

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

September 04, 2013



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

ADDENDUM NUMBER 2
REQUEST FOR PROPOSALS FOR CHOOSE HEALTH LA KIDS
(CHLAKids RFP 2013-006)

On July 22, 2013, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) to solicit proposals from qualified organizations to implement an intensive community-based public education and skills-building initiative to promote physical activity and healthy eating to children ages 0-5 and their families in Los Angeles County.

As indicated in the RFP, Section 1.7, County Rights and Responsibilities, the County has the right to amend the RFP by written addendum. This Addendum Number 2 amends the RFP as indicated below (new or revised language is **highlighted** for easy reference):

1. RFP Section 2.10.7, Proposed Budget and Budget Justification for 12 Months (Section E), first paragraph, is hereby deleted and replaced in its entirety with the following:

“Utilizing the sample budget format (Appendix C), provide a **detailed budget that must include three Full-Time Staff Salaries, as indicated, and the following, as applicable: Part-Time Salaries,** Employee Benefits, Operating Expenses, Mileage and Travel, Other Costs, and Indirect Costs. Indicate the breakdown of employee benefits (e.g., FICA, Workers Compensation, medical, etc.). Proposers are advised that the Full-Time salaries and employee benefits provided on the budget should **only** include the following: a) one (1) full-time initiative coordinator; and b) two (2) full-time program staff, who will be providing services under any resultant Contract.”

2. RFP Appendix B, Sample Scope of Work (SOW), has been replaced in its entirety to correctly label it as Appendix B versus Exhibit B. The revised Appendix B is attached hereto, as Attachment I.
3. RFP Appendix C, Budget and Budget Justification Instructions, has been revised and replaced in its entirety to reflect the inclusion of Part-Time staff. Proposers are hereby advised that they **must** utilize this format in their proposal submissions. The revised Appendix C is attached hereto, as Attachment II.

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

PROPOSAL REQUIREMENTS

1. **Q: Is there a page limit for the Table of Contents?**
A: Per Section 2.9, Preparation of the Proposal, subparagraph 5, there is no page limit for the Table of Contents.

2. **Q: When putting together the sections should we label the proposal sections by letter? (Section A: Executive Summary, Section B: Proposer's Qualifications, etc.) and NOT by number (e.g. Section 1: Proposer's Organization Questionnaire, Section 2: Table of Contents, etc.)**
A: Per Section 2.9, Preparation of the Proposal, subparagraph 4, Proposers are to label each section clearly based on the content and sequence identified in Section 2.10, Business Proposal Format.
3. **Q: Page 28, Section 2.10.4, Proposer's Qualifications (Section B): Section B will consist of Section B1 (1 page narrative), followed by the forms for Section B.2 and B.3, correct? So these forms (Appendix D, Exhibits 2, 3, 4, and 5) are included in between the different narrative sections?**
A: Yes. Proposers should refer to Section 2.9, Preparation of the Proposal, -and- Section 2.10, Business Proposal Format, for proposal preparation requirements.
4. **Q: Page 31, Section 2.10.6, 2nd paragraph states: "....should include full question when providing each response." Can it be a condensed version of that question?**
A: No. Proposers should include the full question when providing each response.
5. **Q: Page 38, Section 2.10.11, Business Proposal Required Forms (Section I): Unless otherwise instructed (e.g., Exhibits 1-5), these required forms for the business proposal should all be at the end, correct?**
A: Yes. Proposers should refer to Section 2.9, Preparation of the Proposal, -and- Section 2.10, Business Proposal Format, for proposal preparation requirements.
6. **Q: Page 29, Paragraph B, Proposer's References (Section B.2): Do you want Exhibits 2, 3, 4 and 5 placed in Section B (e.g. B.2 and B.3) or in Required Forms section?**
A: Yes, Exhibits 2, 3, 4, and 5 should be placed in Section B (e.g., Section B.2 and B.3) as indicated on Page 29. Proposers should refer to Section 2.9, Preparation of the Proposal, -and- Section 2.10, Business Proposal Format, for proposal preparation requirements.
7. **Q: Page 29, Section 2.9, Preparation of the Proposal: Is there a specific font (e.g. Arial, Times New Roman) that should be used for the narrative?**
A: Per Section 2.9, Preparation of the Proposal, subparagraph 3, a 12-point font, style undefined, is required.

PROPOSED PROJECT COVERAGE

8. **Q: Can you please advise if a Proposer must serve the entire Service Planning Area? The RFP states that the Proposer can only submit one (1) proposal for services to be provided in one (1) SPA only, but I am not clear if they must serve the entire SPA. Would it be allowable to select one city or health district out of the SPA or are you expecting the entire SPA to be covered?**
A: Proposers are not required to serve the entire SPA. Proposers may elect to serve one or more cities, communities, unincorporated areas, L.A. City Council Districts and/or health districts in a SPA; however, per RFP Section 1.1, Purpose, "funds will be focused in communities with the largest population of children ages 0-5, highest prevalence of childhood obesity, and highest percentage of persons living below the Federal Poverty Level (FPL)." Refer to Section 3.4.3, Proposer's

Approach to Providing Required Services, for distribution of points awarded to each narrative section.

FINANCIAL REQUIREMENTS

9. Q: **Page 42, Section 3.4.2, Financial Capability (Pass/Fail) states: “Proposals that fail this portion of the evaluation will be deemed nonresponsive and disqualified. The Director of DPH, or his designee, at his/her sole discretion, may waive this requirement.” Question: Is it possible to obtain a preliminary review and/or have a brief conversation concerning financial requirements?**
- A: No. For additional information, see Section 3.3, Disqualification Review.

MINIMUM MANDATORY REQUIREMENTS

10. Q: **Page 7, Section 1.4.2 states, Paragraph “a)” states: Proposer must have “a business office within the geographical boundaries of the SPA where the program will take place.” Our official headquarters are in SPA 4, however, we operate business within a network of preschool provider sites in all 8 SPAs. For the purposes of this grant, would we be eligible to apply for a project within a SPA where our providers operate, and not where we have our business headquarters?**
- A: Yes. Proposers would be eligible to apply if their business operates at a site within the Proposed SPA where the program will take place.

PROPOSER’S APPROACH TO PROVIDE REQUIRED SERVICES

11. Q: **Pages 32 – 35, Section 2.10.6, Proposer’s Approach to Provide Required Services (Section D), asks for descriptions of Proposer’s relevant experience and capacity to complete initiative activities. Question: This section essentially asks for a Statement of Qualifications (similar to what is being asked under 2- Organization Description and Experience) but does not appear to request a description of proposed strategies for implementation. Where (if anywhere) should applicants propose interventions/strategies for implementation? Under Activity A: Administration? Or are applicants simply expected to implement strategies and activities that DPH will provide?**
- A: Proposers will be expected to implement strategies and activities provided by DPH. Proposers should not propose their own interventions/strategies, but rather should describe their experience performing the interventions described in Section 2.10.6, Proposer’s Approach to Provide Required Services.
- 12: Q: **“Families with young children ages 0-5” – does this mean that the young children must be present for all nutrition and physical activity education activities?**
- A: No. Nutrition and physical activity education activities are directed towards parents and caregivers of children ages 0-5.
- 13: Q: **The Sample Scope of Work has a Deliverable #7: Community Assistance Programs, yet this heading is not included under the activities described under “Initiative Implementation” on Page 32. Should we just incorporate our capacity to do this within the initiative implementation section or can you please tell us where this should be described?**

- A: Please refer to Section 2.10.6, subparagraph 2f, Organization Description and Experience, which asks Proposers to describe their experience working with local government agencies, including DPH, DCFS, DPSS, and WIC.
- 14: Q: Page 35, Section 2.10.6, Section 3) – does not include information on activities G and H. Where can we find that information?**
- A: Please refer to Section 2.10.6, subparagraph 2f, Organization Description and Experience, which asks Proposers to describe their experience working with local government agencies, including DPH, DCFS, DPSS, and WIC and Section 2.10.6, subparagraph 4, Evaluation and Sustainability for questions related to Community Assistance Programs and Sustainability.
- 15. Q: Will a proposal that targets a specific ethnic minority group that is a large part of the population in an area be considered responsive?**
- A: Yes, provided the proposal meets all other RFP requirements.

ACTIVITY B: NUTRITION EDUCATION AND PHYSICAL ACTIVITY PROMOTION

- 16: Q: Section 2.10.6, Proposer’s Approach to Provide Required Services (Section D), 3) Initiative Implementation, Activity B: Nutrition Education and Physical Activity Promotion, Page 33, states: “Deliver nutrition and physical activity education and resources to families with young children ages 0-5. This includes conducting a needs assessment to describe current nutrition and physical activity promotion practices and resources available to community members, administering DPH-approved trainings on nutrition and physical activity...” Question: Should the results of the needs assessment be included in the proposal?**
- A: No. The needs assessment is expected to be completed after notice of funding and contract execution.

ACTIVITY C: RESTAURANTS

- 17. Q: Will independent, objective criteria be developed to determine whether a restaurant has met the scientific standard of “healthy children’s meal menu options?” If yes, will successful Proposers with expertise in healthcare and nutrition be allowed to participate in the development of the “scorecard” by which restaurants are rated, and to provide oversight re: implementation?**
- A: The County has already developed criteria for the voluntary restaurant recognition program. Successful Proposers will assist DPH efforts to implement the program by outreaching to local restaurants within each funded SPA.
- 18: Q: Is the Proposer responsible for creating the restaurant recognition program or does the County already have one in place?**
- A: The County already has a voluntary restaurant recognition program in place.
- 19: Q: What will be the role/support of the restaurant campaign in this grant? What specific activities are helpful as far as restaurant work on grantees end, in order to not duplicate?**
- A: Successful Proposers will assist DPH efforts to implement the program by outreaching to local restaurants within the funded SPA. It will be helpful for grantees to have existing relationships with local restaurants or at least the capacity to establish new relationships for the purpose of outreaching to and enrolling local restaurants in the program.

ACTIVITY D: GROCERY STORES

20: Q: RFP Section 2.10.6. Proposer’s Approach to Provide Required Services (Section D), 3) Initiative Implementation, Activity D: Grocery Stores, Page 34, states: “Provide nutrition education and skills-building learning opportunities to parents/caregivers of children ages 0-5 in grocery stores and/or markets.” Question: Are we allowed to target grocery stores and/or markets in *specific communities* demonstrating highest need within our targeted SPA (not on your Appendix list because they are within the City of Los Angeles, demonstrated through data sources to which we have access), or are we required to target the entire SPA? (e.g., Pacoima within SPA 2). Pacoima (and communities like it) are within the City of Los Angeles and therefore not listed as a separate city/community in Appendix P or Q.

A: Proposers may target grocery stores and/or markets in specific communities and are not required to target the entire SPA.

21: Q: RFP Section 2.10.6. Proposer’s Approach to Provide Required Services (Section D), 3) Initiative Implementation, Activity D: Grocery Stores, Page 34, states: “Provide nutrition education and skills-building learning opportunities to parents/caregivers of children ages 0-5 in grocery stores and/or markets.” Question: Are supermarket chains excluded from grocery stores and/or markets?

A: No. Supermarket chains are included in the term grocery stores and/or markets.

22: Q: Are the food demonstrations conducted in the grocery store and can the Proposer facilitate the food demonstrations at a different location?

A: Grocery store tours must be conducted in the stores themselves; however, food demonstrations may be facilitated at a different location if necessary.

23: Q: Is it expected for program staff to physically conduct the grocery store tours, or are program staff expected to facilitate organizing the tours?

A: Program staff are encouraged to conduct the grocery store tours themselves, but at a minimum, are expected to facilitate organizing the tours.

ACTIVITY F: PARENT/CAREGIVER COLLABORATIVE

24: Q: Are stipends allowed for parents that a part of the Parent Collaborative? Are proposers able to provide educational scholarships for Collaborative parents to attend outside educational training sessions)? (Agency would pay for the training for parent).

A: Yes, stipends and educational scholarships (for parents to attend training sessions) are allowed, subject to DPH final approval. Proposers should estimate all costs necessary to implement the proposed program service in the budget and budget justification.

25: Q: Considering many parent collaboratives already exist, does the RFP propose to create an entirely new parent/caregiver collaborative, or have the project loop in to an existing one?

A: Agencies may propose to partner with an existing Parent/Caregiver Collaborative, subject to DPH final approval.

APPROVED TOOLS/CURRICULUM

- 26: Q: Will only DPH-developed materials be implemented, or is the Proposer allowed to propose strategies and activities?**
A: DPH-developed materials will be implemented. Successful Proposers may use additional materials to meet Scope of Work objectives subject to DPH final approval.
- 27: Q: Will there be a prescribed curriculum for patient education or should we propose one that we already use?**
A: A DPH-approved curriculum will be prescribed for all educational activities.
- 28: Q: What is the Parent Education Curriculum that is referred to? What is the content? Has this Curriculum already been developed by the Department of Public Health? Training program for Parent Ed Curriculum - can we train trainers as well as staff?**
A: A DPH-approved curriculum consisting of healthy eating, physical activity, and other related components has already been developed. Yes, trainers may be trained in addition to staff.

COMMUNITY ASSESSMENT

- 29: Q: RFP Section 2.10.6. Proposer's Approach to Provide Required Services (Section D), 1) Community Assessment, Page 31, states: "Although ECOPI is a County-wide initiative, the focus is on communities with the largest population of children ages 0-5, the highest prevalence of childhood obesity, and the highest percentage of persons living below the Federal Poverty Level." Question: Are we allowed to provide data regarding the needs of *specific communities* within our targeted SPA (not on your Appendix list because they are within the City of Los Angeles, demonstrated through data sources to which we have access) in addition to providing the general data as required from Appendices P and Q (e.g., Pacoima within SPA 2)? Pacoima (and communities like it) are within the City of Los Angeles and therefore not listed as a separate city/community in Appendix P or Q.**
A: Proposers may serve additional communities within the identified SPA, but must provide the information requested in Section 2.10.6, subparagraph 1, Community Assessment and found in Appendices P and Q. Additional information that is provided will not be evaluated.
- 30: Q: Page 2 of Appendix Q lists San Fernando (SF) and Santa Clarita (SC) as having a childhood obesity prevalence of 27.2% and 13.2%, respectively. By listing SF and SC, is this appendix referring to the entire SF Valley and SC Valley, or simply the incorporated cities of SF and SC? If a proposed project were to target SF and/or SC, would we also be able to include surrounding SF and SC communities such as Sylmar, Pacoima, Panorama City, Newhall and Canyon Country?**
A: Appendix Q refers to the incorporated cities of San Fernando and Santa Clarita. Proposers may serve additional communities within the identified SPA, but must provide data found in Appendix Q. The nearest city/community identified in Appendix Q may serve as a proxy for proposed project areas.
- 31: Q: The RFP includes Appendix P "Community Assessment Data" which includes a table for Federal Poverty Level data from the 2009 Key**

indicators of Health; however the County has released the key indicators of health this year that has different data. (for e.g. the appendix shows the % below FPL for SPA 1 = 18%; however the County's most recent report from 2013 shows the % below FPL for SPA 1 = 21.1%). I know we are required to use the data/reference you ask us to use in the RFP, but wouldn't it make more sense to use the most recent data?

A: This was the most recent data available at the time of RFP development. Please use the data found in Appendix P when responding to questions in Section 2.10.6, subparagraph 1, Community Assessment.

EVALUATION AND SUSTAINABILITY

32. Q: What is expected of agencies in terms of their participation in evaluation activities and what additional costs may be associated with this participation?

A: Agencies will be expected to participate in all evaluation activities, mostly involving data collection, as directed by DPH. Although there is an expectation that all project goals are met, there is no expectation that a specific percentage of time or money is allocated for each of the service elements.

33. Q: The evaluation section does not specifically define the evaluation activities required. Will they be defined when funding has been awarded? Also, are data collected going to be entered into a County data system?

A: Evaluation activities will be fully defined when funding has been awarded. No, data collected will not be entered into a County data system.

34. Q: There is an expectation of program sustainability beyond the 30-month funding period. What is expected? Is it the same staffing level, same budget level, and same program activities, or some other or similar activities that support and continue the goals of the program?

A: Although there is an expectation of continued program sustainability beyond the funding period, there is no expectation that the same level of activities and services will be provided without the same level of funding.

TIMETABLE

35. Q: Once the proposals are scored, if proposal has been accepted, what is the time frame when Proposer will be notified? What is the anticipated time frame when funding will be available?

A: The County anticipates notifying all proposers of the evaluation results by December 2013. The County anticipates making its recommendation on the selected proposers for contract award to the Board of Supervisors in January 2014. Pursuant to Section 1.13, Final Contract Award by the Board of Supervisors, notwithstanding a recommendation of a department to award, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposals best serves the interests of the County.

SAMPLE SCOPE OF WORK

36. Q: Exhibit B – Sample Scope of Work – Are the activities mentioned in the 'Sample' Scope of Work a sample of what to propose or are these required activities? We are not supposed to add any new activities – if funded the scope of work is already prescribed for us, correct?

- A: Activities described in Appendix B, Sample Scope of Work, are required activities. Proposers should not make any additions or changes to the prescribed Sample Scope of work.
- 37. Q: Is there an expectation, or will it be helpful for an applicant to add information to the Sample Scope of Work that tailors it to program activities to be carried out in a specific community, for example by additional in-kind community or staff resources? What information can an applicant change in the Sample Scope of Work, or add to the Sample Scope of Work?**
- A: Proposers should not make any additions or changes to the prescribed Sample Scope of Work.
- 38. Q: Our agency administers a large WIC program. Should we approach any of the activities in the Sample Scope of Work differently? (#7 under the Sample Scope of Work refers to WIC).**
- A: All Proposers are required to implement the activities described in the Sample Scope of Work. Funded agencies may approach activities differently, subject to DPH final approval, as long as all Scope of Work activities and goals are met.
- 39. Q: Under number 2 of the Sample Scope of Work deliverables (page 3 of 6), it states that two community events are required. What types of community events are allowable?**
- A: Allowable community events will be further defined by DPH after contract award.
- 40. Q: Under number 6 of the Sample Scope of Work deliverables (page 5 of 6), it states that Proposers must “use a DPH-approved curriculum to conduct a minimum of one (1) civic engagement training”. Is the County planning to develop this “civic engagement training” or is this something the Proposer is expected to develop?**
- A: DPH will develop the civic engagement training.
- 41. Q: The Sample Scope of Work is dated for the fiscal year June 1 – June 30th. What do you expect us to do in the first program year that doesn’t cover a whole fiscal year? You do not expect us to cover all of those activities, correct?**
- A: The Sample Scope of Work represents activities that will be required in a full contract year. The first contract year will not cover a 12 month period. Year 1 activities will be revised according to the date of contract execution.
- 42. Q: Can we subcontract any of the activities?**
- A: Yes, subcontracts are allowed in order to complete Scope of Work objectives; however, Proposers must identify the subcontractor in their budget and provide sufficient detail in the budget justification as to how they will support the proposed program services. All subcontracts require DPH final approval.
- 43. Q: Please clarify the Sample Scope of Work as Appendix B or Exhibit B.**
- A: See Number 2 of this addendum (page 1). The Sample Scope of Work has been replaced to correctly label it as Appendix B.

BUDGET

- 44. Q: Regarding RFP Section 2.10.6. Proposer’s Approach to Provide Required Services (Section D), 4) Evaluation and Sustainability and RFP Section**

2.10.7 Proposed Budget and Budget Justification for 12 Months (Section E), there is no suggested percentage (or not-to-exceed upper limit) for Evaluation/Quality Assurance activities. What is the recommended guideline?

A: Although there is an expectation that all evaluation and quality assurance objectives are met, there is no expectation that a specific percentage of time or money is allocated for each of the service elements.

45. Q: Section E on page 35 of the RFP, 2.10.7 Proposed Budget and Justification Section, at the end of the first paragraph, it states that “Full-time salaries and employee benefits provided on the budget should only include the following: a) one (1) full-time initiative coordinator; and b) two (2) full-time program staff. “I understand that full-time staff are limited to 3 positions. But to clarify, other staff who are part-time can be included in the budget as well, right? (Page 33, 3Ai) In addition to the 3 full-time staff, can we include other PT/% FTE for support staff? (e.g. 10% of a nutritionist).

A: See Number 1 and Number 3 of this addendum (page 1). Proposers must include only three full-time staff in their budget, but may include additional part-time staff.

46. Q: (From Sample Scope of Work-Exhibit B and pages 32-35, 2.10.6 of section 3) It’s not clear how much of the curriculum and materials will be provided by the County DPH vs purchased by each contractor. How much should be allocated in the budget for the following:

- a. Food purchasing for demonstrations at grocery stores**
- b. Costs to become ServSafe certified**
- c. Incentives for focus group participants**
- d. Incentives for parent collaborative meetings**
- e. Child care at parent collaborative meetings**
- f. Printing of community resource guides (with biannual updates)**
- g. Printing and duplicating costs of other materials (fliers, etc)**
- h. Parent education materials for the parent education curriculum**
- i. Community events**
- j. Media campaign materials/graphic artist**
- k. Materials for presentations (e.g. to local restaurants)**
- l. Translation services of printed materials**

A: DPH will provide the parent education curriculum and media campaign materials. For all other items, although there is an expectation that all Scope of Work objectives are met, there is no expectation that a specific percentage of time or money is allocated for each of the service elements.

47. Q: Can Proposers utilize these County funds to hire additional staff beyond the required full time Choose Health LA KIDS initiative coordinator and two full time program staff. For example, we would like to hire a 0.2 FTE Public Relations person to help with some of the required activities.

A: Please refer to Answer 45 above.

48. Q: Page 3 of the Sample Scope of Work states that Proposers must, “Develop and submit a marketing and outreach plan to promote grocery store tours with food demonstrations....” Are Proposers required to budget for food demonstration permit fees? Or, will permit fees be waived since this particular initiative is funded under the auspices of the Department of Public Health?

- A: Proposers should estimate all costs necessary to implement the proposed program service.
- 49. Q: Do we need to use the form you provide in Appendix C or can we use our own?**
A: Proposers must use the standard budget form provided in the revised Appendix C that is attached to this addendum.
- 50. Q: For the justification – can we use our own format to create this?**
A: Proposers must use the sample budget justification format outlined in the revised Appendix C, Budget Justification Instructions, page 3-4, that is attached to this addendum.
- 51. Q: Please confirm that we only include a 12 month budget (not the 3 years). Will you then prorate it for the first program year which is not a full fiscal year?**
A: Per Section 2.10.7, Proposed Budget and Budget Justification for 12 Months, Proposers are to submit a budget and budget justification reflective of a twelve-month term. Yes, we will prorate the first program year based on the effective date of the execution of the contract.
- 52. Q: Will an allowable/non-allowable list of items for purchase be available?**
A: A list of allowable/non-allowable items will be provided to selected Proposers upon award of a contract.
- 53. Q: Will nutrition education reinforcement incentive materials be allowed? And/or will you provide those items to contractors?**
A: Yes, nutrition education reinforcement incentive materials will be allowed, subject to DPH requirements and final approval. Proposers should include these items in their proposed budgets.
- 54. Q: Our agency considers 80% time as fulltime. Will 80% or 90% be allowed to allow for part-time input from other staff? Or could one of the FT positions be split across two staff? If so, would an exception (Exhibit 23) be required to be submitted? What is the expected background of the program staff?**
A: For this project, full-time is defined as 100% FTE. Per Sections 2.10.7 and 3.4.4, Proposed Budget and Budget Justification for 12 months, proposed budgets must include one (1) full-time initiative coordinator and two (2) full-time program staff. At least one (1) of the full-time staff hired must have at least a Master's degree and content expertise in nutrition.

Per Section 2.10.10, Terms and Conditions in Sample Contract, and Requirements of the SOW: Acceptance of / or Exceptions to (Section H), Proposers are provided the opportunity to take exception to the Sample Scope of Work; however, the County reserves the right to determine if the Proposers' exceptions are material enough to deem the proposal non-responsive and not subject to further evaluation.
- 55. Q: For the requirement of 2 full time program staff, is it acceptable to have 4 part time (50%) program staff work on this program?**
A: No.

- 56. Q: Will the addition of part time program staff be allowed? (an accounting personnel approximately 20% FTE to handle fiscal/invoicing responsibilities)**
A: Yes. Please refer to Answer 45 above.
- 57. Q: Appendix C, Section D, Mileage and travel, states: "Identify the travel costs associated with each training and/or meeting and enter the amount (eg registration, hotel, airfare, etc)." Will required travel/training for trainings remain local within LA County or require travel i.e. Sacramento?**
A: Per revised Appendix C, Section G, Proposers should estimate travel and mileage expenses, as defined on page 4 of Appendix C. The expectation is that costs will include mileage for day-to-day activities conducted locally within L.A. County and may include occasional regional travel to trainings/conferences.
- 58. Q: Will an Evaluator be allowed for a subcontractor for conducting key informant interviews, focus groups and evaluation responsibilities?**
A: Yes, subcontracts are allowed in order to complete Scope of Work objectives; however, Proposers must identify the subcontractor in their budget and provide sufficient detail in the budget justification as to how they will support the proposed program services. All subcontracts require DPH final approval.

INTENT TO APPLY

- 59. Q: Can an agency change the identified SPA after submitting an LOI?**
A: Yes. Per Section 2.7, Intent to Apply Form, the anticipated SPA where work will be proposed may be revised prior to submission of proposal. A revised Intent to Apply form is not required.

CONTRACT TERM

- 60. Q: Should the dates in the header and in the timeline column of the Scope of Work read Jan 1 - June 30? or Jan 1 - Dec 31? What are you anticipating the budget period will be?**
A: The Scope of Work provided (Appendix B) serves as a sample of the activities contractors are expected to complete in a 12-month period. Per Section 1.8, Contract Term, the proposed contract term shall be effective on date of execution and shall continue through June 30, 2014, unless sooner terminated or extended.
- 61. Q: Please clarify the Timeline in Sample Scope of Work that states July 1 – June 30th.**
A: The Sample Scope of Work provided (Appendix B) serves as a sample of the activities contractors are expected to complete in a 12-month period.
- 62. Q: What is the actual contract term start date for the first 6 months of funding? Is the County anticipating starting January 1, 2014? And then starting year two on July 1, 2014?**
A: The County anticipates receiving the Board of Supervisors approval on its recommended selected proposals in January 2014. However, any resultant contracts will be effective on date of execution, following approval by the Board of Supervisors and shall continue through June 30, 2014. Term 2 will have an anticipated period of July 1, 2014 through June 30, 2015.

CONTRACT / EXCEPTIONS TO TERMS

63. Q: Are Proposers expected to submit the Sample Scope of Work as it is, or with modifications? Can additional activities be proposed? Should we add more specifics to the Sample Scope of Work or narrative?

According to Page 37 of the RFP under Section 2.10.10, Section A, it states that *“It is the duty of every Proposer to thoroughly review the Sample Contract and SOW to ensure compliance with all terms, conditions and requirements. It is the County’s expectation that in submitting a proposal the Proposers will accept, as stated, the County’s terms and conditions in the Sample Contract and the County’s requirements in the SOW. However, the Proposers are provided the opportunity to take exceptions to the County’s terms, conditions, and requirements”* by completing and submitting Exhibit 23 (with required alternative language) stating the exceptions being requested.

Does this mean that any change made to the Sample Scope of Work will need to include the exceptions on the Exhibit 23? For example, if the Proposer would like to have one or more of the three required staff to be at 90% time on the budget rather than 100%, is that acceptable? And if so, would that require an exception request to be submitted. Also, if the Proposer wanted to include a clerical support person and/or a media specialist for a small percentage of time on the budget, is that allowable? And if so, would this require an exception request to be submitted (Exhibit 23 exceptions)?

- A: The RFP does not direct Proposers to submit a Scope of Work (SOW). The SOW is prescribed for this program. Activities described in Appendix B, Sample SOW, are required activities and Proposers should not make any additions or changes to the prescribed Sample Scope of Work. Per Section 2.10.10, Terms and Conditions in Sample Contract, and Requirements of the SOW: Acceptance of / or Exceptions to (Section H), Proposers are provided the opportunity to take exception to the SOW, however the County reserves the right to determine if the Proposers’ exceptions are material enough to deem the proposal non-responsive and not subject to further evaluation. See also answers to Questions 45 and 54 above.

REQUIRED FORMS

64. Q: Pages 27 and 28 – if our organization is not a corporation/LLC then we should still submit this first page but just put “Not Applicable” on Page 1 of Exhibit 1?

- A: For Question 1, page 1, indicate “Not Applicable”, if information does not apply to your agency, and complete the rest of the form.

DAYS OF OPERATION

65. Q: Are there a required number of hours that the office is required to be open? Or can the provider use a flexible schedule based on the program schedule?

- A: Per Section 1.11, Days of Operation, the Contractor shall be required to submit days and hours of operation to DPH. Upon funding, Contractor will be required to submit and comply with days and hours of operation. There is no requirement

that an office be open a defined set of hours; however, there is an expectation that all project goals are met.

OTHER

66. Q: Page 10, Section 1.14 – we only need to register in WebVen IF we are selected as a Contractor, correct?

A: Yes, prior to contract award, all “potential” contractors must register in the County’s WebVen.

67. Q: How do you want us to show citations? - endnote vs. footnotes? Can we include a page showing our citations (if we don’t do footnotes?)

A: There are no specific requirements related to citations.

68. Q: Is there an informational session related to this grant opportunity? Sometimes government funding opportunities provide these sessions, and I want to make sure that we don’t miss any opportunities that we should be aware of.

A: No, there is no proposers conference for this RFP.

69. Q: There are no reporting requirements (progress/evaluation) for the project? in the RFP? Will there be in the future?

A: Reporting requirements are included in the sample Scope of Work and will be further defined for selected Proposers upon contract award.

Addendum Number 2, and its applicable attachments, have 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 and Number 2, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
 CHOOSE HEALTH LA kids (CHLAKids)
 July 1, XXXX through June 30, XXXX

Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
<p>1. Administration: Complete administrative/management functions required for implementation of CHLAKids.</p>	<ol style="list-style-type: none"> 1. Hire and train one (1) full-time Initiative Coordinator and two (2) full-time program staff, ensuring that at least one of the full-time staff has at least a Master's degree and content expertise in nutrition, to implement the initiative. <ol style="list-style-type: none"> a.) Develop duty statements for positions. b.) Post position announcements. c.) Interview and hire Initiative Coordinator and other full-time staff d.) Identify any additional staff that will help with implementation of the initiative. e.) Train new staff on the initiative components, grant requirements, and policies and procedures. 2. In conjunction with the Los Angeles County Department of Public Health (DPH) staff, develop an action plan with detailed steps for meeting initiative deliverables. 3. Coordinate logistics for monthly meetings with DPH and core initiative partners to guide the initiative's efforts and ensure progress toward action plan 4. Conduct monthly programmatic and fiscal reporting, using DPH-approved templates. 5. Attend sharing forum and other regional training forums as directed by DPH. 6. Participate in all evaluation activities as directed by DPH. 7. As directed, collaborate with CHLAKids Partners and other DPH Programs. 	<p>Within 45 days of Contract execution</p> <p>July 1 through June 30</p> <p>July 1 through June 30 (monthly)</p> <p>July 1 through June 30 (monthly)</p> <p>July 1 through June 30 (Ongoing, as directed)</p> <p>July 1 through June 30</p> <p>July 1 through June 30</p>	<ol style="list-style-type: none"> 1a.) Approved duty statements and job announcements – on file 1b,c,d.) Staff hired 1e.) Staff training agenda – on file 2.) DPH-approved action plan – on file 3.) Meeting logistics – on file 4.) Monthly reports and invoices – on file. 5.) Copy of forum agendas –on file 6.) Evaluation summary – on file 7.) Monthly reports with collaboration documentation – on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
CHOOSE HEALTH LA kids (CHLAKids)
July 1, XXXX through June 30, XXXX

Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
<p>2. Nutrition Education & Physical Activity Promotion: Deliver nutrition and physical activity education and resources to families with children ages 0-5.</p>	<ol style="list-style-type: none"> 1. Use a DPH-approved tool to conduct a needs assessment to describe current nutrition and physical activity promotion practices and resources available to community members. <ol style="list-style-type: none"> a.) Conduct a minimum of ten (10) key informant interviews with key thought leaders in the community. b.) Conduct a minimum of three (3) focus groups with parents/caregivers of children ages 0-5. 2. Work with DPH Staff to <ol style="list-style-type: none"> a.) Map community assets for the Service Planning Area (SPA)/community. b.) Use a DPH-approved template to create a community resource guide to link parents/caregivers to local resources (inc. clinics, parent groups, free/reduced cost classes and/or resources) c.) Make available in print and on agency website. d.) Update bi-annually (twice annually at the middle and end of both contract years). 3. Attend Parent Education Curriculum Training conducted by DPH. <ol style="list-style-type: none"> a.) Tailor, revise and/or incorporate culturally relevant and linguistically appropriate material into DPH-approved Parent Education Curriculum based on key informant interviews and focus groups. 4. Develop and submit an annual marketing and outreach plan to promote trainings to parents/caregivers through local organizations, including but not limited to community based organizations(CBOs), parent resource centers, faith based organizations, health care and foster care providers, oral health and other identified outlets. 5. Conduct eight (8) class cycles of Parent Education 	<p>July 1 through June 30</p> <p>July 1 through June 30 (original resource guide developed)</p> <p>July 1 through June 30 (bi-annual updates)</p> <p>July 1 through June 30</p> <p>July 1 through June 30</p> <p>July 1 through June 30</p>	<p>1.) Needs assessment report</p> <p>1a.) Interview transcripts – on file 1b.) Focus group transcripts – on file</p> <p>2.) Available on website and in print</p> <p>3.) Copy of training agenda and materials – on file</p> <p>4.) DPH-approved Marketing and outreach plan – on file</p>

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
CHOOSE HEALTH LA kids (CHLAKids)
July 1, XXXX through June 30, XXXX

Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
	<p>Curriculum with a minimum of three (3) classes per cycle to parents/caregivers with children ages 0-5, per contract year.</p> <p>6. Participate in a minimum of two (2) DPH-approved community events, per contract year.</p> <p>7. Work with DPH to conduct ongoing evaluation, and refine trainings, as needed.</p>	<p>July 1 through June 30</p> <p>July 1 through June 30</p>	<p>5.) Copies of sign-in sheets, training materials – on file</p> <p>6.) DPH-approved Event flyers – on file</p> <p>7.) Evaluation summary</p>
3. Restaurants: Support DPH efforts to implement a County-wide voluntary public recognition program for restaurants that expand healthy children’s meal menu options.	<p>1. Attend restaurant engagement training conducted by DPH.</p> <p>2. Work with DPH to</p> <ul style="list-style-type: none"> a) Develop and submit a marketing and outreach plan for engaging restaurants; b) Conduct a minimum of fifteen (15) presentations to promote the voluntary recognition program; c) Distribute DPH-approved materials to a minimum of 1,000 community members and 30 groups/organizations. <p>3. Work with DPH staff to develop relationships with a minimum of seven (7) local restaurants, per contract year.</p>	<p>July 1 through June 30</p> <p>July 1 through July 31</p> <p>August 1 through June 30</p> <p>August 1 through June 30</p> <p>July 1 through June 30</p>	<p>1.) Copy of training materials and agenda – on file</p> <p>2a.) DPH-approved Marketing and outreach plan-on file</p> <p>2b.) Meeting agendas and notes-on file</p> <p>2c.) Distribution and tracking plan – on file</p> <p>3.) Restaurant correspondence – on file</p>
4. Grocery Stores: Provide nutrition education and skills-building learning opportunities to parents and other care providers of children ages 0-5 in grocery stores and/or markets.	<p>1. Attend DPH training on grocery store tour and food demonstrations.</p> <p>2. Select grocery sites and obtain grocery site approval from DPH, per contract year.</p> <p>3. Engage a minimum of five (5) grocery stores and/or independent markets, per contract year.</p>	<p>July 1 through June 30</p> <p>July 1 through June 30</p> <p>July 1 through June 30</p>	<p>1.) Copy of Training agenda and notes – on file</p> <p>2.) DPH-approval of grocery site – ongoing, as needed</p> <p>3.) Grocery store correspondence – on file</p>

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
CHOOSE HEALTH LA kids (CHLAKids)
July 1, XXXX through June 30, XXXX

Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
	<ul style="list-style-type: none"> 4. Develop and submit a marketing and outreach plan to promote grocery store tours with food demonstrations, per contract year. 5. Obtain ServSafe certification for a minimum of one (1) of staff member who will conduct food demonstrations. 6. Use a DPH-approved curriculum to conduct a minimum of twenty-four (24) grocery store tours with food demonstrations, per contract year. 7. Work with DPH to conduct ongoing evaluation, and refine activities, as needed. 8. Collaborate with existing DPH programs to improve grocery store environments, as directed. 	<ul style="list-style-type: none"> July 1 through June 30 July 1 through June 30 July 1 through June 30 July 1 through June 30 July 1 through June 30 (Ongoing, as needed) 	<ul style="list-style-type: none"> 4.) DPH-approved marketing and outreach plan – on file 5.) Copy of ServSafe Certification-on file 6.) Sign-in sheets – on file 7.) Evaluation summary and pre- and post-test results – on file 8.) Monthly reports with collaboration documentation on file
5. Media: Support DPH in implementing a media plan to promote healthy eating, increase physical activity for the 0-5 population and their parents.	<ul style="list-style-type: none"> 1. Distribute DPH-approved media campaign materials to community groups and other agencies that serve families with children ages 0-5. 2. Work with DPH to engage a minimum of six (6) local and/or ethnic media outlets to cover community events and/or distribute messages to target audiences, per contract year. 3. Identify a minimum of one (1) spokesperson to participate in Media/Spokesperson training conducted by DPH. 4. Develop and maintain website communication links to ChooseHealth LA.com 	<ul style="list-style-type: none"> July 1 through June 30 July 1 through June 30 July 1 through June 30 July 1 through June 30 	<ul style="list-style-type: none"> 1.) DPH-approved Distribution plan-on file 2.) Communications records-on file 3.) Copy of DPH training agenda-on file 4.) Copy/Proof of weblinks-on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
CHOOSE HEALTH LA kids (CHLAKids)
July 1, XXXX through June 30, XXXX

Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
<p>6. Parent Collaborative: Develop a parent collaborative to disseminate nutrition and physical activity resources and build support for civic engagement goals among parents of children ages 0-5.</p>	<ol style="list-style-type: none"> 1. Develop and submit a recruitment plan to build coalition membership, including, but not limited to, outreach to local CBOs, parent resource centers, faith based organizations, health care and foster care providers, oral health and other identified outlets. 2. Develop and submit collaborative goals, and administrative policies and procedures. 3. Conduct a minimum of ten (10) parent collaborative meetings per contract year. 4. Use a DPH-approved tool to conduct a community/environmental assessment. 5. Use a DPH-approved curriculum to conduct a minimum of one (1) civic engagement training, per contract year. 6. Identify a minimum of two (2) parents/caregivers to participate in Media/Spokesperson training conducted by DPH. 7. Maintain an active collaborative membership with a minimum of thirty (30) parents/caregivers, per contract year. 8. Maintain communication via multiple channels, to update collaborative on news, events, and resources. 	<p>July 1 through June 30</p> <p>July 1 through December 31</p> <p>July 1 through June 30</p> <p>July 1 through June 30</p> <p>July 1 through June 30</p> <p>July 1 through December 31</p> <p>July 1 through June 30</p> <p>July 1 through June 30 (Ongoing, monthly)</p>	<ol style="list-style-type: none"> 1.) DPH-approved Recruitment plan-on file 2.) Goals, policies, and procedures-on file 3.) Meeting agendas and sign-in sheets-on file 4.) Community Assessment Report-on file 5.) Civic engagement training agenda-on file 6.) Copy of DPH training agenda-on file 7.) Membership Roster-on file 8.) DPH-approved Communication Plan-on file
<p>7. Community Assistance Programs: Promote community assistance programs that reach eligible parents of children ages 0-5.</p>	<ol style="list-style-type: none"> 1. Develop and submit a strategic plan to incorporate the promotion of Women, Infants and Children (WIC) Program and CalFresh enrollment, and Foster Parent/Caregiver recruitment activities into existing agency programs reaching a minimum one-thousand (1,000) parents/caregivers. 	<p>July 1 through September 30</p>	<ol style="list-style-type: none"> 1.) DPH-approved strategic plan-on file and distribution tracking form on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
 CHOOSE HEALTH LA kids (CHLAKids)
 July 1, XXXX through June 30, XXXX

Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
	2. Initiate and maintain contact with local WIC offices for parent/caregiver outreach and engagement efforts. 3. Coordinate with Department of Public Social Services local offices to schedule mobile enrollment unit for a minimum of two (2) of DPH-approved community events, per contract year. 4. Promote WIC, CalFresh and Foster Service on agency website.	July 1 through June 30 July 1 through June 30 July 1 through June 30	2.) WIC office directory and contact records-on file 3.) DPH-approved community event schedule and/or event flyers-on file 4.) Copy/Proof of weblinks-on file
8. Sustainability: Develop a sustainability plan to ensure program viability beyond the grant period.	1. Develop and submit a sustainability plan to ensure program viability beyond the grant period. a) Expand current relationships and partnerships. b) Seek and secure funding to continue progress.	July 1 through September 30	1.) DPH-approved Sustainability plan-on file

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CHOOSE HEALTH LA KIDS
RFP 2013-006

BUDGET AND BUDGET JUSTIFICATION INSTRUCTIONS

Budget Instructions

Utilizing the Budget Summary Form/Template, Proposer shall complete the budget using the categories below (A-K) for a 12-month period.

Proposers selected for funding may be required to modify proposed budget, budget justification, and/or Scope of Work.

- A. Full-Time Salaries:** List each employee by position. Staff members and other employees are determined by the fact that agency reports and pays payroll taxes (SUI, FICA, etc.) and pays employees' income taxes as basic legal requirements. Include the name of the staff person filling each position. Specify vacant if staff have not been identified. As set forth in Section 2.10.7 of the RFP.
- Monthly Salaries: For each position, enter the monthly salary based on full-time equivalent.
 - Number of Months: For each position, indicate budgeted number of months for a 12-month period.
 - Percentage of Time: Enter the total percentage of time that each employee will work for the proposed services. If all employee's time will be spent on the proposed services, enter 100% (100% means 40 hours per week).
 - Total Column Amount: For each position, multiply monthly salary by the number of months by percent of time, then enter amount in the total column.
 - Subtotal Salaries: Add the total amounts for Salaries.
- B. Employee Benefits for Full-Time Salaries:** Indicate the estimated total employee benefit percentage rate for which the agency is responsible (e.g., FICA, SUI, Worker's Compensation, retirement, etc.). Multiply Subtotal Salaries by the Employee Benefits Rate and enter amount in the Total column.
- C. Part-Time Salaries:** List each employee by position. Staff members and other employees are determined by the fact that agency reports and pays payroll taxes (SUI, FICA, etc.) and pays employees' income taxes as basic legal requirements. Include the name of the staff person filling each position. Specify vacant if staff have not been identified. As set forth in Section 2.10.7 of the RFP.
- Monthly Salaries: For each position, enter the monthly salary based on part-time equivalent.
 - Number of Months: For each position, indicate budgeted number of months for a 12-month period.
 - Percentage of Time: Enter the total percentage of time that each employee will work for the proposed services.
 - Total Column Amount: For each position, multiply monthly salary by the number

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CHOOSE HEALTH LA KIDS
RFP 2013-006

BUDGET AND BUDGET JUSTIFICATION INSTRUCTIONS

of months by percent of time, then enter amount in the total column.

- **Subtotal Salaries:** Add the total amounts for Salaries.
- D. Employee Benefits for Part-Time Salaries:** Indicate the estimated total employee benefit percentage rate for which the agency is responsible (e.g., FICA, SUI, Worker's Compensation, retirement, etc.). Multiply Subtotal Salaries by the Employee Benefits Rate and enter amount in the Total column.
- E. Grand Total Personnel and Employee Benefits:** Provide the total for each of the following: 1) Personnel Full-time **and** Employee Benefits Full-time; and 2) Personnel Part-time **and** Employee Benefits Part-time. Provide the grand total for all Personnel and Employee Benefits (Full-time, and Part-time).
- F. Operating Expenses:** Identify the costs that will be necessary for the performance of the contract and enter the amounts (e.g., office supplies, printing/reproduction, rent, telephone, etc.). The costs should conform to your proposed program objectives.
- G. Mileage and Travel:** Identify the travel costs associated with each training and/or meeting and enter the amount (e.g. registration, hotel, airfare, etc.). The costs should conform to your proposed program objectives.
Identify the mileage from the office to the worksite for each employee, multiply by \$0.53 and enter the amount in the Total column. The costs should conform to your proposed program objectives. NOTE: The maximum allowable reimbursement rate for mileage is Los Angeles County's prevailing rate, currently \$0.53 (53 cents) per mile.
- H. Other Costs:** Identify the costs that will be necessary for the performance of the contract and enter the amounts (e.g., equipment, promotional materials, food demonstrations, etc.). The costs should conform to your proposed program objectives.
- I. Total Direct Costs:** Add total of expense categories A through H.
- J. Indirect Costs:** Enter the total amount of Indirect Costs to be charged to the contracted program. Total Indirect Costs may not exceed 10% of an agency's Direct Costs.
- K. Total Program Budget:** Add total of expense categories I through J.

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CHOOSE HEALTH LA KIDS
RFP 2013-006

BUDGET AND BUDGET JUSTIFICATION INSTRUCTIONS

Budget Justification Instructions

The Proposer shall complete the budget justifications reflecting the categories used in the Budget Summary Form for a 12-month period.

Proposers selected for funding may be required to modify proposed budget, budget justification, and/or SOW.

Write a brief narrative justification for each of the amounts entered on the budget. Please identify any one-time costs. Budget Justification narrative must be detailed, specific, and explain: (1) what type of services will be provided; (2) who will provide the services; and (3) how the services will be provided.

NOTE: If selected for funding, the Proposer may be asked to provide a more detailed line-item budget and additional justification in the narrative.

A. Salaries – Full-Time

List each position by job title and briefly justify each position and duties by relating it to specific program objectives.

B. Employee Benefits – Full-Time

Identify the method to calculate the employee benefits percentage rate. List each employee benefit and its appropriate percentage rate. Example: FICA 7%, SUI 3%, Workers' Compensation 1%, Medical/Dental 5%, Retirement 2%, Other 1%, etc. for a total Employee Benefits rate of 19%.

C. Salaries – Part-Time

List each position by job title and briefly justify each position and duties by relating it to specific program objectives.

D. Employee Benefits – Part-Time

Identify the method to calculate the employee benefits percentage rate. List each employee benefit and its appropriate percentage rate. Example: FICA 7%, SUI 3%, Workers' Compensation 1%, Medical/Dental 5%, Retirement 2%, Other 1%, etc. for a total Employee Benefits rate of 19%.

E. Grand Total Personnel and Employee Benefits: Provide the total for each of the following: 1) Personnel Full-time **and** Employee Benefits Full-time; and 2) Personnel Part-time **and** Employee Benefits Part-time. Provide the grand total for all Personnel and Employee Benefits (Full-time, and Part-time).

F. Operating Expenses

Identify and briefly describe the costs necessary for the performance of the program. The narrative should describe how the costs will relate to the program objectives including: telephone, postage, utilities, office supplies, printing/reproduction, computer connection, rent, etc. The costs must be used specifically for the delivery of the proposed services and should assist your agency in meeting the scope of work objectives. Include cost calculations.

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CHOOSE HEALTH LA KIDS
RFP 2013-006

BUDGET AND BUDGET JUSTIFICATION INSTRUCTIONS

G. Mileage & Travel

Travel pertains to in-state (other than County of Los Angeles) trips. Briefly describe all travel-related costs. Give the purpose of the trip, destination, and the title(s) of persons who will be taking the trip.

Mileage pertains to local travel (within County of Los Angeles). Mileage example: Reimbursement is requested at \$0.53 per mile for mileage incurred by project staff traveling to outreach and enrollment sites within the County. NOTE: The maximum allowable reimbursement rate for mileage is Los Angeles County's prevailing rate, currently \$0.53 (53 cents) per mile.

H. Other Costs

Briefly describe and justify any non-routine, occasional or onetime expenses needed for the performance of the program. The narrative should describe how the costs will relate to the program objectives including: educational materials, food demonstrations, etc. The costs must be used specifically for the delivery of the proposed services and should assist your agency in meeting the scope of work objectives. Include cost calculations.

I. Total Direct Costs: (Add Total Expenses A-H).

J. Indirect Costs (Cannot exceed 10% of total direct costs)

Identify the method for calculating indirect costs. Indirect cost or administrative overhead are costs that are incurred for a common joint purpose benefiting more than one cost objective, and not readily attributable to any particular program or service. These costs may include salaries, wages, and fringe benefits of administrative personnel whose effort benefits more than one cost objective; operational and maintenance costs that benefit more than one cost objective; and/or expenses such as rent for percentage of space occupied by administrative personnel, etc.

K. Total Program Budget: (Add Total of Expenses Categories I-J).

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CHOOSE HEALTH LA KIDS
RFP 2013-006

Budget Summary Form – STANDARD FORMAT

AGENCY NAME: _____

BUDGET TERM: 12 Months

A. FULL-TIME SALARIES (As set forth in Section 2.10.7 of this RFP)	Monthly Salary	# of Months	% of Time	TOTAL
1. _____	\$ _____	_____	_____ %	\$ _____
2. _____	\$ _____	_____	_____ %	\$ _____
3. _____	\$ _____	_____	_____ %	\$ _____
Sub-Total Full-Time Personnel:				\$ _____

B. <u>EMPLOYEE BENEFITS (FULL-TIME)</u> Employee Benefits Rate @ _____%				
Total Employee Benefits (Full-Time)				\$ _____
TOTAL FULL-TIME PERSONNEL & EMPLOYEE BENEFITS				\$ _____

C. PART-TIME SALARIES	Monthly Salary	# of Months	% of Time	TOTAL
1. _____	\$ _____	_____	_____ %	\$ _____
2. _____	\$ _____	_____	_____ %	\$ _____
3. _____	\$ _____	_____	_____ %	\$ _____
Sub-Total Part-Time Personnel				\$ _____

D. <u>EMPLOYEE BENEFITS (PART-TIME)</u> Employee Benefits Rate @ _____%				
Total Employee Benefits (Part-Time)				\$ _____
TOTAL PART-TIME PERSONNEL & EMPLOYEE BENEFITS				\$ _____

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CHOOSE HEALTH LA KIDS
RFP 2013-006

Budget Summary Form – STANDARD FORMAT

**E. GRAND TOTAL PERSONNEL AND
EMPLOYEE BENEFITS**

Total Personnel Full-Time and Employee Benefits \$ _____

Total Personnel Part-Time and Employee Benefits \$ _____

**GRAND TOTAL PERSONNEL AND
EMPLOYEE BENEFITS \$ _____**

F. OPERATING EXPENSES

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

TOTAL OPERATING EXPENSES \$ _____

G. MILEAGE & TRAVEL

1. _____ \$ _____

2. _____ \$ _____

TOTAL MILEAGE & TRAVEL \$ _____

H. OTHER COSTS

1. _____ \$ _____

2. _____ \$ _____

TOTAL OTHER COSTS \$ _____

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CHOOSE HEALTH LA KIDS
RFP 2013-006

Budget Summary Form – STANDARD FORMAT

- I. TOTAL DIRECT COSTS (G - L) \$ _____
- J. INDIRECT COSTS (Max. 10% of Total Direct Costs) \$ _____
- K. TOTAL PROGRAM BUDGET \$ _____