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July 2, 2024

**ADDENDUM NUMBER 1  
TO  
INVITATION FOR BIDS (IFB) NO. IFB 2024-007-ARP  
FOR  
ARP COVID-19 TEST KITS AND HARM REDUCTION PRODUCTS DISTRIBUTION  
SERVICES**

On June 18, 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 is in **red text** and deleted language is in ~~strike through~~ for easy reference).

**IFB**

IFB Section 1.0 Solicitation Information and Minimum Mandatory Requirements is hereby amended to read as follows:

**1 SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS**

<b>IFB TIMETABLE</b>	
<b>IFB Release Date</b>	June 18, 2024
<b>IFB Contacts</b>	Megan O'Brien, via email: <a href="mailto:mo'brien@ph.lacounty.gov">mo'brien@ph.lacounty.gov</a>  <u>AND</u>  Tatevik Magakyan, via email: <a href="mailto:tmagakyan@ph.lacounty.gov">tmagakyan@ph.lacounty.gov</a>
<b>Solicitation Requirements Review (SRR) Due</b>	June 25, 2024 by 3 pm Pacific Standard Time (PT)
<b>Written Questions Due</b>	June 25, 2024 by 3 pm PT
<b>Questions and Answers Released via Addendum</b>	July 2, 2024
<b>Bids Due</b>	<del>July 16, 2024</del> <b>July 23, 2024</b> by 3 pm (PT)
<b>Anticipated Contract Term</b>	Date of Execution – December 31, 2025
<b>Minimum Mandatory Requirements</b>	See Section 3 of this IFB for Minimum Mandatory Requirements.

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 B, REQUIRED FORMS**

**Exhibit 9, Pricing Sheet**

Appendix B, Exhibit 9, Pricing Sheet, is deleted in its entirety and replaced 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 June 25, 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 1, SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS**

Q1. We require additional time to assess elements outside our current scope of pharmaceutical distribution. We kindly request an extension of three weeks beyond the current submission deadline of July 16, 2024. This extra time will enable us to thoroughly evaluate all aspects and prepare a comprehensive and competitive proposal to the County of LA DPH.

A1: The County is extending the bid submission deadline to July 23, 2024, as outlined in Part 1 above: Modifications to IFB Section 1.0, Solicitation Information and Minimum Mandatory Requirements.

**IFB SECTION 2, GENERAL INFORMATION**

**Subsection 2.1, Purpose - Scope of Services**

Q2: We also seek clarification on a specific aspect of the Homebound Distribution Program described in the IFB. It's mentioned that since April 2023, Public Health has overseen this program supporting LAC residents aged 65 years or older or those who identify as homebound (regardless of age) and who do not reside in long-term care facilities. The process involves maintaining a web-based survey link and processing requests for Antigen Tests multiple times a week, with these tests being shipped directly from a warehouse.

Our question is: Will the Department of Public Health be forwarding these requests directly to the awarded vendor for fulfillment? Alternatively, will the awarded vendor be trained to replicate this current process independently?

A2: Pursuant to the IFB, Appendix A, Exhibit A, Statement of Work, Section 4, Scope of Services, "Contractor must provide a logistics plan for conducting services for the Homebound Distribution Program within two weeks of Contract execution and commence said services within four weeks of Contract execution, with direction from the County. The logistical plan must include the specifications outlined in Section 4.7 of this Statement of Work, Homebound Distribution Program."

The selected 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.

Bidders 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=SHJZBzjqG0WKvqY47dusgRbGc94MD2tMgRXwizEKKzFUOUJZOTY1SjRLWIFQNUtRRUEXQjI3OFFNNi4u>

COVID-19 Testing Webpage:

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

The selected Contractor will have direct access to survey results, whether it creates a new survey or uses the online survey format that has been developed by Public Health. 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 is accessed directly by the selected Contractor. As detailed in Appendix A, Exhibit A, Statement of Work, Section 4.7, Homebound Distribution Program, and Section 6.1, Weekly Reporting, the selected Contractor is fully responsible for setting up a survey, receiving responses, downloading and cleaning the survey data, approving requests, and processing and shipping Antigen Tests, as needed.

### **IFB, APPENDIX A, SAMPLE CONTRACT**

#### **Exhibit A, Statement of Work, Attachment 1, Kiosk Specifications**

Q3. Section 4.1 describes a data system “Platform”, which must be installed within the kiosk. There is the requirement for the Platform, outlined in Attachment 1, 4.2 that it have the following functionalities and capabilities: Ability to offer participants a survey with up to 10 questions...

Section 4.2.1 states that the county will provide the survey form for participants to complete when accessing an Antigen Test Kit or harm reduction product from a kiosk. Section 4.2.3 makes reference to translation for any languages determined necessary by County for inclusion in survey.

Our question is, as part of the Platform, may participants access the survey portion (with translation for any languages determined necessary by the County) by means of a QR Code that is prominently and permanently installed within the kiosk, and easily accessible by participants; or must this requirement be fulfilled via an electronic tablet like display that can accomplish same?

A3. No. The participants must be able to take the survey at the kiosk without the need for a separate device such a cell phone or laptop.

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

Q4. The IFB provides no clear direction regarding how Internal Condoms are to be kitted and dispensed. Are internal condoms to be kitted individually or in packs of two or three?

A4. Pursuant to Exhibit A, Statement of Work, Attachment 6, Sexually Transmitted Disease Harm Reduction Products Specifications - Condoms (Internal and External), Section 1.e, “The Internal/Female condoms provided by <https://lacondom.com/> will be pre-packaged.” They will not be kitted and will be dispensed individually with only one Internal Condom per package.

Q5. Can the County clarify if the Internal Condoms should be dispensed alone or are they required to be kitted with lubricant packets?

- A5. Lubricant packets must only be included with External/Male Condoms. Internal/Female Condoms will be dispensed alone.

## **APPENDIX B, REQUIRED FORMS**

### **Exhibit 9, Pricing Sheet**

- Q6: Can the County confirm that they intend to relocate 50 Kiosks per month for a period of 12 months as currently structured in Appendix B Exhibit 9 - Pricing Sheet. The current pricing constructs indicates that the County will be moving 50 already deployed Kiosks per month for a period of 12 months (which is 600 kiosks moves per year). Can the County please confirm or change the Pricing Table quantity from the specified 50?
- A6: Please see Part 1 above: Modifications to IFB: Appendix B, Required Forms, Exhibit 9, Pricing Sheet (**Revised**). This revised pricing sheet reflects an estimated four Kiosk relocation/removals per month. There are no existing Kiosks. The County requests that Bidders include pricing for Kiosk relocation/removal to allow Service Sites the choice of ending the yearlong Service Site agreement, if necessary and when approved by the County; however, the general expectation is that Service Sites will host the Kiosk for an entire year. As noted in the Exhibit 9, Pricing Sheet (**Revised**), "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. Bidders must bid on all items in order to be considered responsive to this IFB. Estimated quantities are based on projected usage for 12 months."

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.

Bidder Name:  
 Project Title: **ARP COVID-19 Test Kits and Harm Reduction Products Distribution Services**  
 Period of Performance: **12 Month Period\***

Budget instructions:  
 The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The fixed rate(s) must include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies, unless stated otherwise in the IFB.

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. Bidders must bid on all items in order to be considered responsive to this IFB. Estimated quantities are based on projected usage for 12 months.

Bidders must bid on all items on this Appendix B Exhibit 9 (Pricing Sheet). Bids that do not include pricing on all items on this Appendix B Exhibit 9 (Pricing Sheet), may be considered non-responsive and excluded from further consideration, at the discretion of the County. No additional cost categories or items will be accepted on this Pricing Sheet.

PRICING SHEET						
	Unit	# Months	Unit	Estimated Quantity	Price	TOTAL
Monthly Kiosk Rental Cost (includes coordination, delivery, setup, as-needed maintenance/repair, and wrap/signage)	Each	12	1	100		
Antigen Test Kits for Kiosks	Test Kits must each contain two Antigen Tests per box, no more and no less.	12	1	37,500		
Antigen Test Kit Delivery to Homebound Distribution Program Individuals (includes postal delivery fee for Antigen Test Kits)	Test Kits must each contain two Antigen Tests per box, no more and no less.	12	1	433		
FDA-approved Naloxone Hydrochloride 4 mg Intranasal Spray purchased by Contractor from FDA-approved and SACP-verified manufacturer	1 carton (containing 2 single-use devices in blister packages and instructions for use)	12	1	370		
Fentanyl Test Strip (FTS) Kits purchased by Contractor from a SACP-verified manufacturer	1 FTS kit (containing at least 5 individually-packaged strips and instructions for use)	12	1	1,785		
Xylazine Test Strip (XTS) Kits purchased by Contractor from a SACP-verified manufacturer	1 XTS kit (containing at least 5 individually-packaged strips and instructions for use)	12	1	111		
FDA-standard External condoms purchased by Contractor from external vendor	1 each External condoms (FDA standard): latex, lubricated with non-spermicidal silicone or water-based lubricant	12	1	20,000		
FDA-standard Internal condoms purchased by Contractor from external vendor	1 each prepackaged Internal condoms (FDA standard): thin, nitrile pouch	12	1	250		
Box of lubricant	1 box has 500 lubricant packets	12	1	42		
Cost to secure and package External/Male Condoms and lubricant (Packages should hold approximately 5 Condoms and 5 Lubricant packets, fit inside the Kiosk, and be sturdy bubble packing envelopes or boxes).	Each	12	1	8,400		
Printing Costs for Educational Materials (Pocket Cards for Antigen Test Kits)	Each	12	1	40,000		
Printing Costs for Educational Materials (Pocket Cards for Sexual Disease Reduction)	Each	12	1	8,400		
Kiosk Supply Restocking Fee (as-needed and inclusive of all products)	Based on restocking of 100 machines x 4 times a month	12	1	400		
Kiosk Relocation/Removal Fee (as-needed)	Each	12	1	4		
<b>SUBTOTAL</b>						<b>\$0</b>

**TOTAL BID PRICE**

**\$0**

\_\_\_\_\_  
 Bidders Authorized Official Signature

\_\_\_\_\_  
 Date