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December 26, 2023

**ADDENDUM NUMBER 1
TO
WORK ORDER SOLICITATION NO. SHSMA-WOS_ICMS-034
FOR INTENSIVE CASE MANAGEMENT SERVICES
CASE MANAGEMENT HOME-BASED SERVICES
FOR PERSONS DIAGNOSED WITH HIV/AIDS**

This Addendum Number 1 to the Work Order Solicitation (WOS) for Intensive Case Management Services for Case Management Home-Based (CMHB) Services for Persons Diagnosed with HIV/AIDS consists of two parts as outlined below:

- **PART 1 – MODIFICATION TO WOS**
- **PART 2 – RESPONSE TO WRITTEN QUESTIONS RECEIVED**

PART 1 – MODIFICATION TO WOS

Pursuant to the WOS, Section 17.0, County Rights and Responsibilities, the County has the right to amend the WOS by written addendum. This Addendum Number 1 amends this WOS as indicated below (new or revised WOS language is in **red text** and deleted language is shown in ~~strike through~~ for easy reference).

1. WOS. Section 6.0, Work Order Solicitation Timetable, is amended as follows:

6.0 WORK ORDER SOLICITATION TIMETABLE

- Work Order Solicitation Release: November 14, 2023
- Written Questions Due Date/Time:November 28, 2023 at 11:00 a.m. PT
- **Questions and Answers ReleasedDecember 26, 2023**
- Response Due Date/Time:January 25, 2024 at 11:00 a.m. PT

2. WOS, Section 8.0, Respondent Questions, first paragraph, is amended to read as follows:

8.0 RESPONDENT QUESTIONS

Any questions regarding this WOS **must be submitted by e-mail** to the person identified in Section 7.0, above, and must be received no later than 11:00 a.m. PT on November 28~~0~~, 2023. All questions, without identifying the submitting Respondent, will be compiled and, along with the appropriate answers, will be issued as an addendum to the WOS and made available via e-mail to all current SHSMA contractors as well as on the ~~DHS~~ **Department of Public Health's Contracts and Grants website at <http://publichealth.lacounty.gov/cg/index.htm> <https://dhs.lacounty.gov/contracts-and-grants/>**. Any questions submitted after the Written Question Due Date/Time indicated in Section 6.0, above, will be answered via addendum at the County's discretion.

PART 2 – RESPONSE TO WRITTEN QUESTIONS RECEIVED

Pursuant to the WOS, Section 8.0, Respondent Questions, responses to questions received by the deadline are being issued as part of this addendum, as follows:

Question 1: We have over 25 public entity contracts (active and/or expired) within the last five years which support diverse medical and social services programs. As a recourse for Exhibit 2, List of Public Entity Contracts, may we list only contracts that support our HIV/AIDS services/programs and/or related case management services/programs?

Answer 1: At a minimum, responders must list all public entity contracts.

Question 2: Exhibit 1, Statement of Work, Paragraph 8.12 and Exhibit 4, Response to Requested Information, Paragraph 3.3.12 indicate that Nurse Case Manager (NCM) and Social Work Case Manager (SWCM) maintain a caseload of 30 to 45 clients. Exhibit 1, Statement of Work, Paragraphs 14.2.14 and 14.3.11 indicates NCM and SWCM maintain a caseload of 25 to 30 clients.

Please clarify the number of caseloads for NCM and SWCM.

Answer 2: Each full-time equivalent NCM and SWCM maintain a caseload of 30 to 45 clients.

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

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