reference, Section 2.8, SOQ Submission	
Supplied the original SOQ (including all required forms and attachments with original signatures) and three (3) numbered copies enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words: "SOQ FOR AS-NEEDED SUBSTANCE USE PREVENTION SERVICES"	□Yes

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH STATEMENT OF QUALIFICATIONS (SOQ) CHECKLIST – EXHIBIT 1 (ATTACHMENT A)							
Vendor Survey Questionnaire Optional Survey: Your feedback is greatly appreciated							
Vendor Name (Optional):							
How did your agency learn about this contracting opportunity with the Cou Department of Public Health? Please check box(es) that apply.	unty of Los Angeles						
<ul> <li>Social Media (e.g., Twitter, Facebook, etc.)</li> </ul>	⊡Yes						
Department of Public Health Workshop	⊡Yes						
✤ County Vendor Fair	⊡Yes						
Contracting Opportunity flyer	□Yes						
<ul> <li>Email Notification</li> </ul>	⊡Yes						
Website (Department of Public Health Contracts and Grants)	⊡Yes						
Other Website (Please describe below):	⊡Yes						
Other (Please describe below):	⊡Yes						
Thank you!							

## COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

### Vendor's Legal Full Name:

Please complete, date and sign this form and place it as the first page of your Statement of Qualification. The person signing the form must be authorized to sign on behalf of the vendor and to bind the applicant in a Contract.

- 1. Vendor's form of business entity:
  - a. Please check appropriate box if your firm is one of the following:
    - Corporation

2.

3.

4.

5.

- Limited liability company
- □ Non-profit corporation
- Public Entity or Public Agency

State its legal name (as found in your Articles of Incorporation) and State of Incorporation:

	Legal Name	State	Year Incorporated				
b.	. If your firm is a sole proprietor or limited partnership, state the name of the proprietor or managing partner: non-profit, state the name of the Director or managing partner:						
	Name(s)						
C.		ntal agencies, school districts, educat olic entity or public agency:	ional institutions, and hospitals,				
	Type of entity						
ls	your firm doing business	under one or more DBA's? 🗌 Yes 🛛	🗆 No				
<u>Na</u>	me County of I	Registration Year became DBA	2				
		owned by, or a subsidiary of another					
		gistration of parent firm:					
	s your firm done busines me Year of Name Chan	ss as other names within the last five ge	(5) years? □ Yes □ No				
	your firm involved in any Yes □ No	pending acquisition or merger, incluc	ding the associated company name?				

### COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

in Section 1.4. on the day tha	of this RF t SOQs are	nd certifies that firm meets and will comply with the Minimum Mandatory Qualifications as stated SQ, as listed below. Vendor must meet <u>each</u> of the following Minimum Mandatory Qualifications e due. The minimum mandatory qualifications may not be met through any collaboration ship between two (2) or more organizations. Check box to certify compliance.							
🗌 Yes 🗌 No	1.4.1	Experience							
		Vendor has three (3) years of experience within the last seven (7) years providing substance use prevention services in each category for which they are attempting to qualify.							
		Vendor attests it is qualified in:							
		Individual Education and Skills Development							
		Years of Experience from to mm/yr mm/yr							
		<u>Community Health Promotion</u>							
		Years of Experience from to mm/yr mm/yr							
		mm/yr mm/yr							
		Provider Education							
		Years of Experience from to to							
		mm/yr mm/yr							
		<u>Coalition and Network Development</u>							
		Years of Experience from to to							
		mm/yr mm/yr							
		Organizational Practices and Community Norms							
		Years of Experience from to to							
		mm/yr mm/yr							
		Policy Advocacy for Environmental Change							
		Years of Experience from to to							
		mm/yr mm/yr							
		□ <u>Risk Reduction Initiatives</u>							
		Years of Experience from to mm/yr mm/yr							
		mm/yr mm/yr							
□ Yes □ No	1.4.2	Vendor must have three (3) years of experience within the last seven (7) years implementing behavioral health-related prevention services including scope, time and target population and/or ability collaborating with existing service agencies that provide as-needed substance use prevention services, SUD treatment and recovery support networks, and human and health services, including legal aid, vocational services, and housing to ensure a continuum of services.							
🗌 Yes 🔲 No	1.4.3	Vendor must be either 1) tax-exempt, registered non-profit organization qualified under Internal Revenue Service's Code (IRS) – Section 501(c)(3) and must submit a copy of its IRS 501(c)(3) Determination Letter, or 2) public entity or public agency.							

🗌 Yes	🗌 No	1.4.4	Office Location
			Vendor must have an operational business office located in Los Angeles County.
			Provide vendor's full address of office location:
		1.4.5	Vendor must not have Unresolved Disallowed Costs
			If vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, vendor must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six (6) months or more from the date o f disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.
			County will verify that Vendor does not have unresolved disallowed costs.
			☐ Vendor <b>does not</b> have unresolved disallowed costs as explained above.
			☐ Vendor <b>has</b> unresolved disallowed costs as explained above.

#### COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

#### VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

I. <u>FIRM/ORGANIZATION INFORMATION</u>: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: Sole Proprietorship Partnership Corporation Non-Profit Franchise							
Other (Specify)							
Total Number of Employe	es (including c	wners):					
Race/Ethnic Composition	of Firm. Distr	ibute the above to	tal number c	of individuals into	the following cat	egories:	
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff		
	Male Female		Male	Female	Male	Female	
Black/African American							
Hispanic/Latino							
Asian or Pacific Islander							
American Indian							
Filipino							
White							

#### II. <u>PERCENTAGE OF OWNERSHIP IN FIRM</u>: Please indicate by percentage (%) how <u>ownership</u> of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

## III. <u>CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED AND DISABLED VETERAN BUSINESS ENTERPRISES:</u> If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Other

Vendor further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ 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.

# DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION IN EXHIBIT 2 IS TRUE AND ACCURATE.

VENDOR NAME:			COUNTY WEBVEN NUMBER:				
ADDRESS:			DUNS NUMBER:				
PHONE NUMBER: E-MAIL:			CAGE NUMBER:				
INTERNAL REVENUE SER	VICE EMPLOYER IDENTIFICATION NUI	MBER:	CALIFORNIA BUSINESS LICENSE NUMBER:				
VENDOR'S OFFICIAL NAME AND TITLE (PRINT):							
SIGNATURE			DATE				

## COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH **REQUIRED FORMS – EXHIBIT 2.1** ADDITIONAL CATEGORY(IES) VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT VENDOR'S NAME: \_\_\_\_\_ VENDOR'S ADDRESS: \_\_\_\_\_ Street Suite City Zip Code State VENDOR'S AUTHORIZED REPRESENTATIVE: Please provide the below information as it relates to Vendor's authorized representative. Authorized Representative: Title: Address: \_\_\_\_\_ Street Suite City State Zip Code TELEPHONE NUMBER: FAX NUMBER: EMAIL ADDRESS: VENDOR'S CONTACT PERSON: Please provide the below information as it relates to vendor's contact person. Vendor's contact person will serve as the Vendor's main contact with the County for any matters related to this solicitation. Contact Representative: Title: \_\_\_\_\_ Address: State Suite TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH ADDITIONAL CATEGORIES VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Vendor acknowledges and certifies that firm meets and will comply with the Minimum Mandatory Qualifications as stated in Section 1.4. of this RFSQ, as listed below. Interested and qualified vendors that meet all the Minimum Mandatory Qualifications stated below are highly encouraged to submit an SOQ to qualify in one (1) or more of the seven (7) service categories identified in this RFSQ. **Subcontractor(s) may not be used to meet any of the Vendor's Minimum Mandatory Qualifications.** Check box to certify compliance:

Check box to cer	rtify complia	ince:					
🗌 Yes 🔲 No	1.4.1 E	Experience					
		Vendor has three (3) years of experience within the last seven (7) years providing as-needed substance use prevention services in each category for which they are attempting to qualify.					
		Vendor attests it is qualified in:					
	[	Individual Education and Skills Development					
		Years of Experience from to mm/yrmm/yr					
	[	Community Health Promotion					
		Years of Experience from to mm/yrmm/yr					
	1	<u> Provider Education</u>					
		Years of Experience from to mm/yr mm/yr					
	[	Coalition and Network Development					
		Years of Experience from to to					
	[	Organizational Practices and Community Norms					
		Years of Experience from to to					
		mm/yr mm/yr					
	ĺ	Policy Advocacy for Environmental Change					
		Years of Experience from to mm/yrmm/yr					
		Risk Reduction Initiatives         Verse of Exercision on from					
		Years of Experience from to to					

☐ Yes ☐ No	1.4.2	Vendor must have three (3) years of experience within the last seven (7) years implementing behavioral health-related prevention services including scope, time and target population and/or ability collaborating with existing service agencies that provide substance use prevention services, SUD treatment and recovery support networks, and human and health services, including legal aid, vocational services, and housing to ensure a continuum of services.
🗌 Yes 🔲 No	1.4.3	Vendor must be either 1) tax-exempt, registered non-profit organization qualified under Internal Revenue Service's Code (IRS) – Section 501(c)(3) and must submit a copy of its IRS 501(c)(3) Determination Letter, or 2) public entity or public agency.
🗌 Yes 🔲 No	1.4.4	Office Location
		Vendor must have an operational business office located in Los Angeles County.
	1.4.5	Vendors must not have Unresolved Disallowed Costs
		If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six (6) 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.
		County will verify that Vendor does not have unresolved disallowed costs.
		☐ Vendor <b>does not</b> have unresolved disallowed costs as explained above.
		☐ Vendor <b>has</b> unresolved disallowed costs as explained above.

Vendor further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ 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.

# DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION IN EXHIBIT 2.1 IS TRUE AND ACCURATE.

VENDOR'S NAME:		COUNTY WEBVEN NUMBER:				
ADDRESS:		I	DUNS NUMBER:			
PHONE NUMBER:	CAGE NUMBER:					
INTERNAL REVENUE SERVICE EI	CALIFORNIA BUSINESS LICENSE NUMBER:					
VENDOR'S OFFICIAL NAME AND TITLE (PRINT):						
SIGNATURE			DATE			