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June 29, 2023

**ADDENDUM NUMBER 1
TO
REQUEST FOR APPLICATIONS
FOR
CHILDCARE SERVICES FOR RYAN WHITE PROGRAM
ELIGIBLE CLIENTS IN LOS ANGELES COUNTY
RFA #2023-003**

On June 8, 2023, the County of Los Angeles (County) Department of Public Health (Public Health) released Request for Applications (RFA) #2023-003 for Childcare Services for Ryan White Program (RWP) Eligible Clients in Los Angeles County (LAC).

The addendum consists of two parts as outlined below:

- **PART 1 – MODIFICATION TO RFA**
- **PART 2 – RESPONSE TO APPLICANTS' QUESTIONS**

PART 1 – MODIFICATION TO RFA

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

1. RFA, Sample Contract, Additional Provisions, is amended to add Paragraph 83, COVID-19 Vaccinations of County Contractor Personnel:

83. COVID-19 VACCINATIONS OF COUNTY CONTRACTOR PERSONNEL

A. At Contractor's sole cost, Contractor must comply with all applicable local, state, and federal laws, regulations, orders, policies and requirements that require its staff to be vaccinated against the novel coronavirus 2019 ("COVID-19"). If required by any applicable local, state, or federal law, regulation, order, policy and requirement to do so, all employees of Contractor and persons working on its behalf, including but not limited to, Subcontractors of any tier (collectively, "Contractor Personnel"), will be fully vaccinated against COVID-19 prior to (1) interacting in person with County employees, interns, volunteers, and commissioners ("County workforce members"), (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract (collectively, "In-Person Services").

B. Contractor Personnel are considered "fully vaccinated" against COVID-19 two weeks or more after they have received (1) the second dose in a 2-dose COVID-19 vaccine series (e.g. Pfizer-BioNTech or Moderna), (2) a single-dose COVID-19 vaccine (e.g. Johnson and Johnson [J&J]/Janssen), or (3) the final dose of any COVID-19 vaccine authorized by the World Health Organization ("WHO").

C. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor must obtain proof that such Contractor Personnel have been fully vaccinated by confirming Contractor Personnel is vaccinated through any of the following documentation: (1) official COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, Center for Disease Control and Prevention (CDC) or WHO Yellow Card), which includes the name of the person

vaccinated, type of vaccine provided, and date of the last dose administered ("Vaccination Record Card"); (2) copy (including a photographic copy) of a Vaccination Record Card; (3) Documentation of vaccination from a licensed medical provider; (4) a digital record that includes a quick response ("QR") code that when scanned by a SMART HealthCard reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code confirms the vaccine record as an official record of the State of California; or (5) documentation of vaccination from Contractors who follow the California Department of Public Health (CDPH) vaccination records guidelines and standards. Contractor must also provide written notice to County before the start of work under this Contract that its Contractor Personnel are in compliance with the requirements of this section. Contractor must retain such proof of vaccination for the document retention period set forth in this Contract, and must provide such records to the County for audit purposes, when required by County.

D. Contractor will evaluate any medical or sincerely held religious exemption request of its Contractor Personnel, as required by law. If Contractor has determined that Contractor Personnel is exempt pursuant to a medical or sincerely held religious reason, the Contractor must also maintain records of the Contractor Personnel's testing results. The Contractor must provide such records to the County for audit purposes, when required by County. The unvaccinated exempt Contractor Personnel must meet some or all of the following requirements prior to (1) interacting in person with County workforce members, (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming

into contact with the public while performing services under this Contract, as determined by the County department that the Contract is with:

1. Test for COVID-19 with either a polymerase chain reaction (PCR) or antigen test has an Emergency Use Authorization (EUA) by the U.S. Food and Drug Administration (FDA) or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur at least weekly, or more frequently as required by County or other applicable law, regulation or order.
2. Wear a mask that is consistent with Center for Disease Control and Prevention (CDC) recommendations at all times while on County controlled or owned property, and while engaging with members of the public and County workforce members.
3. Engage in proper physical distancing, as determined by the applicable County department that the Contract is with.

A completed Exhibit L (COVID-19 Vaccination Certification of Compliance) is a required part of any agreement with the County.

2. RFA, Sample Contract, is amended to add the following Unique Exhibit:

Exhibit L – COVID-19 Vaccination Certification of Compliance

3. RFA, Section 2.4, RFA Timetable, is amended to read as follows:

The timetable for this RFA is as follows:

Release of RFA	June 8, 2023
Request for a Solicitation Requirements Review Due by 3:00 pm*	June 15, 2023
Applicants' Written Questions Due by 3:00 pm*	June 15, 2023
Questions and Answers Released	June 29, 2023
Application initial due date by 3:00 pm*	July 6, 2023

***Times listed in Pacific Time (PT).**

4. RFA, Section 2.8, Preparation and Submission of the Application Packet, is amended to read as follows:

Applicants must submit a complete Appendix B, Application Packet in response to this RFA to the individual(s) identified in Section 1.8, Contact with County Personnel, and include "Application for RFA #2023-003" in the subject line of the e-mail transmission.

The contents of the Application Packet are as follows:

- **Exhibit 1 - Applicant's Organization Questionnaire/Affidavit:** Form identifying the Applicant's general information.
- **Exhibit 2 - Applicant's Adherence to Minimum Mandatory Requirements:** Form certifying that Applicant meets the minimum mandatory requirements. Applicants must complete all required sections and attach required documents/information to demonstrate applicant meets the minimum mandatory requirements.
- **Exhibit 3 - Certification of Compliance:** Form certifying Applicant's compliance with County's programs, policies, and ordinances.
- **Exhibit 4 - Application Transmittal Form:** Form describing the Applicant's legal name, address, authorized representative, and contact information.

- **Exhibit 5 - Acceptance of Terms and Conditions Affirmation:** Form certifying Applicant's acceptance of all the terms and conditions and criteria contained in this RFA and any addenda thereto.
- **Exhibit 6 - Community Business Enterprise (CBE) Information (Excel Worksheet):** Excel form identifying Applicant's company composition and make-up to be used by the County for statistical purposes only.
- **Exhibit 7 - Proposed Annual Budget.**
- **Proof of Insurability** - Applicant must provide proof of insurability that meets all insurance requirements set forth in Appendix A (Sample Contract), Paragraphs 12 and 13. If an Applicant does not currently have the required coverage, a letter from a qualified insurance carrier may be submitted with the application indicating a willingness to provide the required coverage should the Applicant be selected to receive a contract.

~~At the Director's sole discretion, late applications received after the due date may be considered, in the order received, if a determination is made that there is a specific unmet need.~~

This RFA has an initial due date (see Section 2.4 RFA Timetable) for Applicants to submit their applications but will remain open/continuous and the County may continue accepting applications beyond the initial due date and, depending on service needs, select vendors from this RFA process until the service needs are met or the County chooses to close the RFA.

PART 2 – RESPONSE TO APPLICANTS' QUESTIONS

Pursuant to the RFA, Section 2.6, Applicants' Questions, answers to questions received by the deadline are being issued as part of this Addendum, as follows:

- Q. I was looking at CHILDCARE SERVICES FOR RYAN WHITE PROGRAM ELIGIBLE CLIENTS IN LOS ANGELES COUNTY RFA #2023-003 because I'm interested in applying. I feel that I would be a good candidate to apply for this grant however I'm not an existing DHSP service provider serving the Ryan White program, will this disqualify me? Can you give me an example of who would be an existing DHSP directly funded service provider serving Ryan White Program that would make them eligible to apply, for reference?
- A. RFA, Section 1.4 – Applicant's Minimum Mandatory Requirements, subsection 1.4.1, states: "Applicant must be an existing Division of HIV and STD Program (DHSP) directly-funded (not through a subcontract) service provider, serving

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RWP eligible clients in LAC." Any vendor who is not a current contracted RWP service provider does not qualify. A few examples of DHSP funded services for RWP eligible clients include, but are not limited to, Ambulatory Outpatient Medical Services, Oral Health Care Services, and Legal Services. For additional DHSP information, you may visit the following website:
<http://publichealth.lacounty.gov/dhsp/>.

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 this Addendum Number 1, there are no other revisions to the RFA. All other provisions of the RFA remain in full force and effect.

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Certification of Compliance

The purpose of this Certification of Compliance is to permit the County to oversee, monitor, confirm, and audit Contractor's compliance with Urgency Ordinance, County Code Title 2 – Administration, Division 4 – Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) (the "Ordinance"). Contractor shall submit the information requested in this Certification of Compliance in accordance with Sections 2.212.060 and 2.212.090(A) of the Ordinance.

I, _____, on behalf of _____, (the "Subrecipient"), certify that on County Contract Select One _____

All Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance.
 Most Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are [LIST ALL CONTRACTOR PERSONNEL]:

SAMPLE

I have authority to bind the Contractor and have reviewed the requirements above and further certify that I will comply with said requirements.

Signature

Date

Title

Company/Contractor Name