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March 5, 2024

**ADDENDUM NUMBER 1
TO
INVITATION FOR BIDS (IFB) NO. IFB 2024-003-ARP
FOR
ARP COVID-19 TEST KITS AND HARM REDUCTION PRODUCTS DISTRIBUTION
SERVICES**

On February 8, 2024, the County of Los Angeles (County) Department of Public Health (Public Health) released an Invitation for Bids (IFB) for ARP COVID-19 Test Kits and Harm Reduction Products Distribution Services.

The addendum consists of two parts as outlined below:

- **PART 1 – MODIFICATIONS TO IFB**
- **PART 2 – RESPONSES TO APPLICANTS’ QUESTIONS**

PART 1 – MODIFICATIONS TO IFB

Pursuant to IFB Section 4.1, County Rights & Responsibilities, County’s Right to Amend IFB, this Addendum Number 1 amends the IFB as indicated below (new or revised IFB language in **red text** and deleted language is ~~struckthrough~~ for easy reference).

IFB

IFB, Section 7.6.5, Required Forms (Section C) is amended to revise reference to Exhibit 9, as follows, with no change to any other portion of this Section:

“Exhibit 9 (**Revised**) Pricing Sheet for ARP COVID-19 Test Kits and Harm Reduction Products Distribution Services (Excel).”

APPENDIX A, SAMPLE CONTRACT

Exhibit A, Statement of Work, Attachment 5: Xylazine Test Strip (XTS) Kits Specifications:

Exhibit A, Statement of Work, Attachment 5: Xylazine Test Strip (XTS) Kits Specifications, Section 2, Obtaining XTS Kits, is hereby amended as follows to correct typographical errors in Subsections b and c, with no changes to Subsection a:

“2. Obtaining XTS Kits:

- b) Contractor must notify the County at least two calendar weeks before purchasing any ~~FTS~~ XTS Kits for written approval. Contractor must also request written approval from County before contacting any ~~FTS~~ XTS Kit manufacturer to inquire about a turn-around time for receipt of products.
- c) Contractor’s time for receipt of ~~FTS~~ XTS Kits may be up to 4 weeks, inclusive of time for County’s written approval of product purchase and receipt of products from manufacturer.”

Exhibit A, Statement of Work, Attachment 6: Sexually Transmitted Disease Harm Reduction Products Specifications (Condoms – Internal and External)

Exhibit A, Statement of Work, Attachment 6: Sexually Transmitted Disease Harm Reduction Products Specifications (Condoms – Internal and External), Section 1, Product Specifications, Subsection d) is added, as follows:

“d) The External/Male condoms provided by LA Condom Partner will not be supplied in pre-packaged boxes and will be delivered in bulk. Contractor is required to secure and package the External/Male condoms. The final packaging must be approved by Public Health. The packages should hold approximately 10 condoms, fit inside the Kiosk, and be sturdy bubble packing envelopes or boxes. The Internal/Female condoms provided by LA Condom Partner will be pre-packaged.”

Exhibit C, Schedule of Fees

Exhibit C, Schedule of Fees, is hereby amended, as follows, to add the following line item to Column 18a:

“Cost to secure and package External Male Condoms”

APPENDIX B, REQUIRED FORMS

Exhibit 9, Pricing Sheet

Appendix B, Exhibit 9, Pricing Sheet, is deleted and replaced in its entirety with Exhibit 9 (Revised) Pricing Sheet, attached hereto and incorporated by this reference. Any reference to Exhibit 9, Pricing Sheet in the IFB is deemed replaced with Exhibit 9 (Revised), Pricing Sheet.

PART 2 – RESPONSES TO APPLICANTS' QUESTIONS

Pursuant to IFB Section 7.3, Bidders’ Questions, answers to questions received by the February 20, 2024 deadline are being issued as part of this Addendum. Bidders are reminded that the County has the right to group similar questions when providing answers.

IFB SECTION 2, GENERAL INFORMATION

Subsection 2.1, Purpose - Scope of Services

Q1: How will the Contractor receive Homebound Distribution Program requests?

- A1: Contractor will either use the online survey format that has been developed by Public Health to receive and process Homebound Distribution Program requests, or they have the option of creating a different method if they deem it to be more efficient, as long as the method is approved by the County.

Contractor may reference the current Public Health survey and COVID-19 Testing Webpage via the following links:

Survey Link:

<https://forms.office.com/pages/responsepage.aspx?id=SHJZBzjqG0WKvqY47dusgRbGcg4MD2tMgRXwIzEKKzFUOUJZOTY1SjRLWIFQNUtRRUExQjI3OFFNNi4u>

COVID-19 Testing Webpage:

<http://publichealth.lacounty.gov/acd/ncorona2019/covidtests/>

- Q2: Is the Contractor required to provide a link for homebound individuals to submit orders or will that remain County-provided? AND, if the latter, how will the Contractor receive the orders?

- A2: Yes, the Contractor is required to provide a link for homebound individuals to submit orders either through an online survey or any other user-friendly method for collecting orders. The County will not continue to receive requests, but the County can put the new survey link on the Public Health COVID-19 Testing webpage.

By creating a new survey, Contractor will have direct access to survey results. Contractor must only ask for information needed for distribution of Antigen Tests, which includes a name, address, and contact information. The only requirement is that the information necessary for distribution are accessed directly by Contractor. Contractor is fully responsible for setting up a survey, receiving responses, downloading, and cleaning the survey data, as needed, approving requests, and processing and shipping Antigen Tests following the language as specified in the IFB.

IFB, SECTION 7, INVITATION FOR BIDS (IFB) REQUIREMENTS

Subsection 7.4, Bidder's Conference

- Q1. Would it be possible to meet in person and review this project in detail?

- A1. No. Pursuant to Section 7.4 of this IFB, a Bidders' Conference will not be conducted for this IFB.

Subsection 7.5, Preparation of the Bid

- Q1. Does LA county offer any services to help me with this Bid? Or can you direct me to an organization that could help?

- A1. The County Department of Economic Opportunity's (DEO) APEX Accelerator Program is a free program designed to remove barriers to entry into government contracting. APEX provides various services including bid-matching, one to one counseling sessions, capabilities statement, and monthly training events. The APEX Accelerator Program website can be accessed here: <https://lacountyptac.ecenterdirect.com/>

The DEO's Office of Small business also provides vendors assistance with getting registered as a County vendor, obtaining County Certifications (Local Small Business, Social Enterprise, and Disabled Veteran's Business Enterprise), etc. The DEO's website can be accessed here: <https://opportunity.lacounty.gov/how-we-help/office-of-small-business/>

Subsection 7.6 Bid Format and Review Process

Q1: Can we submit a partial bid (for example, just to provide the Fentanyl Test Strip Kits and Xylazine Test Strip Kits)? We are a leading provider of harm reduction products, but historically we have not distributed COVID-19 test kits. If we are not able to bid directly, we will likely reach out to the bid winner for the vending machines so we can work directly with them.

A1: No. Pursuant to Section 2.2 of the IFB, Funding for ARP COVID-19 Test Kits and Harm Reduction Products Distribution Services, Public Health anticipates recommending one contract for ARP COVID-19 Test Kits and Harm Reduction Products Distribution Services, for the date of execution through December 31, 2026. Vendors must submit a bid for all of the services outlined in the IFB.

Additionally, please refer to Section 3.1, Minimum Mandatory Requirements, for information on the specific experience requirements that vendors must meet at the time of Bid submission.

Q2: Is the County accepting bids for specific items, in this case the Fentanyl & Xylazine Test Strips?

A2: See A1 above.

IFB, APPENDIX A, SAMPLE CONTRACT

Exhibit A, Statement of Work, Attachment 6, Sexually Transmitted Disease Harm Reduction Products Specifications - Condoms (Internal and External)

Q1: Can you please confirm provided condoms (from LA Condom Partner) will be provided in pre-packaged boxes.

A1: Please see Part 1above: Modifications to IFB: Appendix A, Sample Contract, Exhibit A, Statement of Work, Attachment 6: Sexually Transmitted Disease Harm Reduction Products Specifications (Condoms – Internal and External).

Appendix B, Required Forms

Exhibit 9, Pricing Sheet

Q1: Exhibit 9 is submitted with the bid and is to be completed for a 12-month period. Exhibit C is not included with the bid and is for the entire period of performance. Please confirm (if/whether) the \$8.3M in 5. Maximum Obligation of County is for the period starting at award through the following 12 months per Exhibit 9.

A1: The Maximum Obligation amount is for the entire period of performance under the awarded Contract (date of execution – December 31, 2026). Appendix B, Exhibit 9,

Pricing Sheet, is being used for price comparison, and must be completed to provide Bidder estimates to County for the products and services that will be provided under the awarded Contract.

Q2: Can you please clarify if all prices in Exhibit 9 are calculated as # of months x unit x estimated quantity?

A2: Bidders must provide a price per unit for each item listed in Appendix B, Exhibit 9, Pricing Sheet. The # of months x unit x estimated quantity x the price provided by the Bidder will provide the total price for each line item.

Per Exhibit 9, Pricing Sheet:

*"It is understood and agreed that where quantities, if any, are set forth in the Pricing Sheet, they are only estimates, and **the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**"*

Pursuant to the IFB, Section 4, County Rights & Responsibilities, this 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>.

Except for the revisions contained in this Addendum Number 1, there are no other revisions to the IFB. All other terms and conditions of the IFB remain in full force and effect.