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August 22, 2023

**ADDENDUM NUMBER 1  
TO  
REQUEST FOR PROPOSALS NO. 2023-004  
FOR  
DATA TO CARE SERVICES IN LOS ANGELES COUNTY**

On July 25, 2023, the County of Los Angeles (County) Department of Public Health (Public Health) released a Request for Proposals (RFP) for Data to Care (D2C) Services in Los Angeles County (LAC).

Pursuant to RFP Section 7.3, Proposers' Questions, answers to questions received by the August 8, 2023 deadline are being issued as part of this Addendum. Proposers are advised that the County reserves the right to group similar questions when providing answers.

**SECTION 1.0 – INTRODUCTION**

**Subsection 1.2, Data to Care (D2C) Services**

**Q1. We received the below request for Bid, I am a little lost as to which hospital, and what equipment this is for. Are you able to provide some more details?**

A1. D2C Services does not include a hospital or equipment. The contractor(s) will utilize internal and external databases, and the services will fund one Data Analyst and two Clinic Embedded HIV Engagement Specialists (CEHES) and will take place at the selected contractor(s)' clinics to complete regular systematic analysis of client service utilization to assist clinics in conducting outreach to clients to prevent clients with HIV from falling out of care and engage clients with HIV who are not in care.

**Q2. How will the D2C project benefit clients receiving HIV care services beyond the boundaries of the physical clinic?**

A2. Selected contractor(s) will be responsible for implementing D2C activities and programs to identify persons living with HIV (PLWH) who are not in care (either fallen out of care, at risk of falling out of care, or have never received care) in order to better locate, link, engage and retain PLWH in medical care and supportive serve so that they can achieve viral suppression and reduce transmission of HIV.

**Q3. Are agencies restricted to serving patients from a defined service or catchment area (e.g., the health district/Service Planning Area/zip code in which the agency is located), or within a specific radius of the clinic(s)?**

A3. Not at this time. It will be further defined once contractors are selected.

### **Subsection 1.3, Priority Populations**

**Q4. For the priority populations, are non-binary/gender queer individuals included?**

A4. Yes. As long as the individuals fall under one of the Priority Populations, the individuals are included. Please refer to Subsection 1.3, Priority Populations.

## **SECTION 7.0 – PROPOSAL REQUIREMENTS AND EVALUATION**

### **Subsection 7.6, Proposal Format**

**Q5. In paragraph 7.6.4 of page 26 of the Data to Care Services RFP No. 2023-004, it is stated that "Proposer must complete Exhibit 1 (Proposer's Submission Checklist) of Appendix C (Required Forms)." Is this form available for download or will we have to create a document resembling it?**

A5. The form is found in the main RFP document in PDF fillable format.

**Q6. In the RFP paragraph 7.6.13 that describes the Budget and Budget Justification, it is stated on page 34 that "The budget forms referenced above are the only budget formats acceptable." I have downloaded the budget worksheet but not the budget justification form. Where can I find the latter?**

A6. The budget justification form is found in the main RFP document in PDF fillable format.

**Q7. There are other required forms, such as Exhibit 2 (Proposer's Organization Questionnaire/Affidavit) referenced in RFP paragraph 7.6.5 on page 26, and Exhibit 3 and 4. Where can one download these?**

A7. All the required forms are found in the main RFP document in PDF fillable format.

## **APPENDIX A, EXHIBIT A – STATEMENT OF WORK**

**Q8. For the CEHES, will county-provided training be required? If so, what is the likely timeline for training and what are the required components.**

A8. Yes. CEHES staff will be trained soon after they are hired by Division of HIV and STD Programs (DHSP) Public Health Investigators.

## **APPENDIX A, EXHIBIT B – SCOPE OF WORK**

- Q9. Exhibit 3, Activities 3.3: “Triangulate developed list with databases external to the clinic including, but not limited to HIV Casewatch or people locator databases to identify clients reengaged elsewhere, moved out of LAC, or deceased.” Will the County help identify and coordinate direct access to these databases? (PDF pg. 172)**
- A9. Yes. DHSP will help identify and coordinate direct access to these databases.
- Q10. Please explain further the bi-weekly case conferences between contractor and DHSP? Will these occur remotely or in person? If in person, where? Will these between all contracted agencies and DHSP or between individual agencies and DHSP? (PDF pg. 173)**
- A10. Bi-weekly case conferences will be virtual unless otherwise notified by DHSP. Case conferences will be agency specific with DHSP.
- Q11. Activity 4.1.1 states the Linkage to Care Protocols should include... collaborations with pharmacies. Does this include commercial pharmacies? If so, what are the expectations for collaborations with commercial pharmacies, such as CVS or Walgreens, that are less focused on individual patient care. (PDF pg. 173)**
- A11. Yes. Collaborations can include commercial pharmacies or community/specialty pharmacies given their focus on individual patient care.
- Q12. 5.3 “Ensure comprehensive clinical primary care is provided to client via assessments.” Does this mean that we should conduct assessments to ensure that the care provided is comprehensive or that the comprehensive care is to be provided should include assessments? (PDF pg. 174)**
- A12. Assessments should be completed by Medical Care Coordination Teams.
- Q13. Are objectives/outcomes meant to be annual or in total? (PDF pgs. 171-175)**
- A13. Objectives/outcomes are annual.
- Q14. If we offer Behavioral Health services, do we need to follow Ryan White Program payer of last resort requirements for short-term therapy?**
- A14. This solicitation/contract is intended to fund staff for D2C activities per the description listed in the RFP, Scope of Work (Exhibit B) and does not fund behavioral health services.

Pursuant to RFP, Section 4, County’s 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>.

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RFP #2023-004  
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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 RFP. All other terms and conditions of the RFP remain in full force and effect.