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February 21, 2023

**ADDENDUM NUMBER 1
TO
REQUEST FOR APPLICATIONS
FOR
TRAUMA PREVENTION INITIATIVE:
STREET OUTREACH AND COMMUNITY VIOLENCE INTERVENTION SERVICES
RFA # 2023-002**

On February 1, 2023, the County of Los Angeles (County) Department of Public Health (Public Health) released a Request for Applications (RFA) #2023-002 for Trauma Prevention Initiative: Street Outreach and Community Violence Intervention Services.

As indicated in RFA Section 1.7, County Rights and Responsibilities, the County has the right to amend this RFA by written addendum, and intends to do so via this document, Addendum Number 1.

This addendum consists of two parts as outlined below:

- **PART 1 – Modifications and Revisions to RFA**
- **PART 2 – Responses to Applicants' Questions**

PART 1 – MODIFICATIONS AND REVISIONS TO RFA

Part 1 of Addendum Number 1 amends the RFA as indicated below, (new or revised RFA language is noted in **highlight** and deleted language is noted in **strikethrough** for easy reference).

Pursuant to RFA, Section 1.7, County Rights and Responsibilities, the County has the right to amend this RFA by written addendum. This Addendum Number 1 amends this RFA as indicated below (new or revised RFA language is in **bold text** and deleted language is shown in ~~strikethrough~~ for easy reference).

1. RFA, Section 1.38, Prohibition from Participation in Future Solicitation(s), is deleted and replaced in its entirety as follows:

~~Neither a Contractor nor an Applicant will participate, in any way, in any future solicitations conducted by County that includes, or is based upon any services rendered by the Contractor/Applicant under this Agreement. Any response to a solicitation submitted by the Contractor/Applicant in violation of this provision will be rejected by County. This provision will survive the expiration, or other termination of this Agreement.~~

An Applicant, or a Contractor or its subsidiary or Subcontractor ("Applicant/Contractor"), is prohibited from submitting a bid or application in a County solicitation if the Applicant/Contractor has provided advice or consultation for the solicitation. An Applicant/Contractor is also prohibited from submitting a bid or application in a County solicitation if the Applicant/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Applicant from participation in the County solicitation or the termination or cancellation of any resultant County contract (Los Angeles County Code, Chapter 2.202).

2. Exhibit A, Statement of Work, Section 5.0, Responsibilities, Subsection 5.2.1, is amended to read as follows:

5.2.1 Contractor must provide a part-time Project Lead or designated alternate who will be responsible for project oversight, coordinating with Public Health, and preparing required administrative reports, invoices, and documents. Contractor must provide a telephone number where the Project ~~Manager Lead~~ may be reached and where calls received by the answering service must be returned by the Project Lead within twenty-four (24) hours of receipt of the call.

PART 2 – RESPONSES TO APPLICANTS' QUESTIONS

Pursuant to RFA Section 2.0, Instructions to Applicants, Subsection 2.6, Applicants' Questions, answers to questions received by the deadline are being issued as part of this Addendum.

Applicants are advised that the County reserves the right to group similar questions when providing answers.

SECTION 1.0 – GENERAL INFORMATION

Subsection 1.4.5.2

- Q1. Is it mandated to already have a certified Community Intervention Worker (CIW)? What if for this project we will hire one and/or are currently training our peer staff for this - would this be sufficient to satisfy the contract language under Experience, section 1.4.5.2.
- A1. Agency is required to have a certified Community Intervention Worker (CIW) on staff to demonstrate their expertise in this work and submit a copy of training certification and resume for CIW to verify requirement. Agencies that do not have the expertise required are not eligible.
- Q2. Section 1: Solicitation Information and Minimum Requirements
1.38 Prohibition from Participation in Future Solicitation(s)
- What does this sub-section mean in actual practice?
Can you please simplify and clarify the purpose and duration of the prohibition?
- A2. Please see Part 1 – Modifications and Revisions to RFA, item 1, of this Addendum Number 1.

Exhibit A. STATEMENT OF WORK

- Q3. Page 2:
“A link to the model can be found at:
<https://cardenas.house.gov/sites/cardenas.house.gov/files/Community-Based%20Gang%20Intervention%20Model.pdf>”
- The link to the Cardenas Model referenced in the RFA leads to a “404 Error.” Although there are general materials about this model circulating on the internet, if there are specific materials you feel are critical for applicants to understand can you please provide a fresh link?
- A3. Please see revised link that describes legislation that includes the Cardenas model: <https://cardenas.house.gov/imo/media/doc/CBGI%202015.pdf>
- Q4. Page 5:
“21. **Informal Case Management:** Informal case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for services to meet an individual’s and family’s multiple health needs.”
- This is extremely focused activity, requiring documentation, and progressive follow-up. Can you explain what “informal” means for contractor performance in this context?

A4. Exhibit A, Statement of Work, provides detailed information about the activities required. Specific Work requirements are outlined in Exhibit B, Scope of Work, with case management can be found under Deliverable 5.

Q5. Page 6:
“28. **Peer-to-Peer Violence Prevention Learning Academy:** A Learning Academy that will bring together paraprofessionals including Community Violence Intervention Workers, Community Health Workers, and Promotoras, to provide cross-training regarding topics such as conflict resolution, trauma, and mental health first aid, among others. The goal of the Academy is to create paraprofessional peer networks in TPI communities to provide system navigation for high risk and hard to reach populations.”

Does this already exist? Are there any service/participatory expectations for TPI/SOCVI contractors in relationship to such an “Academy?”

A5. The Peer-to-Peer academy is in development. The definition of the academy is included for background of the Trauma Prevention Initiative. There is no current requirement for SOCVI contractors to be involved in the academy as it is not formed yet.

Q6. Page 8:
Under SOW, Staffing, what is the difference between a Project Lead and Program Manager? Contract managers are called Program Managers in our agency.

A6. Please see Part 1 – Modifications and Revisions to RFA, item 2, of this Addendum Number 1. In this RFA Project Lead refers to contractor’s personnel, and Program Manager refers to County Personnel.

Q7. Page 9:
Under the SOW, the mandated salary for CIW is no less than \$50,000 annually - does this annual salary include benefits?

A7. Section 5.3 of SOW, states: “Community Intervention Worker shall be paid no less than \$50,000 annually.” This excludes employee benefits.

Q8. Page 9
5.6.3 All staff are required to adhere to SOCVI Standards of Conduct. Community Intervention Workers and Ambassadors are required to pass a county Livescan background check. County will cover the cost of the Livescan if performed at County facility; Livescan performed off-site is the responsibility of the Contractor. Contractor must certify on letterhead that candidates have passed agency’s own background check and staff will work on a “probationary” basis until county Livescan is passed. Staff in the field are required to wear badges and/or shirts that clearly designate them as a Community Intervention Worker or Ambassador for the TPI: SOCVI project. OVP will provide badge lanyards to staff.

Will the certifications of passage of agency background checks on letterhead be required after a contract has been completed, or is this certification for the mandatory certified CIW required to be submitted with the application?

A8. The certification of passage of agency background checks will occur after the contract is executed. This is not required for the application.

Q9. Page 10

5.7 Uniforms/Identification Badges

5.7.1 Contractor staff working in the field are required to wear agency badges, and lanyards provided by OVP that clearly designate them as a Community Intervention Worker or Ambassador for the TPI: SOCVI project. All uniforms, as required and approved by the Director or his designee, will be provided by and at Contractor's expense.

5.7.2 Contractor shall ensure their employees are appropriately identified as set forth in sub-paragraph 22.C – Contractor's Staff Identification, of the Contract.

Who is expected to provide "badges and/or shirts" as referenced? If the County/DPH is not providing them, are these allowable costs for the budget?

A9. County/Public Health will provide lanyards. Agencies will provide badges and/or shirts and these are allowable costs for the budget. Refer to Appendix E, Budget Preparation Instructions for guidance on allowable costs.

Q10. Page 10

5.8 Materials and Equipment

The purchase of all materials/equipment to provide the needed services as outlined in the Scope of Work is the responsibility of the Contractor. For example, Contractor may purchase uniforms, badges, and cellphones for Community Intervention Workers and Ambassadors. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

Are the above items as listed all allowable for inclusion in the budget?

A10. Yes, allowable items for inclusion in the budget include uniforms, badges, and cellphones. Refer to Appendix E, Budget Preparation Instructions for guidance on allowable costs.

Exhibit B. SCOPE OF WORK

Q11. Page 1

Deliverable 1.

1.1 Compile local data and input via meetings with Community Action for Peace (CAP) and other groups, coalitions, and community stakeholders

Are the dates for completion of the initial plan at all flexible given the multiple meetings described that may require more than two weeks to complete?

A11. The Safety Plan, Deliverable 1, Activity 1, is a monthly document to be provided to Public Health. Public Health will provide a template. The initial plan due July 15th may be a rough draft and give Public Health an idea of agency's initial planned approach to the work. Input from community meetings, as outlined in the scope of work is also dependent on availability of meetings and these meetings may occur after July 15th and can inform future Safety Plans. Public Health will work with selected contractors to adjust deadlines as needed.

Q12. 1.2 Contractor must participate in community engagement activities in the community, facilitated by Department of Public Health (Public Health) including Community Action for Peace meetings, or other local stakeholder meetings, to assist in development and implementation of action plans to prevent violence. Contractor must provide updates on community safety at community meetings and obtain input from stakeholders. Contractors are encouraged to identify and mentor at least one emerging intervention organization in the community to help build capacity.

What are the parameters of "mentoring" that are expected for the emerging intervention agency in the community? Is this organizational capacity building? Training? Administrative skills development?

A12. Mentoring an emerging intervention organization in the community is encouraged but not required by the Scope of Work. Selected contractors may propose what this looks like. This may include collaborating in the community through regular meetings to give guidance on best practices, sharing referrals, or partnering on peace events and activities. It may also include subcontracting to a smaller organization and providing technical guidance including but not limited to organizational development, training, and/or administrative skills development.

Q13. Page 2, Deliverable 2:
2.2 Conduct incident response, including rumor control, mediating conflicts, peace maintenance, responding to violent incidents, and providing intervention during funerals and vigils. Deploy staff to incidents upon notification by local Sheriff station or other law enforcement agency serving the community. Enter incident response data into Exaktime and provide incident logs to Public Health within 24 hours after incident response occurs using provided template.

Does this deployment upon notification by law enforcement agencies include 24-hour response?

A13. The Scope of Work does not indicate required timeframe to respond to an incident once notified by law enforcement. The Scope of Work requires agencies to notify Public Health within 24 hours after agency responds to the incident. Public Health understands that contracted agency may not be able to respond to

every incident referred due to a variety of factors, including need to prioritize due to limited funding, license to operate limitations, or safety concerns.

- Q14. Page 2, Deliverable 3.
3.2 Conduct Safe Passages in identified parks and schools or other identified sites. Enter Safe Passages activities into Exaktime.

What are the expectations for numbers of Safe Passages, given the staffing defined in the RFA?

- A14. Expectations regarding number of Safe Passages are not set. Selected agencies will work with Public Health to develop a plan for the various deliverables based on the needs of the community, the current dynamics of violence, and agency's capacity and license to operate. For example, in some communities, safe passages is more of a priority, and in other communities, incident response is more of a priority. Ability to provide safe passages is also based on ability to secure agreements with school and park sites Public Health will assist agencies with facilitating such agreements.

- Q15. Page 3, Deliverable 5:

Case Management - Provide general peer case management to a targeted group of youth and adults, providing a minimum of 1,000 client contacts per year

What is meant by "general peer case management?" The description of these activities involves formal case management tasks that would typically be performed by program staff.

- A15. Deliverable 5 outlines specific activities required for case management. Deliverable 9 Staffing, of the Scope of Work, indicates a minimum of one half-time Case Manager.

- Q16. 5.2 Develop and maintain a referral network in each community, to be submitted to Public Health on a quarterly basis, including but not limited to: various community based organizations, faith communities, community leaders, parks, schools, law enforcement contacts, and county departments and community service providers including substance use, mental health, housing, tattoo removal, record expungement and legal advocacy, domestic violence, reentry and diversion programs, employment, education, life skills, social services, youth programs, and others.

What are the expectations/deliverables linked to the quarterly dates stated in the third column?

- A16. Documentation required for Deliverable 5.2, of the Scope of Work, is a referral list to be updated quarterly. Contractors are required to submit an updated referral list on a quarterly basis to Public Health. This referral list should include a

list of organizations, including organization name and type of services, that the Contractor partners with to provide referrals to clients as part of case management.

Q17. Page 9, Deliverable 11

11.2 Contractor must provide updates on community safety at community meetings and obtain input from stakeholders.

TPI strongly encourages Contractor to identify and mentor at least one emerging intervention organization that is operating within the selected community as a way of building capacity within the community.

Again, what are the expectations and parameters for this organizational mentoring?

A17. Mentoring an emerging intervention organization in the community is encouraged but not required by the Scope of Work. Selected contractors may propose what this looks like. This may include collaborating in the community through regular meetings to give guidance on best practices, sharing referrals, or partnering on peace events and activities. It may also include subcontracting to a smaller organization and providing technical guidance including but not limited to organizational development, training, and/or administrative skills development.

Pursuant to the RFA, Section 1.7, County Rights and Responsibilities, Addendum Number 1 has been made available 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, there are no other revisions to the RFA. All other terms and conditions of the RFA remain in full force and effect.

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