



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

ANISH P. MAHAJAN, M.D., M.S., M.P.H.
Chief Deputy Director

313 North Figueroa Street, Suite 806
Los Angeles, CA 90012
TEL (213) 288-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov

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March 11, 2024

**ADDENDUM NUMBER 1
TO
WORK ORDER SOLICITATION NO. SHSMA-WOS_ICMS-039
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 ~~strikethrough~~ for easy reference).

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

6.0 WORK ORDER SOLICITATION TIMETABLE

The timetable for this WOS is as follows:

Release of Work Order Solicitation	February 29, 2024
Request for a Solicitation Requirements Review by 3:00 pm*	March 5, 2024
Written Questions Due by 3:00 pm*	March 5, 2024
Questions and Answers Released	March 11, 2024
Response Due by 3:00 pm*	March 21, 2024

*Times listed in Pacific Time (PT).

- 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 3:00 p.m. PT on March 5, 2024. 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.

- WOS, Exhibit I, Statement of Work, Subparagraph 14.2.14 is amended to read as follows:
 - 14.2.14 Each full-time equivalent NCM will maintain a caseload of ~~30~~ 25 to ~~45~~ 30 clients.
- WOS, Exhibit I, Statement of Work, Subparagraph 14.3.11 is amended to read as follows:
 - 14.3.11 SWCM will maintain a caseload of ~~30~~ 25 to ~~45~~ 30 clients.

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: WOS, Section 3.0 WORK ORDER TERM

- a) What is the likelihood of funding being available for the two optional one-year extensions?
- b) What performance outcomes or factors will be considered for granting the extensions?

Answer 1: Contract extensions are granted at the County's discretion based on the needs of clients and availability of funding from the federal funding source. The programmatic outcomes considered for renewals/extensions are based on the contractor's ability to meet scope of work goals as reported in monthly reports and verified through program monitoring activities.

Question 2: WOS, Section 4.0 FUNDING

Given the high level of staffing required in the Statement of Work and the substantial budget needed by a single provider to meet all program requirements, it would seem very challenging for up to five providers to share the available annual funding. Please explain how the funds could potentially be awarded for up to five providers.

Answer 2: Contract funding allocations are determined by a number of factors including, but not limited to, geographic area of need, availability of funding, as well as the respondent's submitted budget.

Question 3: Exhibit 1, Statement of Work, Sections 11.0 QUALITY CONTROL PLAN and 12.0 QUALITY ASSURANCE PLAN

To ensure that all requirements are met, will Quality Control/Assurance staff be allowable staffing positions eligible for reimbursement?

Answer 3: Contract funding allocations, including staffing issues, will be resolved during the contract negotiations period. Respondents should include all proposed staffing for this service within their submitted budget.

Question 4: Exhibit 1, Statement of Work, Section 14.5 OTHER PERSONNEL

- a) Are business management, billing, and other administrative personnel costs be eligible for reimbursement? If so, are there specific categories of costs under which those positions are to be billed?
- b) Additionally, are outreach and engagement personnel costs eligible for reimbursement, to meet the requirements under 8.1 – Outreach and Engagement?

Answer 4: Respondents should include all proposed staffing for this service, including proposed outreach and engagement personnel, within their submitted budget. Business management, billing, and other administrative personnel costs are reimbursed via approved indirect cost rates as specified in this solicitation's budget instructions.

Question 5: Exhibit 1, Statement of Work, Section 14.6 SUBCONTRACTING FOR HOME HEALTH CARE SERVICES

Regarding 14.6.2, please clarify the requirement for clients to choose from at least three subcontracted service providers for each service, as this would be challenging for providers to engage multiple subcontractors for each type of service on an ongoing basis.

Answer 5: As stated in Exhibit 1, subparagraph 14.6.1, Contractor must subcontract with a sufficient number of HHA or HCO to provide attendant and homemaker services. Additionally, subsection 14.6.2 specifies that Contractor must allow the client or legal representative to choose from at least three subcontracted service providers for each service, when possible, based on the availability of participating service providers in a given geographical area.

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.