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July 10, 2024

**ADDENDUM NUMBER 2  
TO  
INVITATION FOR BIDS (IFB) NO. IFB 2024-006  
FOR  
HEALTHY SCHOOLS LOS ANGELES (LAC) PROJECT**

On June 17, 2024, the County of Los Angeles (County), Department of Public Health (Public Health) released an Invitation for Bids (IFB) for the Healthy Schools Los Angeles County (Healthy Schools LAC) Project.

**RESPONSES TO BIDDERS' QUESTIONS**

Pursuant to the IFB, Section 7.3, BIDDERS' QUESTIONS, answers to questions received by the July 2, 2024, deadline are being issued as part of this Addendum. Bidders are advised that the County reserves the right to group similar questions when providing answers.

**IFB SECTION 7, IFB REQUIREMENTS**

**Q1. I wanted to know more info on how to apply for the Healthy Schools LAC Project IFB 2024-006.**

**A1. Bidders must follow the requirements outlined in Section 7, IFB Requirements, which includes "key project dates and activities, as well as instructions to Bidders in how to prepare and submit their Bid."**

**IFB Section 3, MINIMUM MANDATORY REQUIREMENTS**

**Q2. I am writing to inquire about the eligibility criteria for the Invitation for Bids (IFB) 2024-006 Healthy Schools LAC Project. We are a small business with a dedicated team that has extensive experience in health and wellness programs and childhood development. However, based on the current criteria, we do not qualify as a school district or a non-profit organization. Is**

**there any flexibility in the eligibility requirements that would allow us to participate in this bid? Our expertise and commitment to promoting healthy development in children align closely with the goals of this project, and we believe we could offer valuable contributions?**

- A2. No, there is no flexibility in the eligibility requirements. Interested and qualified Bidders that can demonstrate their ability to successfully provide the required services outlined in Exhibit A Statement of Work and Exhibit B Scope of Work of Appendix A Contract are invited to submit Bids, provided they meet the Minimum Mandatory Requirements outlined in Section 3, Minimum Mandatory Requirements, at the time of Bid submission.

**APPENDIX A, EXHIBIT A, STATEMENT OF WORK AND APPENDIX A, EXHIBIT B, SCOPE OF WORK**

**Q3. If the Memoranda of Understanding (MOUs) are between Local Education Agencies (LEAs) and Public Health, what role will the awarded contractor play after MOU execution?**

- A3. Contractor's roles and responsibilities for the MOUs between LEAs and Public Health are outlined in Appendix A, Exhibit A, Statement of Work, Section 2.0, 4. Collaborations with LEAs, which states, "This programming may support the Healthy Schools LAC Project and other health outcomes as agreed to by the District and Public Health. Public Health will provide an MOU template and Contractor will facilitate the process leading up to and including MOU execution."

**Q4. Are the Subcontractor agreements with LEAs meant to be cost-reimbursement, or deliverables-based/fee for service?**

- A4. Pursuant to Appendix A, Exhibit A Statement of Work, Subsection 3.5.6, the Subcontractor's project plan must include a project budget and justification. The Subcontractor agreements with LEAs will be on a cost reimbursement and flat fee based on milestone deliverables basis.

**Q5. Approximately how many school personnel differential payments would need to be issued?**

- A5. The Healthy Schools LAC Project is budgeted for 10 schools for one semester of Fiscal Year (FY) 24-25 and 20 schools for two semesters of FY 25-26 and FY 26-27, for a total of 90 differential payments for the entire contract period.

**Q6. Would any schools be participating in the Healthy Schools Advocate Program not be within an LEA/district that receives a subcontract agreement for the Healthy Schools Partnerships program?**

- A6. All participating LEAs must have a Subcontractor Agreement per Section 3.4 LEAs Eligibility. However, LEAs with a Subcontractor Agreement may participate in the

Healthy Schools Advocate Program and not the Healthy Schools Partnership per Section 3.5 Local Education Agencies Responsibilities. Priority communities are listed in Table 2 Community Public Health Teams Communities and School Districts.

**Q7. Regarding the Youth Convenings, the phrase “pay for services” is used in Appendix A, Exhibit A Statement of Work, Subsection 3.2.12 as a part of Contractor responsibilities. Can you confirm that these payments for services would be funded via the awarded contract as a direct cost?**

A7. Yes, the Convenings are direct costs as specified in Appendix B, Exhibit 9 Budget Instructions and Appendix B, Exhibits 9-I, 9-II, and 9-III Pricing Sheets.

**Q8. For the leadership development and/or teambuilding agency providing programming at the youth convenings, would the contractor be required to hold a competitive procurement?**

A8. No, the Contractor is not required to conduct a competitive procurement.

**Q9. Section 3.2.5 of the Statement of Work dictates that the contractor must conduct fiscal and administrative monitoring of subcontractors. Would this entail a specific process beyond regular review and audit of all progress reports and invoices?**

A9. Pursuant to Appendix A, Exhibit A Statement of Work, Section 4.0 Contractor Reporting, “Contractor must submit monthly, quarterly, year-end, and final reports to Public Health on the following information: Quarterly progress and final reports using the template provided by Public Health.” The same templates will be used for Subcontractor fiscal and administrative monitoring.

**Q10. Section 3.2.12.1 of Exhibit A Statement of Work states the contractor will coordinate up to three Youth Summits. Funding for the youth summits appears to only be included in Budget Periods 1 and 2. The timeline for coordinating the Youth Summits in Exhibit B notes June 30, 2025. Please confirm the # of Youth Summit Convenings that the contractor will be required to coordinate and the timeline for the convenings.**

A10. Pursuant to Appendix A, Exhibit A Statement of Work, Subsection 3.2.12.1, Contractor is responsible for planning and coordinating “a. up to three large-scale events for a total of 640 students each event.” Pursuant to Appendix A, Exhibit B Scope of Work, the first Youth Summit convening must take place “before June 30, 2025.” Funding for the Youth Summit convenings is only included for Budget Period 1 (FY 24-25) and Budget Period 2 (FY 25-26), as indicated in Appendix B, Exhibit 9-I and Exhibit 9-II Pricing Sheets.

**Q11. Is cost for an event planner/coordinator an allowable cost for the fixed costs for convenings?**

- A11. Pursuant to Appendix B, Exhibit 9 Budget Instructions, “the fixed/pre-populated amounts listed do not include the costs of the Salaries and Employee benefits for a Project Manager, or other staff needed for the Healthy Schools LAC Project local education agencies, Healthy Schools Advocate Program, and Convenings. If awarded a Contract, Bidder must provide sufficient staff to carry out all necessary fiscal, administrative and programmatic functions of the project, and Bidder must include any associated Salary and Employee Benefit costs in Section A (Full-time and Part-time Salaries) and Section B (Employee Benefits) of Exhibits 9-I, 9-II, and 9-III.”

Pursuant to the IFB, Section 4.0, County’s Rights and Responsibilities, this Addendum Number 2 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 2, there are no other revisions to the IFB. All other terms and conditions of the IFB remain in full force and effect.