



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
County Health Officer

**MEGAN McCLAIRE, M.S.P.H.**  
Chief Deputy Director

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 288-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

**BOARD OF SUPERVISORS**

**Hilda L. Solls**  
First District

**Holly J. Mitchell**  
Second District

**Sheila Kuehl**  
Third District

**Janice Hahn**  
Fourth District

**Kathryn Barger**  
Fifth District

March 30, 2022

**ADDENDUM NUMBER 3  
TO  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR  
AS-NEEDED SUBSTANCE USE PREVENTION SERVICES – RFSQ #2019-010**

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

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 3 amends the RFSQ to: a) require submission of a Statement of Qualifications, (SOQ), or abbreviated SOQ, (for Substance Use Prevention Services Master Agreement Contractors), in an electronic format; b) update the County contact information; and, c) make other related changes.

The changes are as indicated below (new or revised language is shown in **highlight** and deleted language is shown in **strikethrough** for easy reference).

1. All references to the term “DPH” in this RFSQ shall now be deemed to read “Public Health.”
2. RFSQ, Section 1.9, Contact with County Personnel, shall be amended as follows:

**“1.9 Contact with County Personnel**

Any contact regarding this RFSQ or any matter relating thereto must be in writing **via email**, ~~and may be mailed or e-mailed~~ as follows:

~~Julie Tran, Contract Analyst~~

County of Los Angeles, Department of Public Health  
Contracts and Grants Division  
~~1000 South Fremont Avenue  
Building A-9 East, 5th Floor North  
Alhambra, California 91803~~

E-mail: ~~jutran@ph.lacounty.gov~~ [Contracts-Grants@ph.lacounty.gov](mailto:Contracts-Grants@ph.lacounty.gov)  
Attention: **Division Chief**

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.”

3. RFSQ, Section 2.7, Preparation and Format of the SOQ, shall be amended as follows:

**“2.7 Preparation and Format of the SOQ**

~~All SOQs must be unbound and prepared in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County’s sole discretion.~~

Vendors responding to this RFSQ shall submit an **electronic format** of their SOQ as described below. Any SOQ that deviates from the format described may be rejected without further review, at the County’s sole discretion.

- ~~1. One (1) SINGLE-SIDED original SOQ package (including all required forms and attachments with original signatures), unbound, and presented in a folder or three-ring binder. Do not staple or professionally bind the original SOQ. The original SOQ must be marked as such, e.g., “Original” on the SOQ’s Cover Page.~~
- ~~2. Three (3) DOUBLE-SIDED copies of the original SOQ package (including copies of all required forms and attachments), unbound and presented in a folder or three-ring binder. Each SOQ copy must be marked as such, e.g., “Copy” on the SOQ’s Cover Page.~~
1. SOQ must be ~~typewritten, single-spaced, with no less than a 11-point font on 8-1/2” by 11” paper~~ **black type, of no less than eleven (11) point Arial style font, with top, bottom, left and right margins of not less than one (1) inch.**

2. Completed and signed SOQ (including all required forms and attachments) should be in Portable Document Format (PDF), prepared in the prescribed format.

The content and sequence of the SOQ must be as follows:

- Table of Contents
- Vendor’s Qualifications (Section A)
- Required Forms (Section B)
- Proof of Insurability (Section C).”

4. RFSQ, Section 2.8, SOQ submission, shall be amended as follows:

**“2.8 SOQ Submission (Electronic Format)**

~~The original SOQ and three (3) numbered copies shall be 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”~~

~~The SOQ must be hand-delivered or sent by a delivery service (excluding United States Postal Service) and received by the deadline specified in Section 2.3, RFSQ Timetable. to:~~

~~Julie Tran, Contract Analyst  
County of Los Angeles, Department of Public Health  
Contracts and Grants Division  
1000 South Fremont Avenue  
Building A-9 East, 5<sup>th</sup> Floor North  
Alhambra, California 91803~~

The SOQ in the format prescribed herein, shall be submitted electronically with the subject line “SOQ for As-Needed Substance Use Prevention Services” to:

E-mail address: [Contracts-Grants@ph.lacounty.gov](mailto:Contracts-Grants@ph.lacounty.gov)  
Attention: Division Chief

**~~Timely hand-delivered bids are acceptable.~~ It is the sole responsibility of the submitting vendor to ensure that its SOQ is received before the submission deadline. Submitting vendors shall bear all risks associated with delays in delivery by any person or entity.**

The County may, at its sole discretion, continue to select vendors from this RFSQ process and, depending on service needs, may elect to accept SOQs throughout the duration of the Master Agreement **in order** to qualify vendors.

Until the SOQ submission deadline, errors in SOQs may be corrected by a request in writing to withdraw the SOQ, and by submission of another ~~set of~~ SOQs with the mistakes corrected. Corrections will not be accepted once the deadline for submission of SOQs has passed, as described in the RFSQ timetable.”

5. RFSQ, Section 4.1, Preparation and Format of the Additional Category(ies) Abbreviated SOQ, shall be amended as follows:

**“4.1 Preparation and Format of the Additional Category(ies) Abbreviated SOQ**

~~All original Additional Category(ies) abbreviated SOQs must be unbound and prepared in the prescribed format. Any Additional Category(ies) abbreviated SOQ that deviates from this format may be rejected without review at the County’s sole discretion.~~

- ~~1. One (1) SINGLE-SIDED original Additional Category(ies) abbreviated SOQ package, unbound and presented in a folder or three-ring binder, (including all required forms and attachments with original signatures). Do not staple or professionally bind the original Additional Category(ies) abbreviated SOQ. The original Additional Category(ies) abbreviated SOQ must be marked as such, e.g., “Original” on the Additional Category(ies) abbreviated SOQ’s Cover Page.~~
- ~~2. Three (3) DOUBLE-SIDED copies of the original Additional Category(ies) abbreviated SOQ package, unbound and presented in a folder or three-ring binder, (including copies of all required forms and attachments). Each Additional Category(ies) abbreviated SOQ copy must be marked as such, e.g., “Copy” on the Additional Category(ies) abbreviated SOQ’s Cover Page.~~
- ~~3. Additional Category(ies) abbreviated SOQ must be typewritten, single spaced, with no less than 11-point font on 8½” by 11” paper.~~

**All Additional Category(ies) abbreviated SOQs must be prepared in the prescribed format and submitted in PDF. Any additional Category(ies) abbreviated SOQ that deviates from this format may be rejected without review at the County’s sole discretion.**

1. Additional Category(ies) abbreviated SOQ must be black type, of no less than eleven (11) point Arial style font, with top, bottom, left and right margins of not less than one (1) inch.
2. Completed and signed Additional Category(ies) abbreviated SOQ (including all required forms and attachments) should be in PDF, prepared in the prescribed format.

The content and sequence of the Additional Category(ies) abbreviated SOQ must be as follows:

- Table of Contents
  - Vendor's Qualifications (Section A)"
6. RFSQ, Section 4.1.3, Master Agreement Contractors Applying for Additional Category(ies) Abbreviated SOQ Submission, shall be amended as follows:

**“4.1.3 Master Agreement Contractors Applying for Additional Category(ies)**

~~The original Additional Category(ies) abbreviated SOQ and three (3) numbered copies shall be 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:~~

~~“ABBREVIATED SOQ FOR AS-NEEDED SUBSTANCE USE PREVENTION SERVICES – ADDITIONAL CATEGORY(IES)”~~

~~The Additional Category(ies) abbreviated SOQ must be hand-delivered or sent by a delivery service (excluding United States Postal Service) to:~~

~~Julie Tran, Contract Analyst  
County of Los Angeles, Department of Public Health  
Contracts and Grants Division  
1000 South Fremont Avenue  
Building A-9 East, 5<sup>th</sup> Floor North  
Alhambra, California 91803~~

The PDF SOQ in the format prescribed herein, shall be submitted electronically with the subject line “Abbreviated SOQ for As-Needed Substance Use Prevention Services – Additional Categories” to:

E-mail address: [Contracts-Grants@ph.lacounty.gov](mailto:Contracts-Grants@ph.lacounty.gov)  
Attention: Division Chief

**Note: Additional Category(ies) abbreviated SOQs shall be considered for review at the convenience of the County.**

All Additional Category(ies) abbreviated SOQs submitted to qualify for additional as-needed Substance Use Prevention Services categories are subject to a Modified Review Process consistent with the Review Process referenced in Section 3.1 (subsections 3.1.1, 3.1.3, 3.1.4 and 3.1.6 of this RFSQ).

Please note that the abbreviated SOQs are still subject to Section 2.10, SOQ Withdrawals and Section 3.2, Disqualification Review.

Public Health will inform Master Agreement Contractors deemed qualified for the additional category(ies) and will issue an amendment to their Master Agreement to add the additional services.”

7. RFSQ, Appendix J, Sample Master Agreement, Paragraph 8.24.4, Unique Insurance Coverage, shall be amended as follows:

“8.24.4 Unique Insurance Coverage

- Professional Liability/Errors and Omissions  
Insurance covering Contractor’s liability arising from or related to this Master Agreement, with limits of not less than \$1 million per claim and ~~\$3~~ \$2 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following the Master Agreement’s expiration, termination or cancellation.”

8. RFSQ, Appendix A, Required Forms, Exhibit 1 (Revised), Statement of Qualifications (SOQ) Checklist, is deleted and replaced in its entirety with **Exhibit 1 (Revised – March 2022), Statement of Qualifications (SOQ) Checklist**, attached hereto and incorporated by reference. Wherever Exhibit 1 (Revised) is referenced in the RFSQ shall be deemed amended to read Exhibit 1 (Revised – March 2022). (Please refer to Attachment I of this Addendum Number 3.)

9. RFSQ, Appendix A.1, Required Forms, Exhibit 1.1, Statement of Qualifications (SOQ) Additional Category(ies) Checklist, is deleted and replaced in its entirety with **Exhibit 1.1 (Revised – March 2022), Abbreviated Statement of Qualifications (SOQ) Additional Category(ies) Checklist**, attached hereto and incorporated by reference. Wherever Exhibit 1.1 is referenced in the RFSQ shall be deemed amended to read Exhibit 1.1 (Revised – March 2022). (Please refer to Attachment II of this Addendum Number 3).

Pursuant to RFSQ, Section 1.8, County Rights and Responsibilities, Addendum Number 3 has been made available on the Department of Public Health Contracts and Grants Division website at: <http://publichealth.lacounty.gov/cg/index.htm> and on the Los Angeles County – Doing Business With Us 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 1, Addendum 2, and in this Addendum Number 3, there are no other revisions to this RFSQ. All terms and conditions of the RFSQ remain in full force and effect.

Attachments (2)

#05281jt