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August 13, 2012

**ADDENDUM NUMBER 3  
TO REQUEST FOR PROPOSALS (RFP)  
FOR HEALTHY EATING ACTIVE LIVING INITIATIVES**

On July 9, 2012, the Los Angeles County Department of Public Health (DPH) released a RFP to solicit proposals from qualified cities, non-profit organizations, colleges, universities, and/or school districts in Los Angeles County to develop and implement one or more strategies that will create an environment where it is convenient, safe, and easy for community members to eat healthy and participate in physical activity every day.

As indicated in the RFP, Addendum Number 1, Paragraph 2.5, Proposers' Questions, questions and corresponding answers received by the July 30, 2012 deadline are being issued as part of this Addendum, (Attachment 1).

Additionally, as indicated in the RFP, Paragraph 1.10, County Rights & Responsibilities, the County may amend the RFP by written addendum. This Addendum Number 3 amends the RFP as indicated below:

1. RFP, Paragraph 1.13, Days of Operation, shall be deleted in its entirety and replaced as follows (Note: revisions are identified in **bold font**):

"The selected Proposer shall conduct routine initiative activities Monday through Friday from 8:30 am to 5:00 pm Pacific Time, excluding County designated holidays unless otherwise authorized by the County's Project Director. The Contractor is not required to provide services on County recognized holidays. The County will provide a list of the County designated holidays to the Contractor at the time the resultant Agreement is approved, and annually thereafter, at the beginning of each new calendar year. **Proposers may conduct non-routine activities such as community member meetings outside the normal business hours of Monday through Friday from 8:30 a.m. to 5:00 p.m.**"

2. RFP, Paragraph 2.8.6, Category 6: Proposed Initiative, Paragraph 6a, shall be deleted in its entirety and replaced as follows (Note: revisions are identified in **bold font**):

“6a. Provide a clear methodology of Proposers approach to the following SOW activities for **at least one** of your initiative’s key strategies:

- i) Collect community input and incorporate it into the development of the strategy. (Emphasize methods you will use to ensure that the underserved populations described in your responses to Questions 1-3 have opportunities to fully participate in providing input). (see Sub-paragraph 1.8.1A)
- ii) Prepare a draft of the strategy for public comment
- iii) Educate decision-makers and community members about the public health impact of the strategy (see Sub-paragraph 1.8.1C)

Addendum Number 3 has been posted on the following County of Los Angeles website:

<http://publichealth.lacounty.gov/cg/index.htm>

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1, Addendum Number 2, and Addendum Number 3, there are no other revisions to the RFP.

Attachment

**Addendum Number 3  
REQUEST FOR PROPOSALS (RFP)  
FOR HEALTHY EATING ACTIVE LIVING INITIATIVES  
ANSWERS TO WRITTEN QUESTIONS PART 2**

As indicated in the RFP, Addendum Number 1, Paragraph 2.5, Proposer's Questions, all Part 2 questions were due by July 30, 2012 by 3:30 p.m. Questions and corresponding answers are as follows:

**ELIGIBILITY**

**Q1. Can Council of Governments (COG) apply?**

- A1. No. RFP, Paragraph 1.4.1 states that Proposer must be one of the following:
- a) City; or
  - b) California, non-profit organization with 501(c)(3) status that has been in business for more than two years; or
  - c) Non-profit without 501(c)(3) status that has been in business for more than two years and applying through a credible fiscal sponsor; or
  - d) College or university; or
  - e) School district.

**Q2. Our organization has been in existence for over two years and we have recently applied for 501(c)(3) status with the IRS. We have a formal board, an executive director, and have shown fiscal responsibility and the ability to execute on a project of this significance. A. Does our organization meet the requirements to be a Proposer? B. If not, would our sister organization qualify as a credible fiscal sponsor? Our sister organization has been operating for more than two years, is a 501(c)(3), and has worked alongside us in the region for years.**

- A2. RFP, Paragraph 1.4.1b states that Proposer must be a California, non-profit organization with 501 (c)(3) status that has been in business for more than two years. Since your organization does not have 501(c)(3) status, it does not qualify to be a Proposer under RFP, Paragraph 1.4.1b. RFP, Paragraph 1.4.1c states that the Proposer must be a non-profit organization without 501 (c) (3) status that has been in business for more than two years and applying through a credible fiscal sponsor. Based on the information that you have provided, it appears that your sister organization may be eligible to serve as your credible fiscal sponsor under RFP, Paragraph 1.4.1c.

**Q3. Would our Library Foundation be eligible to apply? They are a non-profit, fundraising organization that supports the library in a variety of ways.**

- A3. RFP, Paragraph 1.4.1 states that Proposer must be one of the following:
- a) City; or
  - b) California, non-profit organization with 501(c)(3) status that has been in business for more than two years; or
  - c) Non-profit without 501(c)(3) status that has been in business for more than two years and applying through a credible fiscal sponsor; or
  - d) College or university; or
  - e) School district.

If your Library Foundation meets one of these requirements, it is eligible to apply.

## **PARTNERSHIPS**

**Q4. Our city is planning to submit as the lead Proposer; however, we do not have any relevant non-profits located in our city limits to partner with. According to Section 1.4.2 the required partner must have worked in the City/unincorporated area for 2 years. Can we partner with a non-profit organization that is not in our city?**

A4. Yes. RFP, Paragraph 1.4.2 states that the Proposer must either have: a) a business office in the city/unincorporated area in LA County where the initiative will take place; or b) two (2) years experience working in the city/unincorporated area in LA County where the initiative will take place; or c) a required partner who has worked in the city/unincorporated area in LA County where the initiative will take place for at least two years.

**Q5. My organization is a non-profit organization. Can our required partner be another non-profit organization?**

A5. No. RFP, Paragraph, 1.7.2 A, Partner Selection, states that a non-profit organization is required to partner with a City (or County department in unincorporated areas only) AND school district if initiative involves a school district.

**Q6. Are all non-profit organizations required to partner with a city?**

A6. No. RFP, Paragraph, 1.7.2 A, Partner Selection, states that a non-profit organization is required to partner with a City (**or County department in unincorporated areas only**) AND school district if initiative involves a school district.

**Q7. Are all cities required to partner with a non-profit organization?**

A7. Yes. RFP, Paragraph, 1.7.2 A, Partner Selection, states that a city is required to partner with a non-profit organization AND school district if initiative involves a school district.

**Q8. We are a school district and would like to partner with a non-profit organization. Does this partnership meet the requirements set out in Paragraph 1.7.2 A?**

A8. Yes.

**Q9. We are a non-profit organization proposing to work in the City of Los Angeles. Can we list our City of Los Angeles Neighborhood Council as our required partner?**

A9. No. RFP, Paragraph, 1.7.2 A, Partner Selection, states that a non-profit organization is required to partner with a City (or County department in unincorporated areas only) AND school district if initiative involves a school district. The City of Los Angeles Neighborhood Council does not fall under the categories listed in RFP, Paragraph, 1.7.2 A, as a required partner for a non-profit organization.

## **INITIATIVE AND CONTRACT REQUIREMENTS**

**Q10. Can we propose an initiative that only includes active living strategies and not any healthy eating strategies?**

A10. Yes. RFP, Paragraph 1.7.1, states that Proposer may submit a proposal on one or more of the strategies listed on the Menu of Evidence-Based Strategies.

**Q11. Section 1.13 states that we shall conduct routine initiative activities Monday through Friday from 8:30 am to 5 pm. Are we permitted to conduct activities outside that?**

A11. Yes. See Addendum 3, Paragraph Number 1. Contractors may conduct non-routine activities such as community member meetings outside of the normal business hours of Monday through Friday from 8:30 a.m. to 5:00 p.m.

**Q12. Currently our organization does not have a written policy that pays the minimum five days of jury duty for staff. I believe that we would be considered exempt from this policy because we are a very small non-profit coalition with only three FTEs. Please confirm that this is correct.**

A12. RFP, Paragraph 1.37.3 states that if a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Certification Form and Application for Exception, Exhibit 10 in Appendix D - Required Forms, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. **Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final."**

#### **BUSINESS PROPOSAL AND BUDGET**

**Q13. My non-profit organization is in Council District Z, but we are proposing to implement our initiative in other areas as well. I'm not sure if I should just list our target jurisdiction as Council District Z, Central LA, or just describe the specific area where the initiative will be based.**

A13. RFP, Paragraph 1.3, Terms and Definitions, defines jurisdiction as the city, community plan area, school district, or unincorporated area where the proposed initiative will occur. Proposers should be as specific as possible when describing their jurisdiction.

**Q14. Are we required to do ALL of the activities listed in Section 1.8.1 Phase 1 Strategy Development?**

A14. Yes.

**Q15. How much funding is available for technical assistance? What can it be used for? Can it be used to perform walk-audits?**

A15. RFP, Paragraph 1.12.2 states that through a different funding process (outside of the initiative's \$125,000 budget), DPH will also fund a technical assistance coordinator to provide support to the initiatives. The Technical Assistance Coordinator will subcontract with a pool of experts who can serve as consultants to the selected Proposer's. Currently, DPH cannot commit to a specific funding amount for technical assistance. However, DPH may be able to offer technical assistance to perform or train others to perform walk audits.

**Q16. How should cities respond to Section 2.8.4 B, Proposer's References? This seems to apply to a private consultant that would contract with the County rather than a city that would contract with the County.**

A16. RFP, Paragraph 2.8.4 B, applies to all entities submitting a Proposal in response to the HEAL RFP.

**Q17. Section 2.8.6, Category 6 asks us to provide a clear methodology of our approach to Scope of Work activities for one of our initiative's key strategies. Our key initiative strategies may overlap. Is it ok to provide a methodology for more than one?**

A17. Yes. See Addendum 3, Paragraph Number 2, Proposer may provide methodology for more than one strategy in response to RFP, 2.8.6, Category, 6a.

**Q18. Please expand on what you are looking for in the way of "sustainability" in 2.8.6, Category 9.**

A18. The Department of Public Health would like to know if the proposed initiative can be expanded during the grant term or continued after the grant period is over. Proposers should describe any additional funds they will pursue and any other approaches they will take to ensure that their initiative may be expanded or continued beyond the HEAL grant funding period.

**Q19. Section 2.8.13, Exhibits 2, 3 and 4, and Section 3.9.2, refers to "prospective contractors." Who is this? Are these consultants we contract with? Is the Proposer the prospective contractor?**

A19. Yes. The lead Proposer is the prospective contractor.

**Q20. Do cities have to complete Appendix D?**

A20. Yes.

**Q21. The line item budget asks us to identify subcontractors. Does this include everyone we will use during the initiative?**

A21. Yes. Pursuant to Appendix C, Budget Justification Instructions, Paragraph B, Proposers are to identify the subcontractor(s). Describe the services the subcontractor will provide and how the services relate to the Scope of Work. Include the subcontractor's hourly rate and the total number of hours the subcontractor will work.

**Q22. Can the budget for the Project Manager come from the grant?**

A22. Yes.

### **OTHER**

**Q23. Is it possible to e-mail all the addenda to potential proposers who submitted a Mandatory Intent to Apply Form?**

A23. Yes. As stated in RFP, Paragraph 1.10 County Rights and Responsibilities, Addendum(s) shall be e-mailed to each person or organization which County records indicate has submitted a Mandatory Intent to Apply Form to this RFP. Additionally, Addendum(s) shall be posted on the following website:  
<http://publichealth.lacounty.gov/cg/>.

**Q24. Where can we find the Department of Public Health's Obesity and Mortality in Los Angeles County Report?**

A24. The Department of Public Health's Obesity and Mortality in Los Angeles County Report is available on the following website: <http://publichealth.lacounty.gov/ha/>

**Q25. As we work on the proposal more questions may arise. Are you able to extend the question period?**

A25. No. As stated in Addendum Number 1, the last date to submit questions was July 30, 2012 by 3:30 p.m.

**Q26. Can you tell us how many cities submitted Mandatory Intent to Apply Forms?**

A26. Addendum Number 2 provides a list of organizations that submitted a Mandatory Intent to Apply Form.

**Q27. Where can I obtain the budget form, Appendix C1?**

A27. Appendix C1 is attached to the RFP in Excel format. Instructions for obtaining the form are as follows: Go to the County of Los Angeles, Department of Public Health website at <http://publichealth.lacounty.gov/cg/index.htm>. Under "**Open Solicitations for Public Health**", click on "**Request for Proposal**". Click on "**Request for Proposals (RFP) for Healthy Eating Active Living (HEAL) Initiatives (HEAL RFP 2012)**", maximize the window. The RFP will be on the right of the screen, and on the left of the screen there is a "bookmarks" column. On bookmarks column, click on the paper clip icon to open the Appendix C1 in Excel format.