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April 30, 2013



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**ADDENDUM NUMBER 1**  
**REQUEST FOR PROPOSALS FOR NUTRITION EDUCATION OBESITY**  
**PREVENTION – LOS ANGELES PROJECT**  
**(NEOP RFP 2013-001)**

On March 29, 2013, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) to solicit proposals from agencies/organizations to provide nutrition education in low-income communities in Los Angeles County.

As indicated in the RFP, Paragraph 2.5, Proposer's Questions, questions and corresponding answers received by the April 12, 2013 deadline are being issued as part of this Addendum as follows:

**PROPOSAL REQUIREMENTS**

- 1. Q: Section 2.8, Bullet point 3, pg. 28 states, "All material must be typewritten, single spaced, with a 12-point font on 8 ½ by 11 paper..." Question: Is there a specific font type requirement?**  
A: No, there is no required font.
- 2. Q: RFP section 2.9.8 Proposer Quality Control Plan (Section F) page 42 indicates this section is a "1 page maximum." The section goes on to read, "The following factors must be included in the plan: ...Samples of forms to be used in self-monitoring" (first bullet on page 43). In addition, according to Section 2.8, #7 on page 28 the RFP says, "other than the attachments specified in the RFP, no other exhibits or attachments should be submitted with the proposal." How can we submit samples of forms to be used and adhere to the RFP requirements not to exceed page limits and not to include additional attachments?**  
A: Samples of forms requested in this RFP qualify as attachments and can be submitted; they will not be counted towards page limitations.
- 3. Q: Can this email serve as my letter of intent to apply?**  
A: No. See RFP Section 2.7, Mandatory Intent to Apply Form.
- 4. Q: In the event a proposer submits a proposal for multiple categories is it possible for them to receive an award in multiple categories or only one?**  
A: Per RFP Section 1.1, Service Categories, a separate, complete proposal must be submitted for each category in which a Proposer is applying. Per RFP Section 3.6, Final Review and Selections, the four highest scored proposals in each category shall be recommended to advance to negotiate an Agreement, however the County reserves the right to adjust the number of selected proposals in each category to best serve the interests of the County.

- 5. Q: Could a proposal that focuses/covers two categories be submitted? For instance, the Youth Engagement and Peer-to-Peer in a single proposal?**  
A: No. Per RFP Section 1.1, Service Categories, a separate complete proposal must be submitted for each category in which the Proposer is applying.
- 6. Q: Not all required forms apply to us. What should we do if a required form does not apply to our organization?**  
A: Do not leave any form blank. Indicate "Not Applicable" if information does not apply to your agency.
- 7. Q: In reference to Appendix D, Exhibit 4, Prospective Contractor List of Terminated Contracts, what is the definition of "Terminated"?**  
A: The term "Terminated" refers to contracts that ended prematurely within the past three (3) years.
- 8. Q: In reference to: Appendix D, Exhibit 5: Pending Litigation and Judgments, as a public school district, legal actions encompass a broad spectrum of litigation and judgments. Is the County seeking to include litigation and judgments as it relates to student services and employment or only products and/or services (e.g. construction contractors, independent contractors, supplier, etc.)?**  
A: Per RFP Section 2.9.4.C, Proposer's Pending Litigation and Judgments, include any pending litigation in which Proposer is involved, or judgments against Proposer, in the past five years.
- 9. Q: In reference to Appendix D, Exhibit 11, County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception; and Exhibit 22 – Certification of Compliance with the County's Defaulted Property Tax Reduction Program. Under company information. "Solicitation For (blank) Services". What should we indicate in the blank?**  
A: The field should be filled in with "NEOP-LA" so that it reads: "Solicitation for: NEOP-LA Services".
- 10. Q: In reference to Appendix D, Exhibit 12, Certification of Independent Price Determination and Acknowledgement of RFP Restrictions, Item 2: "List all names and telephone number of person legally authorized to commit the Proposer." There is space for three names, yet we have more than three individuals authorized to commit us by signing contracts approved by the School Board. Should we list only three or attach additional pages to include all authorized personnel?**  
A: Attach additional pages as needed.
- 11. Q: In reference to: Page 28-29, Business Proposal Format - #6 "Proposer's Approach to Provide Required Services (Section D). In our proposal, should each section have a separate heading?**  
A: Yes. Each section of the proposal should be clearly labeled. Use of an outline format (Ex.: Section 2a, Section 2b, Section 2c, etc.) that matches the required elements in the RFP is acceptable.
- 12. Q: In reference to: Pages 29-30, Section 2.9.1, Proposer's Organization Questionnaire/Affidavit and Required Support Documentation. Are proposers required to include documentation for Corporations or Limited Liability Company (LLC) AND Limited Partnership?**

A: Per RFP Section 2.9.1, Proposer's Organization Questionnaire/Affidavit and Required Support Documentation, proposers must submit documentation, as applicable to their agencies.

13. **Q: In reference to RFP section 2.9.1, Proposer's Organization Questionnaire/Affidavit and Required Support Documentation. Appendix D, Exhibit 1 is a required document and requires a signature from "Proposer's Authorized Representative". Is this "authorized representative" to be our Fiscal Director and/or an authorized accounting personnel who normally signs invoices?**

A: The authorized representative must be an individual from your agency who is authorized to sign any/all documents on behalf of your agency.

14. **Q: A sample invoice that would be used for the monthly invoices was not included in the RFP. Should my agency be selected, who should sign our monthly invoices?**

A: Sample invoices and instructions will be provided to selected Proposers upon execution of the Agreement.

#### **REQUIRED EXPERIENCE/REFERENCES**

15. **Q: RFP Section 2.9.6, Section 3) Implementation Plan, paragraph c.i.1., page 36-37: "Proposer will describe experience implementing Peer-to- Peer model(s) with low-income or SNAP-eligible individuals." - Must proposers have experience implementing this model or can they demonstrate their capacity and potential for success in implementing this model?**

A: A lack of experience in the selected category will not automatically exclude a Proposer. Submissions will be scored based on the criteria outlined in Section 3.o, Selection Process and Evaluation Criteria.

16. **Q: In reference to the proposer's list of references, page 31 - Section B, is there a specific time frame within which we need those references to be or can we go back as long as we need to in order to gather five references?**

A: There is no specific time frame within which a provided reference must have experienced working with a proposer.

#### **ELIGIBILITY/GEOGRAPHY**

17. **Q: Are Los Angeles County Departments eligible to apply for funding?**

A: Please refer to RFP Section 1.4, Minimum Mandatory Requirements, for details on eligibility.

18. **Q: Would the Los Angeles County Office of Education (LACOE) qualify as a school district? We have a superintendent and are responsible for the direct instruction of some students.**

A: Please refer to RFP Section 1.4, Minimum Mandatory Requirements, for details on eligibility.

19. **Q: RFP Section 2.9.6, Section 1) Community Assessment, paragraph a., page 33: "Proposer will qualify the interventions site(s) by one of the following methods i. Allowable Census tract, ii. Allowable school site (free/reduced meals)" - If school sites meet the allowable criteria (50% FRPM), must they also be in the allowable census tract?... or... If school sites meet the allowable criteria and are not in the eligible census tract, will they be excluded as an intervention site?**

A: Proposers can qualify a site using any one of the three methods described in RFP section 2.9.6, 1) a.

**20. Q: In reference to the list of allowable census tracts – we are a public school with more than 50% free and reduced lunch. Do we also need to fall in an allowable census track?**

A: See answer to question 19 above.

**21. Q: The census tract(s) we are located in are not listed as your list of qualifying census tracts, although ours is a low-income community of color. Over half of students that attend schools in our area receive free or reduced-price lunch. Given this data, could these census tracts be qualified for your RFP?**

A: Intervention sites can be qualified using one of three methods (RFP section 2.9.6 section 1, page 33). These options include qualifying a school site based on Free/Reduced Meal Program data. Intervention sites located around a school site must be qualified using one of the other two methods, as indicated in RFP section 2.9.6. In some cases, a school site may qualify based on Free/Reduced Meal Program data, even though it is located in a neighborhood that does not qualify based on census tract data. In that case programming can still occur at the qualified school site but not in the surrounding neighborhood. Refer to RFP section 2.9.6 for details on qualifying intervention sites.

**22. Q: Are initiatives occurring within the cities of Pasadena and Long Beach eligible to apply since these cities have their own health departments?**

A: Yes. RFP Section 1.4, Minimum Mandatory Requirements, states “The proposed project must take place in Los Angeles County.” Long Beach and Pasadena are within Los Angeles County.

**23. Q: In addition to qualifying a site using one of the three methods described in RFP section 2.9.6, can we include additional information in order to paint a more accurate picture of our community?**

A: Yes. However, proposals should not exceed mandatory page limits for the various required sections, including RFP section 2.9.6.

**24. Q: Can entities that reside outside of Los Angeles County apply for funding through this RFP?**

A: Yes, please refer to RFP Section 1.4, Minimum Mandatory Requirements, for details on eligibility. If Proposers do not have a business office within the geographical boundaries of LA County where the program will take place they must have two (2) years' experience working in the city/unincorporated area in LA County where the program will take place. Please note, the proposed project must take place in Los Angeles County.

**25. Q: Is it sufficient that we recruit from an eligible community/site or do we need to verify that each recruited individual who receives services is enrolled in SNAP or SNAP-eligible?**

A: Program activities can only be conducted in a qualified intervention site. If the census tract you wish to work in is not included in the list of Allowable Census Tracts, the proposed location does not qualify using this method. Once the intervention site is qualified, there is no need to verify that each participant is enrolled in SNAP or SNAP-eligible. Please see RFP section 2.9.6 for details on qualifying intervention sites.

- 26. Q: How can an afterschool site qualify? Should we provide free and reduced price lunch information or should we provide income information on youth households?**  
A: Refer to section 2.9.6 for details on qualifying intervention sites.
- 27. Q: Can we use multiple methods of qualifying a variety of proposed implementation sites? For instance, identifying one church based on census tracts and another church based on the fact that it doubles as a food bank and is therefore a Means-tested low-income assistance program?**  
A: Yes.
- 28. Q: In the Faith category, how do we define the area/site in the application? Is it sufficient to state that we will recruit Churches from a census tract and/or those that provide food bank services to congregants?**  
A: Refer to RFP section 2.9.6 for details on identifying qualifying intervention sites.
- 29. Q: Can activities be conducted in an area that is adjacent to a qualifying census tract rather than within the boundaries of the census tract? For example if the proposer wanted to hold an event in a local park that was near and/or adjacent to a qualifying census tract to promote physical activity would they be allowed to count the number of participants in their SOW?**  
A: No, all activities must take place at a qualifying intervention site. Intervention sites can be qualified using one of three methods. Refer to RFP section 2.9.6 for details on identifying qualifying intervention sites.
- 30. Q: Is the qualifying census tract a focus area where the target population is identified, but activities such as peer to peer education sessions in homes/agencies outside of the qualifying census tract can take place?**  
A: See answer to question 29 above.
- 31. Q: Is it possible to expand information about expectation of service delivery within and outside of qualifying census tracts beyond what is written in the RFP?**  
A: See answer to question 29 above.
- 32. Q: Our agency (or a partner agency) has certain characteristics that seem to lend themselves to being eligible for this funding. (Ex.: We serve low-income individuals enrolled on SNAP or are SNAP-eligible; we have strong ties to the community; we serve communities of color; we have received or currently receive similar funding; we provide services to the community, etc.). Is my agency (or my partner agency) eligible to apply for this funding?**  
A: Please refer to RFP Section 1.4, Minimum Mandatory Requirements, for details on eligibility.
- 33. Q: Would a proposal focusing on Category A: Peer to Peer, targeting clients that are being served in a LAHSA supported Permanent Supportive Housing program be eligible for funding if they fall under 185% FPL?**  
A: Please refer to RFP Section 1.4, Minimum Mandatory Requirements, for details on eligibility.
- 34. Q: Since we have received funding to work in a given geographic area through other LACDPH funding sources, would we be bound by the geographic boundaries that apply to those separate sources?**  
A: No.

## **PARTNERSHIPS**

- 35. Q: May a school district (or entity) partner with another school district (or entity) on one proposal for one of the service categories?**  
A: Programmatic partnerships that are formed in order to achieve Scope of Work goals are allowable, provided that all intervention sites qualify per RFP section 2.9.6. Per RFP Appendix C-1, Subcontracting is not allowed under this funding.
- 36. Q: Do partnerships already need to be in place between the Proposer and the school, church, or other entity that we plan to work with if funded?**  
A: No. A lack of formalized partnerships will not automatically exclude a Proposer. Submissions will be scored based on the criteria outlined in Section 3.o, Selection Process and Evaluation Criteria.

## **USE OF FUNDING/PROGRAM IMPLEMENTATION**

- 37. Q: In reference to RFP section 2.9.6, Section 3) Implementation Plan, paragraph e. Will the Proposer be able to supplement approved nutrition education materials (Ex.: Toolbox for Community Educators) with more up-to-date resources?**  
A: Yes, a selected applicant may supplement materials, including the Toolbox for Community Educators, with additional resources, provided they are approved for use by the County. Per RFP Appendix B-1, B-2, and B-3, all nutrition education materials must be approved by County Network-LHD prior to their use.
- 38. Q: In reference to RFP section Appendix B-1, Sample Scope of Work. How is a class series defined? Is there a priority on number of series or on number of unduplicated participants?**  
A: Per RFP Section 1.5, Project Goals and Objectives, Category A: Peer-to-Peer and RFP Appendix B-1, Proposers are to creatively develop a series of classes to impact the target audience. There is an expectation that all outreach, enrollment, utilization and retention goals are met.
- 39. Q: In reference to RFP section 2.9.6 section 3. b. i. 1, are class participants expected to receive all topics listed?**  
A: Yes. Per Section 1.5, Project Goals and Objectives, Category A: Peer-to-Peer and RFP section 2.9.6 section 3. b. i. 1, at a minimum the topics indicated must be addressed.
- 40. Q: Appendix B-3, Faith Based Sample Scope of Work, First Paragraph, under Goal: Minimum reach: 15 churches, 1500 unduplicated participants: Is 15 churches a suggestion or a requirement? For example, could a proposer target a fewer number of churches but more unduplicated participants?**  
A: The reach numbers in the sample scopes of work are required in order to fully meet the required objectives. Both the number of churches and the number of unduplicated participants must be met.

41. **Q: Appendix B-3, Faith Based Sample Scope of Work, First Paragraph, under Goal: Minimum reach: 15 churches, 1500 unduplicated participants: Would churches that are already working with a proposing entity be eligible to be counted as one of the recruited churches (assuming they are interested in this project and meet the qualifications)?**  
A: Yes, your existing partners may be utilized in order to reach SOW requirements, if they are located in an allowable census track.
42. **Q: RFP Section Appendix B-1, Sample Scope of Work, Deliverable #3, Activities 1 and 2, page 1 of 4: "1. Designated Project Coordinator and Peer Educators will attend a one-to-two day training provided by the Network. 2. Designated Project Coordinator and Peer Educator will participate in at least one training on healthy beverage options." - Do all the recruited Peer Educators need to attend all the meetings with the Project Coordinator? What if we have several Peer Educators serving several schools?**  
A: The project coordinator and all peer educators must attend required trainings.
43. **Q: Can parents participate in the classes we provide if their household receives SNAP/CalFresh (ex. their child qualifies) or must the parent participant qualify for SNAP/Cal Fresh personally?**  
A: SNAP participation data will not be collected on an individual level. Rather, intervention sites must be qualified. Once a site is qualified, individuals that attend classes held at the intervention site can be counted towards the required reach numbers. Refer to RFP section 2.9.6 for details on identifying qualifying intervention sites.
44. **Q: In reference to RFP section 2.9.6, 3.b.ii.1.b, "Describe the strategies to be used to recruit the youth team". Can proposers include incentives and/or stipends as part of outreach strategies to recruit youth participants (i.e. food during workshops, gift cards, etc.)?**  
A: Incentives and/or stipends for recruitment are not allowed. Food cannot be used as an incentive to recruit participants; however it can be used for demonstrations that enhance learning during a nutrition education lesson.

#### **STAFFING/SALARIES**

45. **Q: Is the Project Coordinator the only position on the project that can be funded by the grant?**  
A: No. Additional staff may be funded.
46. **Q: RFP Section 2.9.7, 1st paragraph, page 41-42: "Utilizing the sample budget format (Appendix C), provide a detailed budget that includes Full-Time and Part-Time Salaries,..." Is it allowable or required that the recruited Peer Educators and/or Adult Allies be compensated for their time? If so, is there a standard or recommended salary amount? How are appropriate salary amounts determined?**  
A: Yes, peer educators and adult allies may be compensated for their time. There is an expectation that all outreach, enrollment, utilization and retention goals are met, although there is no expectation that a specific percentage of time or money is allocated for each of the service elements. Salaries paid should be commensurate with experience and having the skill set necessary in order to complete the required scope of work objectives. Peer educators and adult allies should have the language skills, educational background, and cultural competency required in order to effectively reach the target audience.

- 47. Q: Can you provide me with some direction on what qualifications and credentials the lead staff should have?**  
A: Lead staff should have the experience, qualifications, and credentials commensurate with leading and managing the programmatic and administrative requirements of this funding.
- 48. Q: How do I determine the appropriate salary for personnel hired under these funds?**  
A: Proposers can determine appropriate salaries based on programmatic and administrative need. There is an expectation that all goals and deliverables will be met.
- 49. Q: Is there a salary cap per position?**  
A: Proposers can determine appropriate salaries based on programmatic and administrative need.
- 50. Q: RFP Section Appendix B-1, Sample Scope of Work, Deliverable #1, page 1 of 4: "1. Recruit and hire 1 FTE Project Coordinator." - Is a formal recruitment for the position required or can the assignment be made by the district? If there is a highly qualified individual currently working under an LIA Network contract that expires 9/30/13 and the district is awarded a contract under this RFP, is it allowable to have that individual assigned to the Project Coordinator position rather than have an open recruitment?**  
A: Proposers may utilize their internal recruitment plan for hiring positions required to complete the scope of work, so long as staff are hired in time to meet scope of work requirements. Refer to Appendix B-1, B-2, and B-3, Sample Scopes of Work, for required timeline for recruitment and hiring of staff.
- 51. Q: Section 1.5, Category B: Youth Engagement, 2<sup>nd</sup> paragraph, page 9 states, "Proposers will recruit an Adult Ally (i.e. the adult who will mentor the youth), who will recruit and form youth teams." Can there be more than one Adult Ally?**  
A: Yes.
- 52. Q: Appendix B-1, Page 1 of 4, Peer-to-Peer Sample Scope of Work, Deliverable #2: Recruit a minimum of 2 peer educators: Do these peer educators need to be new volunteers, or can they be someone already working with or for the proposing entity?**  
A: Proposers may utilize their internal recruitment plan for hiring positions required to complete the scope of work, so long as staff are hired in time to meet scope of work requirements. Refer to Appendix B-1, B-2, and B-3, Sample Scopes of Work, for required timeline for recruitment and hiring of staff.
- 53. Q: Do we need to recruit the peer educators from qualified census tracts or can we recruit from the areas/organizations listed in the scope of work?**  
A: Per RFP Appendix B-1, Sample Scope of Work, Deliverable #2, peer educators should be recruited from the SNAP-Ed eligible members in the community. Appendix B-1, Sample Scope of Work, Deliverable #2 provides a list of areas/organizations from which peer-to-peer educators may be recruited.

## **BUDGET**

54. **Q: We plan to apply for two different categories identifying a project coordinator for each. If we receive funding for both categories, will we be able to modify the proposed budget/budget justification to incorporate personnel to be 50% allocated to one category and 50% allocation to the second category? For example, one project coordinator to oversee both categories.**  
A: Per RFP Section 2.9.7, Proposers should submit a detailed budget. Per RFP Section 1.1, Service Categories, a separate complete proposal must be submitted for each category in which the Proposer is applying. There is an expectation that all outreach, enrollment, utilization and retention goals are met. Per RFP Appendix B-1, B-2, and B-3, Deliverable 1, Proposers must recruit and hire 1 FTE Project Coordinator.
55. **Q: RFP Section Appendix C-1, paragraph D. Mileage and Travel, page 2 of 6: "Identify the mileage from the office to the worksite for each employee, multiply by \$0.53 and enter the amount in the Total column." - Will the mileage rate fluctuate as the IRS standard mileage rate fluctuates or will it remain at \$0.53/mile for the duration of the contract? (The current IRS standard mileage rate, effective January 1, 2013 is \$0.565.)**  
A: DPH will adhere to the County approved mileage rates.
56. **Q: Can we subcontract with a third party in order to accomplish all or a portion of the grant requirements?**  
A: No. Per RFP Appendix C-1, subcontracting is not allowed under these funds. RFP Appendix C-1 states, "Please note that consultants and sub-contractors are not allowed under this funding."
57. **Q: Are equipment purchases allowed?**  
A: No. Proposers may not purchase equipment under this funding.
58. **Q: Is there a set amount of money we should set aside to pay for required activities all grantees must perform under this grant?**  
A: No. There is an expectation that all outreach, enrollment, utilization and retention goals are met, although there is no expectation that a specific percentage of time or money is allocated for each of the service elements.
59. **Q: Should mileage and travel be included in the proposed budget, to allow for the required trainings, meetings, and events as identified in the Sample Scope of Work? Where will these required trainings, meetings, and events take place?**  
A: Per RFP Appendix B-1, B-2, B-3, Proposers should estimate travel and mileage expenses. Per RFP Section 2.9.7, Proposers selected for funding may be required to modify proposed budget, budget justification, and/or Scope of Work.

## **OTHER**

60. **Q: I reviewed the above RFP, are there additional specifications that are a part of this RFP or is it up to the vendor to develop a program?**  
A: There are no additional specifications outside of what is indicated in the RFP. For proposal requirements refer to the RFP.

- 61. Q: Is this a Direct Service Grant?**  
A: Yes. Proposers are required to provide direct services to the target audience. Subcontracting services is not allowed with this funding.
- 62. Q: Could you please clarify the Solicitation Requirement Review Form and its purpose? The description on the Appendix E form was not clear.**  
A: Solicitation Requirements Review is not mandatory. See RFP section 2.4 Solicitation Requirements Review for detailed information.
- 63. Q: Could you clarify the reporting requirements and documenting processes once the proposer is awarded the Grant?**  
A: Review RFP Appendix B-1, B-2, and B-3, Sample Scope of Work and Additional Provisions to Sample Contract, Section 40 Reports, for reporting requirements.
- 64. Q: Section 2.9.8, Proposer's Quality Control Plan, Pages 42 and 43: Could you provide any more details about the Quality Control Plan or what elements it would include?**  
A: See RFP section 2.9.8 for the factors that must be included in the Quality Control plan.
- 65. Q: Question: The RFP Appendix B starts with B-1, "Sample Scope of Work". Is there an actual Appendix B "Scope of Work" missing in the document that is not a sample and that outlines required services?**  
A: Appendix B is comprised of three Sample Scope of Work: B-1 – Category A Peer-to-Peer; B-2 – Category B Youth Engagement; B-3 – Category C Faith-Based. These Scopes of Work define the required services for each category.
- 66. Q: If we have not had any contracts terminated, should we leave that form blank?**  
A: If there are no terminated contracts, proposers should indicate "Not Applicable" on Exhibit 4, List of Terminated Contracts. (RFP section 2.9.4 B, page 31)
- 67. Q: Will there be additional RFPs released focused on other NEOP-LHD categories?**  
A: We have no information regarding future RFPs at this time.
- 68. Q: Will there be a similar RFP for other Counties?**  
A: We do not have information regarding funding opportunities outside of Los Angeles County.
- 69. Q: We would like to be added to the list of interested vendors for this RFP. We are interested in partnering with a prime agency to provide services.**  
A: If you are interested in applying for this RFP, please refer to RFP Section 1.4, Minimum Mandatory Requirements, and Section 2.7, Mandatory Intent to Apply Form.
- 70. Q: By what month can future funded projects expect to know when they can count on continuous funding for year two and year three?**  
A: Subject to the availability of funding, contracts will be renewed a minimum of 30 days prior to the end of the current contract term. (i.e.: Contracts set to end on September 30, 2014, will be extended no later than August 31, 2014.)

71. **Q: Can you please advise me as to how to acquire a copy of the Intent to Apply Form, or email it to me as a separate document? I cannot copy it from the RFP.**  
**A:** The intent to apply form can be printed from the DPH website at: <http://publichealth.lacounty.gov/cg/index.htm>. The form is also attached to this addendum.
72. **Q: Once the proposals are scored, what is the timetable for oral interviews and notification of notification of grant awards?**  
**A:** Oral interviews are anticipated to take place in July, 2013. Pursuant to RFP section 1.13, Final Contract Award by the Board of Supervisors, DPH anticipates a recommendation to the Board of Supervisors in August, 2013.
73. **Q: I seem to have encountered a network problem and cannot access the RFP. Is there another way to get access to the RFP?**  
**A:** No, the RFP is available on the following DPH website at: <http://publichealth.lacounty.gov/cg/index.htm>.
74. **Q: Can you help me determine the extent to which jury duty provisions apply to our Hospital? For programs we implement in the community we normally apply in the name of our Hospital Foundation. The question is whether the jury duty provisions apply to that specific 501(c) (3) or whether it would apply to all 5 of our Medical Centers.**  
**A:** Refer to RFP section 1.35 for details on Jury Service Program requirements.

Addendum Number 1 has been posted on the Department of Public Health Contracts and Grants website at: <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, there are no other revisions to the RFP.

Attachment (1)

**NUTRITION EDUCATION OBESITY PREVENTION – LOS ANGELES (NEOP-LA)  
MANDATORY INTENT TO APPLY FORM**

**Proposer's/Agency Name:**

Proposers **must** complete and submit Appendix Q (Mandatory Intent to Apply Form) by the due date and time specified below in order for the proposal to be eligible for review. The submission of the form is a Proposer Minimum Mandatory Requirement, as outlined in RFP Section 1.4 (Proposer's Minimum Mandatory Requirements).

Proposer shall be solely responsible for verifying his/her form was received with the County representative below. All verifications **must** be requested via e-mail transmission. Proposer must submit a completed Appendix Q (Mandatory Intent to Apply Form) **by 4:00 p.m. on or before May 2, 2013**, by direct delivery or e-mail transmission (PDF format only) to the County's representative identified below.

Jack Thompson  
3530 Wilshire Boulevard, Suite 800  
Los Angeles, California 90010  
E-mail: [johthompson@ph.lacounty.gov](mailto:johthompson@ph.lacounty.gov)

By submitting this form, Proposer agrees to abide by all timelines/deadlines and pre-requisites specified in the RFP and certify that Proposer meets each of the Proposer's Minimum Mandatory Requirements specified in RFP Section 1.4 (Proposer's Minimum Mandatory Requirements).

**SECTION A: PROPOSAL INFORMATION** (The County of Los Angeles understands that the information provided in this section is tentative and that the Proposer may choose to submit their proposal based on a different category or location.)

<p>Anticipated Category (Check One):</p> <p>(Note: A separate Mandatory Intent To Apply Form AND separate RFP application is required for each category if proposer is applying for more than one category).</p>	<p align="center">A – Peer-to-Peer</p> <p align="center">B – Youth Engagement</p> <p align="center">C – Faith Based</p>
<p>Anticipated location where work will be conducted:</p> <p>(Indicate school name, qualifying census tract, or name of means tested low-income assistance program. See RFP, Section 2.9.6 – Community Assessment for details. If more space is needed, add additional page(s).)</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>

**SECTION B: PROPOSER'S RFP CONTACT REPRESENTATIVE** (Identify the person who will be the County's point of contact in relation to all notifications related to this RFP.)

Name: Title:		
Email:	Fax #:	Phone #:
Mailing Address:	City, State, Zip code:	

**SECTION C: PROPOSER'S AUTHORIZED PERSON AND SIGNATURE** (Identify the person authorized to sign on behalf of the Proposer and to bind the applicant in the Contract.)

Name:	Title:	
Email:	Fax #:	Phone #:
Mailing Address:	City, State, Zip code:	
Signature (blue ink):	Date of signature:	