

JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

CYNTHIA A. HARDING, M.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



BOARD OF SUPERVISORS

Gloria Molina
First District

Mark Ridley-Thomas
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

September 3, 2013

ADDENDUM NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR
EVALUATION SERVICES
(RFSQ 2013-005)

On July 16, 2013, the Los Angeles County Department of Public Health (DPH) released a Request for Statement of Qualifications (RFSQ) to solicit a pool of qualified vendors with expertise designing and implementing program evaluations and impact assessments of small- and large- scale initiatives in public health, including health promotion and protection interventions, services, policies, and/or educational programs serving the County's culturally and linguistically diverse communities.

As indicated in the RFSQ, Section 2.5, Vendors' Questions, questions received by the July 30, 2013 deadline and corresponding answers are being issued as part of this Addendum as follows:

- 1. Q: Can you provide some examples of the types of work that you might request under this agreement (or work that you have requested in the past)?**

A: Please refer to RFSQ Section 1.1, Scope of Work, for a partial list of evaluation services. Per RFSQ Section 1.6, Master Agreement Process, specific tasks, deliverables, etc. will be determined at the time that DPH releases specific Work Order Solicitations (WOS) to qualified vendors.
- 2. Q: Is there a required font size and margins for the text of the RFSQ? Do you want the 3 copies with tabs and in 3 notebooks?**

A: Please refer to RFSQ Section 2.7, Preparation and Format of the Statement of Qualifications (SOQ). There is no requirement regarding font size and margins. All SOQs must be bound.
- 3. Q: We are currently conducting evaluation services for LA DMH, and we are on their approved list. Is it possible to automatically qualify for your department as well based on that qualification?**

A: No. RFSQ Section 1.0, General Information, states that the purpose of this RFSQ is to secure a pool of qualified vendors to enter into Master Agreements with the County to provide a variety of as-needed evaluation services required by the Department of Public Health. Per RFSQ Section 1.6.3,

only those Contractors qualified under the specific as needed evaluation services category will be contacted to submit bids for corresponding services.

4. Q: Should we submit our qualifications in response to the RFSQ to be added to the Department of Public Health's evaluator list?

A: DPH does not maintain an evaluator list. RFSQ Section 1.0, General Information, states that the purpose of this RFSQ is to secure a pool of qualified vendors to enter into Master Agreements with the County to provide a variety of as-needed evaluation services required by the Department of Public Health. Per RFSQ Section 1.6.3, only those Contractors qualified under the specific as needed evaluation services category will be contacted to submit bids for corresponding services.

5. Q: My organization is interested in becoming part of the vendor pool for evaluation services. We are currently registered as a vendor with LA County. Is this a separate vendor list?

A: DPH will not be utilizing a County-wide vendor list to secure evaluation services. RFSQ Section 1.0, General Information, states that the purpose of this RFSQ is to secure a pool of qualified vendors to enter into Master Agreements with the County to provide a variety of as-needed evaluation services required by the Department of Public Health. Per RFSQ Section 1.6.3, only those Contractors qualified under the specific as needed evaluation services category will be contacted to submit bids for corresponding services.

6. Q: If we are submitting a Statement of Qualifications for a collaboration between two organizations (one is the lead agency and the other a subcontractor) is it necessary or admissible to submit all the supporting documents such as references, etc. for both agencies or just the lead?

A: Please refer to RFSQ Section 1.4, Vendor's Minimum Qualifications. All interested and qualified Vendors that meet all of the Minimum Qualifications in each category for which they are attempting to qualify are invited to submit an SOQ. The minimum qualifications may not be met through a collaboration or subcontract relationship between two organizations.

7. Q: May an institution submit more than one statement of qualifications? We have more than one program that could meet the need articulated in the RFSQ.

A: Please refer to RFSQ Section 1.4, Vendor's Minimum Qualifications. All interested and qualified Vendors that meet all of the Minimum Qualifications in each category for which they are attempting to qualify are invited to submit an SOQ.

8. Q: Can you please provide any information or detail about the billing rate structure for the work, e.g. are there limits on rates by personnel type, caps on project budgets?

A: Please refer to RFSQ Section 1.6, Master Agreement Process. The needs of DPH will determine the specifics of future projects. Vendors who are qualified for a Master Agreement will become County Contractors, and thereafter be solicited under competitive conditions, via WOS, to provide evaluation services in the category(ies) for which they are qualified. WOS will include a Statement of Work which shall describe in detail the particular project and the work required for the performance thereof. Payment for all work shall be issued in accordance with the methodology outlined in the WOS, subject to the Total Maximum Amount specified for each individual project.

9. Q: Can you define “public entities”?

A: For the purposes of this RFSQ, the definition of a public entity shall be:
1) Any State or local government;
2) Any department, agency, special purpose district, or other instrumentality of a State, States, or local government;
3) The National Railroad Passenger Corporation, and any commuter authority.

10. Q: As a national consulting firm, listing all public entities which we provided services to in the last three years, would be difficult and time consuming. Can we restrict this list to the State of California public entities?

A: Per RFSQ Section 2.7.2.B.b., Prospective Contractor List of Contracts, Exhibit 8, the listing must include all Public Entity contracts for the last three years.

11. Q: Final paragraph of Section 8.55. Page 3. Termination for Convenience. Are out-of-state contractors exempt from the requirement to retain books, records, documents, etc. at a location “in Los Angeles County”?

A: The final paragraph of Section 8.55, Termination for Convenience, of Appendix H, Master Agreement refers to the RECORDS AND AUDITS Paragraph of this Master Agreement, which can be found in Section 8.46, Record Retention and Inspection/Audit Settlement, specifically in Paragraph 5 of sub-section 8.46.2. Paragraph 5 details requirements in the event records are located outside Los Angeles County and Contractor is unable to move such records to Los Angeles County.

12. Q: Generally related to Section 1.31. Pages 15 and 16. Jury Service Program. Do the jury service policies apply to out-of-state contractors that have no full-time California resident employees?

A: The County’s Contractor Employee Jury Service Ordinance (“Jury Service Program”) applies to Contractors and their Subcontractors that have full-time employees who are California residents. RFSQ section 1.31.1 provides “employee” definition for purposes of the Jury Service Program.

13. Q: Is there an expectation that staff will work on-site and/or from an office in LA County?

A: Please refer to RFSQ Section 1.6, Master Agreement Process. The needs of DPH will determine the specifics of future projects. Vendors who are qualified for a Master Agreement will become County Contractors, and thereafter be solicited under competitive conditions, via WOS, to provide evaluation services in the category(ies) for which they are qualified. WOS will include a Statement of Work which shall describe in detail the particular project and the work required for the performance thereof.

14. Q: In the event an award is made we would like to respectfully reserve the right to request revisions to the master agreement Appendix H in order to ensure that the University IP and the PI's research will be protected. The scope of work requires the collection of data and evaluation which normally falls under research at the University and is separate from services. Please let me know if you are willing to enter into negotiation if we are selected as the vendor of choice or allow the use of a research agreement in place of a vendor agreement.

A: Per RFSQ Section 2.9, Acceptance of Terms and Conditions of Master Agreement, submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix H – Master Agreement. The use of a research agreement in place of the Master Agreement is not allowable. The County is aware that potential vendors who are educational institutions may have concerns regarding the protection of intellectual property. The County reserves the right to make changes to the Master Agreement and its appendices and exhibits at its sole discretion.

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 RFSQ.