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April 14, 2025

**ADDENDUM NUMBER 2  
TO  
REQUEST FOR STATEMENT OF QUALIFICATIONS NO. 2025-002  
FOR  
SUBSTANCE USE SUPPORTIVE SERVICES**

On March 21 2025, the County of Los Angeles (County) Department of Public Health (Public Health) released a Request for Statement of Qualifications (RFSQ) for Substance Use Supportive Services.

The Addendum Number 2 is being issued and consists of two (2) parts as outlined below:

- **PART 1 – MODIFICATIONS TO RFSQ**
- **PART 2 – RESPONSES TO VENDORS QUESTIONS**

**PART 1 – MODIFICATIONS TO RFSQ**

Pursuant to RFSQ Section 4.0, County Rights & Responsibilities, Public Health has the right to amend the RFSQ by written addendum. This Addendum Number 2 amends this RFSQ as indicated below (new RFSQ language in **highlight** and revised or deleted language in ~~strikethrough~~ for easy reference).

1. RFSQ, Section 2.0, General Information, Subsection 2.2.3, **Category 3: Harm Reduction Services**, is amended as follows:

- 2.2.3 **Category 3: Harm Reduction Services:** This service category includes data-driven and community informed public health programs and activities that aim to reduce the negative consequences associated with substance use. Harm reduction services focus on “meeting people where they are,” recognizing that many people are not willing or able to stop using substances, and decreasing the negative consequences associated with

drug use by equipping individuals with the knowledge and resources needed to protect themselves. Under this service category, contractors will use a variety of safer use strategies including, but not limited to, providing necessary supplies such as naloxone and any other opioid overdose reversal medication approved by the US Food and Drug Administration, drug test strips (e.g., fentanyl, xylazine), safe smoking and safe injection supplies, peer services, and referrals **to services such as:** medical, SUD, medication for addiction treatment, **and** mental health **services**, legal, and **housing assistance services**.

2. RFSQ, Section 7.0, STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS, Sub-section 7.3.2.1, Vendor Qualifications (Section A), items 1 and 2, are amended as follows:

**7.3.2.1 Vendor's Background and Experience (Section A.1)**

- 1) Vendors must complete, ~~sign, and date~~ Exhibit 1 (Statement of Qualifications Checklist) as set forth in Appendix B (Required Forms).
- 2) Vendors must complete, ~~sign, and date~~ Exhibit 2 (Organization Questionnaire/Affidavit) as set forth in Appendix B (Required Forms).

3. RFSQ, Section 7.0, STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS, Sub-section 7.3.2.2, Pending Litigation and Judgements (Section A.3), is amended as follows:

**7.3.2.2 Pending Litigation and Judgments (Section A.3)**

Public Health will conduct a review of each Vendor's pending litigation and judgements. **Vendors must complete Exhibit 4.5 (Vendor's Pending Litigation and Judgments) and** must identify by name, case number, and court jurisdiction any pending litigation in which a Vendor is involved, or judgments against the Vendor in the past five years. Additionally, **included in Exhibit 4.5 is a space for** Vendors **must to** provide a statement describing the size and scope of any pending or threatening litigation against the Vendor or principals of the Vendor **or** statement verifying Vendor has no pending litigation or judgements.

A review to determine the magnitude of any pending litigation or judgements against each Vendor will be conducted by the County.

4. RFSQ, Appendix B, Required Forms, is replaced to correct Exhibit 3, Certification of Compliance, and Exhibit 4, Debarment History and List of Terminated Contracts; to fix fillable items on forms; to add Exhibit 4.5, Vendor's Litigation and Judgments; and to renumber all pages of Appendix B, Required Forms. Appendix B, Required Forms, is attached to this Addendum Number 2.

## **PART 2 – RESPONSES TO VENDORS QUESTIONS**

Pursuant to RFSQ Section 7.0, Statement of Qualification (SOQ) Requirements, Subsection 7.2, Vendor's Questions, answers to questions received by the date and time specified in Section 1.0 (Solicitation Information and Timetable), will be compiled with the appropriate answers without identifying the submitting company, and issued as part of this addendum. Vendors are advised that the County reserves the right to group similar questions when providing answers.

### **GENERAL QUESTIONS**

**Q1. How would one know if we are active with Public Health? Is there a way to see our profile and to see what type of services we can offer so that way we can get emails on those BIDs?**

A1. Vendors may visit the County WebVen website to register as County vendors, or to confirm if they are active County vendors. Vendors receive notifications on solicitations that have been released by the County based on the services they provide. The County WebVen website is found following this link: <https://camisvr.co.la.ca.us/webven/>.

Once registered, you may login to access your profile and make updates at any time.

### **SECTION 1.0 – SOLICITATION INFORMATION AND TIMETABLE**

**Q2. We are seeking clarification around the timeline for evaluation and SOQ submission. Section 1.0 references a March 28, 2025, deadline for written questions and evaluations, while Section 2.6 indicates the County may accept SOQs on an ongoing basis to qualify additional vendors if service needs remain. To help us plan accordingly, could you kindly confirm: 1. Whether submissions received after March 28 but before the April 21, 2025, SOQ deadline will still be considered for initial evaluation;**

**Q3. Could you kindly confirm whether the County will continue evaluating SOQs after April 21 if additional vendors are needed.**

A2-A3. The review process of the SOQs received by Public health will start after they are due on April 28, 2025. Please refer to Addendum Number 1 for the revised Solicitation Information and Timetable.  
In addition, please refer to Part 1, Modifications to RFSQ, of this Addendum for additional revisions to the RFSQ.

## **SECTION 2.0 – GENERAL INFORMATION**

**Q4. There are certain requirements for the bid you have sent out. We are a nonprofit organization with a Mental behavioral health counselor who has 7 years of experience with substance abuse patients. Is the bid that you have sent out for facilities or for professionals who have experience in substance abuse?**

A4. Pursuant to RFSQ Section 2.0, General Information, Subsection 2.2, Scope of Work, Public Health is seeking qualified companies, providers, and/or agencies (all “vendors”) to enter into a Master Agreement with the County to provide Substance Use Supportive Services (SUSS).

**Q5. What exactly is "Request for Statement of Qualifications for Substance Use Supportive Services "? I have looked through the contracting opportunity, but it was very hard to understand**

A5. A Request for Statement of Qualifications is a document that asks applicants to provide their experience, skills and abilities, demonstrating how they meet the specific requirements.

Pursuant to RFSQ Section 2.0, General Information, Subsection 2.5, Master Agreement Process, the objective of this RFSQ is to select a pool of qualified Vendors to provide SUSS. Specific tasks, deliverable, etc. will be determined at the time the Department issues a Work Order Solicitation (WOS). Upon the Department’s execution of Master Agreements, qualified Vendors will become County contractors, and thereafter be solicited under competitive conditions to provide as needed SUSS under Work Orders to be issued by the County.

**Q6. How long after the services are rendered do we get paid?**

**Q7. Is there a minimum or maximum funding amount awarded per category under this RFSQ?**

A6-A7. Pursuant to RFSQ Section 2.0, General Information, Subsection 2.5, Master Agreement Process, the objective of this RFSQ is to select a pool of qualified Vendors to provide SUSS. Specific tasks, deliverable, etc. will be determined at the time the Department issues a WOS. Upon the Department’s execution of Master Agreements, qualified Vendors will become County contractors, and thereafter be solicited under competitive conditions to provide as needed SUSS under Work Orders to be issued by the County. Work Orders will include a Statement of Work which will describe in detail the particular project and the work required for the performance thereof. Payment for all work will be either on a time and materials basis or on a fixed price per deliverable basis, subject to the Total Maximum Amount specified on each individual Work Order. The execution of a Master Agreement does not guarantee a contractor any minimum amount of business.

Pursuant to RFSQ Appendix A, Sample Master Agreement, Paragraph 5.0 Contract Sum, Sub-paragraph 4.1, Total Contract Sum, Contractor will not be entitled to any payment by County under this Master Agreement except pursuant to validly executed and satisfactorily performed MAWOs.

### **SECTION 3.0 – MINIMUM MANDATORY REQUIREMENTS**

**Q8. We are interested in providing help. Do we need to be in network with Medi-cal.**

**A8.** No, being in-network with MediCal is not a requirement for any of the service categories of this RFSQ.

Please review RFSQ Section 3.0, Minimum Mandatory Requirements (MMR), which list the MMRs to qualify for one or more of the SUSS categories in RFSQ Section 2.2 (Scope of Work).

### **SECTION 5.0 – NOTIFICATION TO VENDORS**

**Q9. If you aren't the person for these questions, please direct me to the person who can help, as my team and I are getting ready to submit our first proposal.**

**A9.** Pursuant to RFSQ, Section 5.0, Notification to Vendors, Subsection 5.2, Contact with County Personnel, any contact regarding this RFSQ or any matter relating thereto must be in writing and e-mail to:

Sarmen Antanesian, Contract Analyst  
County of Los Angeles – Department of Public Health  
Contracts and Grants Division  
E-mail address: [santanesian@ph.lacounty.gov](mailto:santanesian@ph.lacounty.gov)

Pursuant to RFSQ, Section 7.0, SOQ Requirements, Subsection 7.2, Vendors' Questions, Vendors may submit written questions regarding this RFSQ by e-mail to the contact person identified in Section 1.0 (Solicitation Information and Timeline). All questions must be received by the date and time specified in the Solicitation Information and Timeline. Please refer to Addendum Number 1 for the revised Solicitation Information and Timetable.

### **SECTION 7.0 – STATEMENT OF QUALIFICATION (SOQ) REQUIREMENTS**

**Q10. What is the documentation that is needed to be sent to apply for this BID or does that mean I need to wait until April 7, 2025 for that info?**

**Q11. I have a question about a recent BID opening called 2025-002 Request for Statement of Qualifications (RFSQ) for Substance Use Supportive**

**Services. What is the documentation that is needed to be sent to apply for this BID.**

**Q12. Please confirm how we can assist.**

A10-A12. Please review RFSQ Sub-section 7.3, Preparation and Format of the SOQ for specific instructions on how to prepare the SOQ submission.

In addition, please review Part 1, Modifications to RFSQ, of this Addendum, items #2 and #3, for revisions made to Sub-section 7.3.2.1, Vendor's Background and Experience (Section A.1), and Sub-section 7.3.2.2, Pending Litigation and Judgments.

**Q13. In section 7.0 of the RFSQ, it says: "Vendors must complete, sign, and date" Exhibits 1 and 2 but the exhibits included on pages 135 and 139 of the RFSQ package don't have a signature line. Are we meant to add one in or can we submit the exhibits without signature?**

A13. Please review Part 1, Modifications to RFSQ, item #2 of this Addendum. RFSQ Subsection 7.3.2.1, Vendor's Background and Experience (Section A.1), items 1) and 2) have been revised to clarify that Appendix B, Required Forms, Exhibits 1 and 2, only need to be completed, not signed or dated.

**Q14. Regarding the Request for Statement of Qualifications for Substance Use Supportive Services (RESQ #2025-002), could you clarify what documents would be considered acceptable evidence for vendors meeting the minimum mandatory requirements in the following categories?**

- Category #3: Harm Reduction Services
- Category #4: Housing and Support Services
- Category #5: Integrated Care and Network Adequacy Services
- Category #7: Prevention Program Services
- Category #8: SUD Workforce Education and Training Services

**Would a resume, CV, or a list of duties outlining at least one year of experience within the last three years be sufficient for demonstrating qualifications in these areas? If additional documentation is required, please advise on the specific requirements.**

A14. No, a Resume, Curriculum Vitae, or a list of duties are not acceptable documents to confirm that vendors meet the minimum mandatory requirements (MMRs).

Please review RFSQ Sub-section 7.3, Preparation and Format of the SOQ for specific instructions on how to prepare the SOQ submission, as well as Part 1, Modifications to RFSQ, of this Addendum, items #2 and #3, for revisions made to Sub-section 7.3.2.1, Vendor's Background and Experience (Section A.1), and Sub-section 7.3.2.2, Pending Litigation and Judgments.

RFSQ Sub-section 7.3.2.1, Vendor's Background and Experience (Section A.1), item 3) indicates that vendors must complete, sign, and date Exhibit 6 (Vendor's Affidavit of Adherence to Minimum Mandatory Requirements) and demonstrate the ability to satisfy each of the MMRs, as outlined in Section 3.0 of this RFSQ, and have the capability to perform the required services for **each** category for which they are attempting to qualify.

Vendors must include a description of experience for **each** category for which the Vendor is attempting to qualify, limited to two pages per category, as provided in Exhibit 6 (Vendor's Affidavit of Adherence to Minimum Mandatory Requirements).

In addition, please also review the information on Section 8.0, SOQ Review/Selection/Qualification Process, Sub-sections 8.1.1 through 8.1.4, for the identified information and exhibits that will be reviewed to determine if each Vendor meets the MMRs as outlined in Section 3.0 of this RFSQ.

## **SECTION 9.0 – PROTEST PROCESS OVERVIEW**

**Q15. I see on the BID there is a solicitation requirement review on 03/28/25. Does that mean I'm assuring that the company is meeting the requirements by the date?**

**Q16. It appears that applicants may submit a Solicitation Requirements Review (SSR) by tomorrow, March 28th, but it is not a requirement. Is that correct? Our organization does not assert any concerns with meeting the MMRs or business requirements nor does it have any concerns about the RFSQ instructions,, but I wanted to clarify this element of the RFSQ to be certain.**

**A15-A16.** Pursuant to RFSQ Section 9.0, Protest Process Overview, Subsection 9.1, Solicitation Requirements Review, any person or entity may seek a Solicitation Requirements Review (SRR) by submitting Appendix C, Solicitation Requirements Review Request, to Public Health as described in this Section. A Solicitation Requirement Review is part of the Protest Process and may be submitted to Public Health if vendor asserts that the application of the Minimum Mandatory Requirements, evaluation criteria, and/or business requirements unfairly disadvantage the person or entity, or if due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective vendors.

## **APPENDIX A, SAMPLE MASTER AGREEMENT**

**Q17. What harm reduction supplies can be distributed under Category 3: Harm Reduction Services, given that sterile syringes are prohibited under this contract? Page 68, Section 9.24 states that no funds provided under this**

**Master Agreement can be used for the distribution of sterile syringes/needles.**

- A17. The Sample Master Agreement is currently a draft and will be customized for each contractor according to the service category or categories they qualify to provide. Master Agreements that include the harm reduction service category will not include Master Agreement provisions that prevent funds being used for distribution of sterile syringes/needles or for related harm reduction services. We extend programmatic flexibility through our harm reduction programs, which align with the funding restrictions and requirements.

## **APPENDIX B, REQUIRED FORMS**

- Q18. On page 141 of the RFSQ package, the Certification of Compliance (Exhibit 3) is blank but then the form that we have seen in the past is listed on the next page (142) under Exhibit 4. It seems like a simple formatting issue, but we wanted to clarify which form we should be using for Exhibit 3.**
- Q19. Where can I obtain the document titled “Required Forms – Exhibit 3: Certification of Compliance”?**

A18-A19. Please review Part 1, Modifications to RFSQ, of this addendum, item #4. Appendix B, Required Forms, has been replaced to correct Exhibit 3, Certification of Compliance, and Exhibit 4, Debarment History and List of Terminated Contracts.

Pursuant to RFSQ, Section 4.0, County Rights & Responsibilities, 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>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1 and this Addendum Number 2, there are no other revisions to the RFSQ. All other terms and conditions of the RFSQ remain in full force and effect.

Attachments (2)

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